

SURFACE TO SOUL

Live Well | Lead Well | Coach Well

Designing Your 360 Feedback Form

Pre-work

- List feedback you'd find most helpful from your colleagues.
- List feedback you'd find most helpful related to your annual goals or professional development goals.
- List what you think each of your colleagues would say about your leadership (strength, shortcomings, etc.)
- List what you'd like each of your colleagues to say about your leadership
- List what each of your colleagues would say that you need to pay closer attention to.

Survey Design questions

- Is it important that the survey feedback be broken down by supervisor, co-worker, or subordinate?
- Do you prefer multiple choice questions or scaled responses?
- What types of information should be gathered through open-ended questions?

Sample Text Box Questions

- What do you need from ____ to do to do your best work?
- What should ____ keep doing (what's working for you and/or other team members)?
- What should ____ stop doing (what's unhelpful or not necessary)?
- What should ____ start doing (what would be helpful)
- What do you see as potential growth areas for Gerald?

Sample Multiple Choice Questions

How often does ____ give feedback about your performance?

- Extremely often - Very often - Somewhat often - Not so often - Not at all often

How often does ____ listen to employees' opinions when making decisions?

- Extremely often - Very often - Somewhat often - Not so often - Not at all often

How often does ____ seek input team members when making decisions?

- Extremely often - Very often - Somewhat often - Not so often - Not at all often

How available is ____ to you and other team members?

- Extremely available - Very available - Somewhat available - Not so available - Not at all available

How well does ____ communicate with others?

- Extremely well - Very well - Somewhat well - Not so well - Not at all well

How well does ____ deal with conflict or difficult issues?

- Extremely well - Very well - Somewhat well - Not so well - Not at all well

How helpful or productive are the meetings that ____ leads?

- Extremely helpful - Very helpful - Somewhat helpful - Not so helpful - Not at all helpful

How helpful is the training/coaching you receive from ____?

- Extremely helpful - Very helpful - Somewhat helpful - Not so helpful - Not at all helpful



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