

360 Assessment

CANDIDATE:
REPORT GENERATED:
CONFIDENTIALITY:

John Doe
03/02/2020
HIGH

Key

Self	Staff	Co-workers*	Council
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*Co-workers are representatives from Sunday school, Discipleship, Grace Ministry, Women and Missions

Introduction

This feedback report contains confidential information about **John Doe** and should only be shared with authorised people.

It report has been designed to provide feedback on the performance, leadership and management behavior and the impact it is having on people you work and worship with.

This report will enable you identify your strengths, weaknesses and highlight areas to improve and build an appropriate action plan to enhance your capability as a leader and manager.

This 360 report has been generated based on feedback received anonymously, from people invited to complete the questionnaire including yourself. The feedback report rates (1 = *Unsatisfactory*, 2 = *Concern*, 3 = *Satisfactory*, 4 = *Very good* and 5 = *Excellent*) your behaviour against a number of statements, which were drawn from church activities and your role.

Report Content

Your feedback report contains the following sections:

- Summary grade, based on all responses.
- Breakdown of the overall feedback results.
- Graphic representation of individual sections and questions and feed back comments.
- Feedback comments from the assessment participants.
- 360 Balance Sheet & Action Plan.

Raters

Self	1
Staff	7
Co-workers	5
Council	6
Total	19

Summary

This report has been generated using responses from a total of **12** participants

Self:	Staff:	Co-workers:	Council:
1	5	3	3

Below is an average score for **John Doe**, based on all responses from all participants.

Self 4.59	Staff 4.11	Co-workers 4.15	Council 3.74	Others, less Self 4.00
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Percentile

Self 92%	Staff 82%	Co-workers 83%	Council 75%	Others, less Self 80%
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Reviews from: MBC quarter three 2018 done on Sep 2018

Self 4.86	Staff 3.93	Co-workers 3.85	Council 3.68	Others, less Self 3.82
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Percentile

Self 97%	Staff 79%	Co-workers 77%	Council 74%	Others, less Self 76%
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COMPETENCIES

Section	Question	Self	Staff	Co-workers	Council	Others, less Self
Statutory Requirements	Timely payment of NSSF, NHIF, PAYE	5 (100%)	4.6	4.0	4.0	4.2 (84%)
	Monthly payments of electricity and other services	4 (80%)	4.6	4.0	4.0	4.2 (84%)
	Medical, Burglary and fire accident cover	5 (100%)	4.6	4.0	3.5	4.0 (81%)
	Filling tax returns	5 (100%)	4.4	4.0	4.0	4.1 (83%)
Supervise Service Providers	Cleanliness of compound, offices/classes and toilets	4 (80%)	4.0	4.3	3.3	3.9 (78%)
	Catering Services	4 (80%)	3.8	4.0	3.7	3.8 (76%)
	Security	4 (80%)	4.0	3.5	3.3	3.6 (72%)
	Service and Maintenance	4 (80%)	3.8	4.5	3.3	3.9 (78%)
	Internet	4 (80%)	3.8	3.5	4.0	3.8 (75%)
Accounting duties	Timely disbursement of salaries	4 (80%)	3.6	3.5	4.0	3.7 (74%)
	Availability and timely filling of Requisitions form	5 (100%)	4.2	5.0	4.0	4.4 (88%)
	Disbursements of Cash	5 (100%)	3.4	4.5	3.0	3.6 (73%)
	Auditing (imprest)	5 (100%)	3.8	4.0	3.0	3.6 (72%)
	Keeping proper accounting records	4 (80%)	3.8	4.0	3.5	3.8 (75%)
	Mailing and telephone correspondence	5 (100%)	4.3	4.0	4.0	4.1 (82%)
	Internal dissemination of information	5 (100%)	4.5	4.0	4.0	4.2 (83%)
Communication	Bulletins	4 (80%)	4.0	4.7	4.0	4.2 (84%)
	Mailing and telephone correspondence	5 (100%)	4.0	4.0	4.0	4.0 (80%)
	Internal dissemination of information	5 (100%)	4.3	4.0	3.5	3.9 (78%)
Reception	Welcoming visitors	5 (100%)	4.0	5.0	3.7	4.2 (84%)

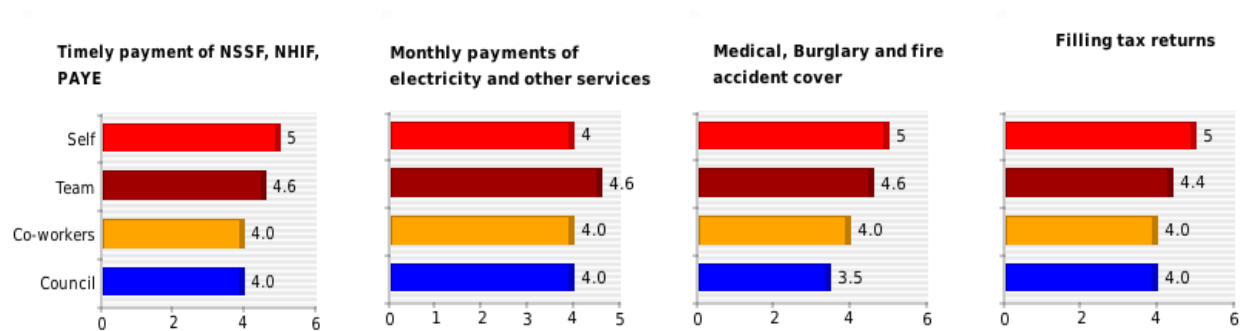
	Hospitality	4 (80%)	4.0	4.0	3.3	3.8 (76%)
	Outlook of the reception area	4 (80%)	3.6	4.0	3.3	3.6 (73%)
Secretarial Duties	Filling	4 (80%)	4.4	4.5	3.5	4.1 (83%)
	Photocopying/ printing	5 (100%)	3.8	4.0	3.5	3.8 (75%)
	Minutes/letters	4 (80%)	3.0	4.0	3.5	3.5 (70%)
	Organizing meetings	4 (80%)	3.6	3.5	3.5	3.5 (71%)
	Stationaries (pens, letterheads, envelopes (tithing), visitors cards e.t.c.)	4 (80%)	4.2	4.0	3.5	3.9 (78%)
	Allocation of meeting space/venue	4 (80%)	4.0	4.0	4.0	4.0 (80%)
Personal Discipline	Time management	5 (100%)	4.6	4.0	4.0	4.2 (84%)
	Courtesy	5 (100%)	4.2	4.5	4.0	4.2 (85%)
	Dressing - modesty	5 (100%)	4.6	4.5	4.0	4.4 (87%)
	Self-driven	5 (100%)	4.6	4.7	4.0	4.4 (88%)
	Growing Discipleship	5 (100%)	4.3	4.0	4.0	4.1 (82%)

VALUES

Section	Question	Self	Staff	Co-workers	Council	Others, less Self
Character	Attitude	5 (100%)	4.4	4.0	4.3	4.2 (85%)
	Attendance	5 (100%)	4.6	4.0	4.0	4.2 (84%)
	Accountability	5 (100%)	4.8	4.0	3.7	4.1 (83%)
	Diligence/hard work	5 (100%)	4.8	4.5	4.0	4.4 (89%)
	Commitment	5 (100%)	4.2	4.5	4.0	4.2 (85%)
	Patience	5 (100%)	3.4	4.0	3.7	3.7 (74%)

The following graphs provide a visual overview for each of the responses. It allows you to quickly identify where **John Doe** may have potential strengths and development areas, and where the biggest similarities and discrepancies in ratings lie.

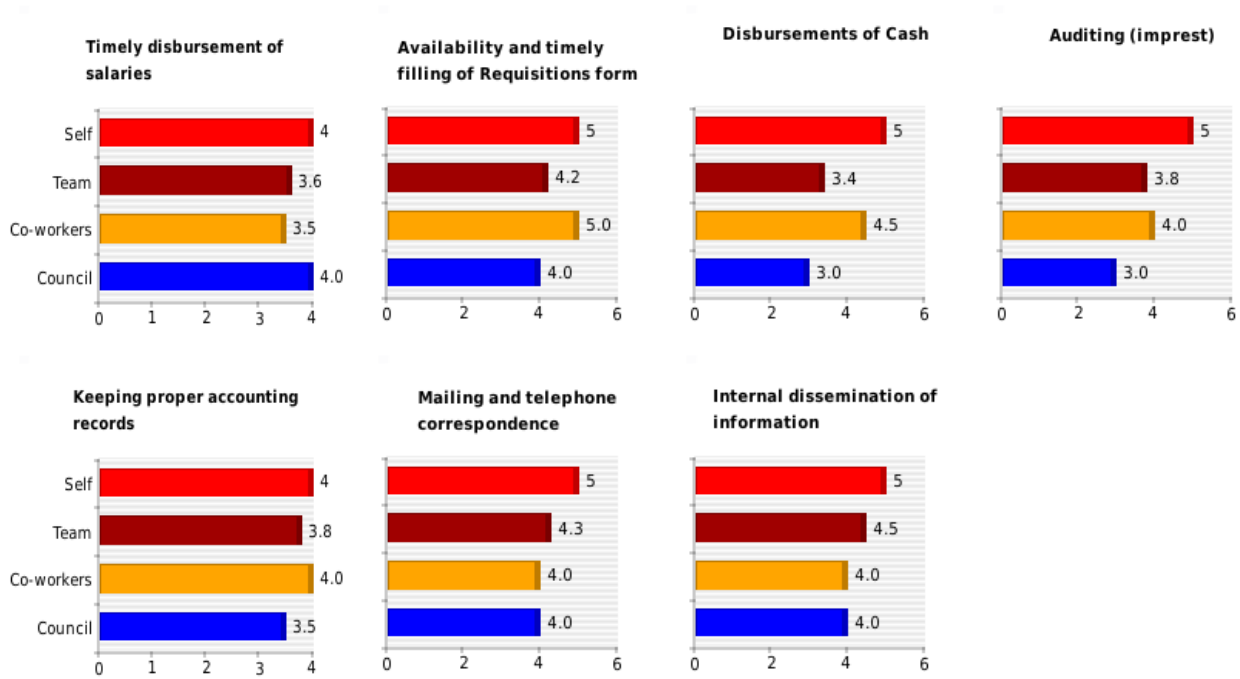
Statutory Requirements



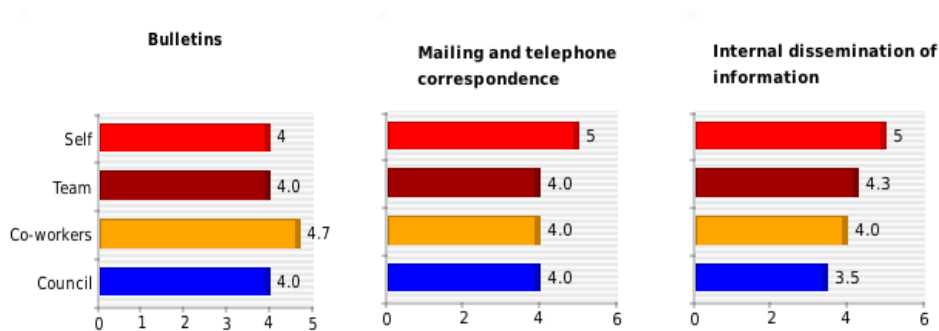
Supervise Service Providers



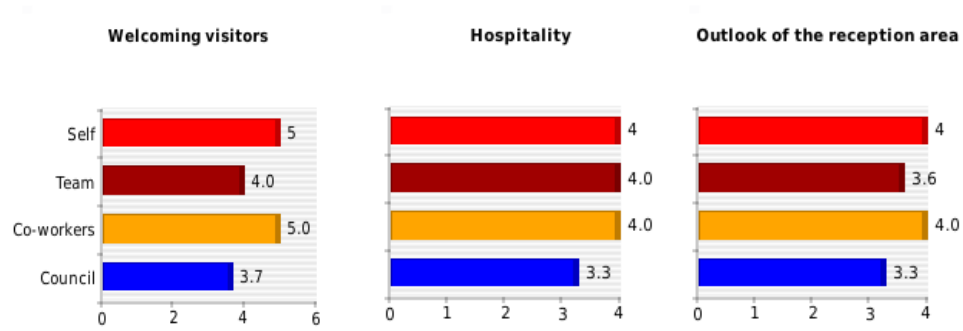
Accounting duties



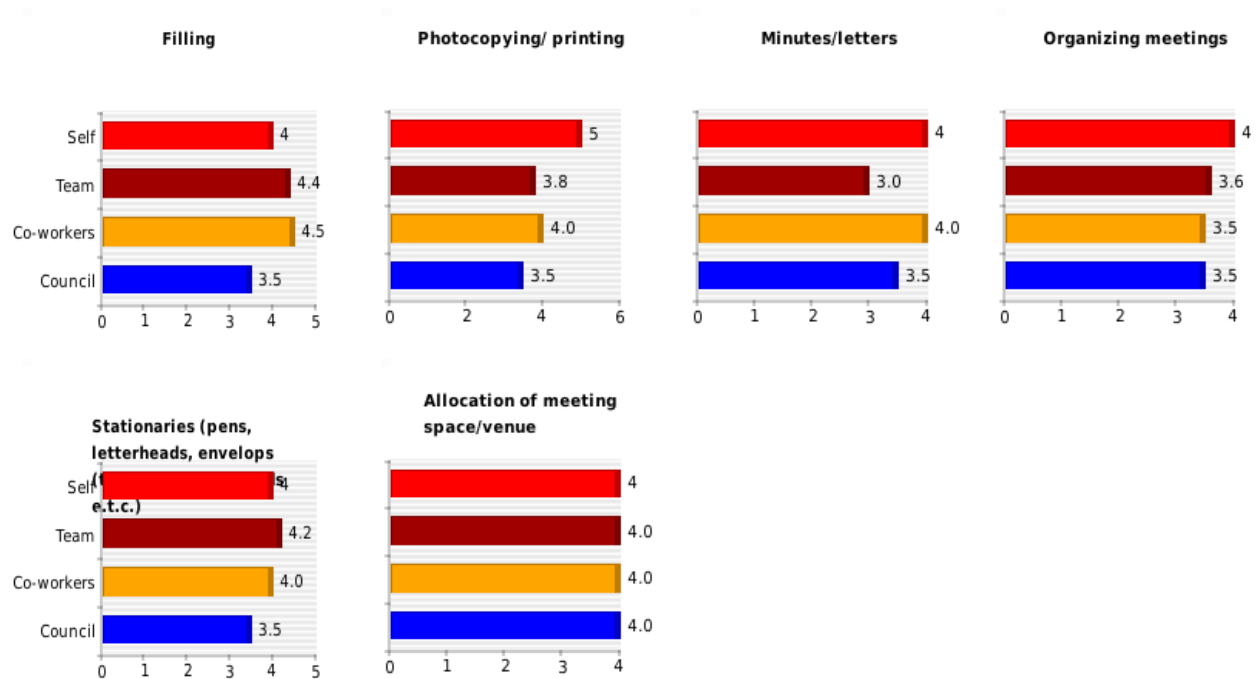
Communication



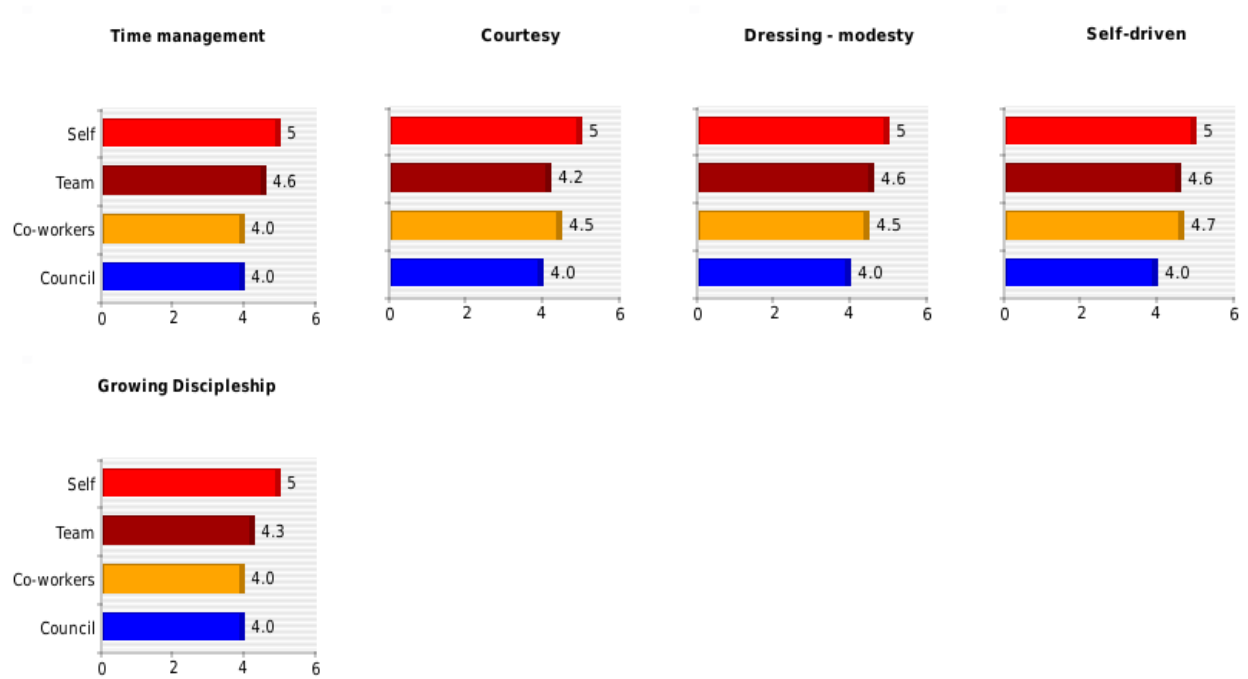
Reception



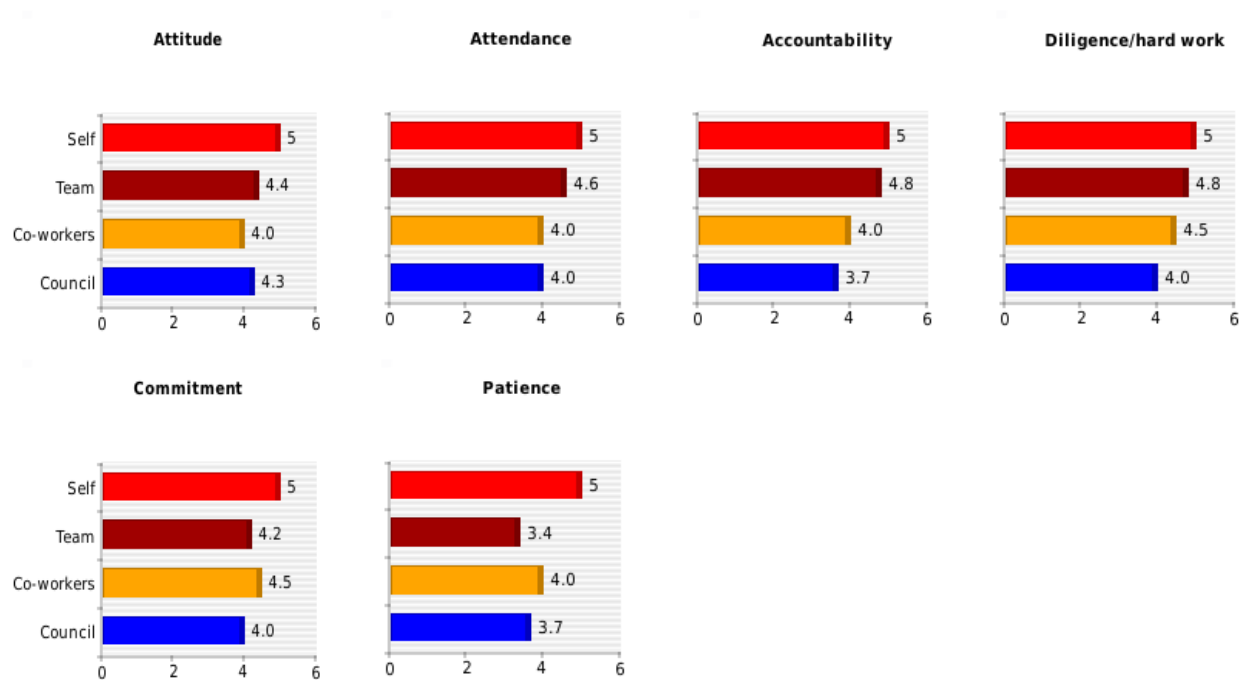
Secretarial Duties



Personal Discipline



Character



Feedback Comments

This section sets out what you, **John Doe**, and other participants said in response to the questions

These comments are the participants opinions and views on what/how **John Doe** could/should **improve** or/and **keep doing** for their betterment.

These comments have been provided anonymously and are supposed to encourage **John Doe** think about the key areas to improve and develop.

Competencies (or aspects of a competency) and values that John Doe needs to improve/that is unsatisfactory or is a concern

Staff:

- None that I can comment on
- 1. Supervision of service providers; This is an area of improvement, John needs to observe and provide feedback on work not well done . 2. Minutes rarely taken to follow up on action plans by different team members 3. He can work on improving on reception services
- Timely delivery of meals Staff meeting minutes More stunning bulletins Patience
- -Peoples Skills -Communication -Courtesy None of these is of major concern just some areas of growth .
- he needs proper guidance on his roles.

Co-Workers:

- John is very meticulous John is approachable John is flexible and understanding Noe
- none that i am aware
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Council:

- Continue sharpening on the Secretarial and accounting domains. Also on people management as you provide the administrative support and supervision of staff and service providers.
- Learn to tap more from the experienced hands in your midst.

Competencies (or aspects of a competency) and values that John Doe needs to keep doing/excels in/is a role model.

Staff:

- - Great work in accounting duties - Always smart and focus - Self driven
- 1. John is diligent on providing accounting services 2. He is dependable on follow up on statutory services 3. His high discipline, positive attitude and continuous improvements are an asset
- Good coordination with and oversight of service providers Orderliness Prompt communication Commitment
- Diligent Hardworking Accountable
- very organised.

Co-Workers:

- The reception area should be decongested to allow work to be done uninterrupted. JOhn can be

encrusted with church communications to ensure seamless flow of information to ministers.

- Seriousness in his work
- Hard work Commitment Organised

Council:

- Keep up the good work in helping meet statutory obligations.
- Has a teachable spirit Very good attitude A good role model to the young people

What final words of encouragement can you offer to John Doe

Staff:

- Keep up the good work!
- Your heart to serve and minister , with a positive attitude are a great asset keep it up
- You challenge us as staff to be more timely by your persistent and effective follow-up. You have a great future ahead and we pray that God will grant the desires of your heart as you serve Him with devotion and discipline. God bless you DoeHe has done a good job in the short while he as been
- in administration and made everyone ones work easier .
keep on doing the good work you are doing.
-

Co-Workers:

- Strive for excellence.
- Ok
- Keep up the good work

Council:

- God will move you to higher heights if you serve him Diligently an wholeheartedly
- Keep up the good work. You have demonstrated capacity to learn fast in your position as church administrator. Continue putting the new skills into practice. Seek right counsel and give updates to you direct supervisors. God bless you and your family as you serve the Lord.
- John. I'm very grateful to God that you new this role and has proved dependable.

360 Balance Sheet & Action Plan

Assets ("At my best")	Liabilities ("At my worst")
Essence:	Essence:

Strengths	Opportunities

Area(s) of Priority

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Actions

Action Plan: What are you going to do and by when?

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Support and Target Date

How will I know I am making Progress?

- END -