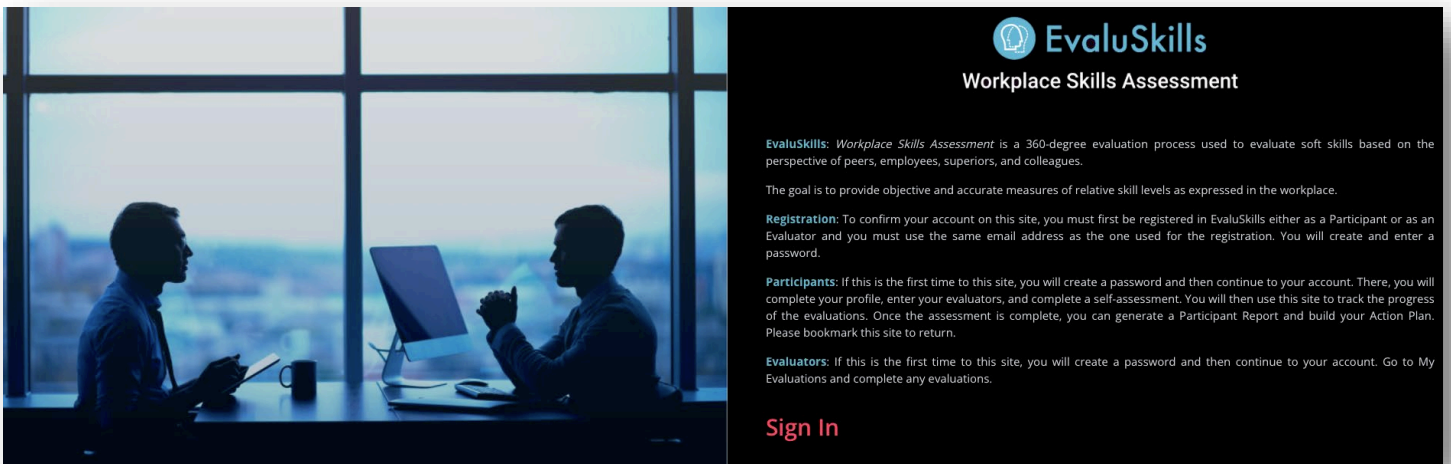


EvaluSkills 360-degree Workplace Skills Assessment

Student Help Guide

You are asked to complete a 360-degree assessment called EvaluSkills as part of your academic program. EvaluSkills is an online evaluation where you receive feedback on specific workplace skills from people who are familiar with how you work. You will complete a self-assessment, and invite others you work with to rate you. At the end, you receive a report showing your strengths and opportunities for growth. This document will explain why you are using the assessment, what tasks you are asked to perform, and how you access the platform to add evaluators, self-assess, and complete evaluations for others.



Why are we using a 360-degree evaluation?

A 360-evaluation is like a 360-degree mirror: it lets you see parts of yourself you previously ignored. By inviting people who know you and have worked with you to give you feedback on the ways you demonstrate specific workplace skills, you can see where you feel confident and areas that you might want to improve.

The skills selected for this questionnaire correspond to your academic program's intended student outcomes. By gathering feedback from students and their peers and colleagues on student demonstration of those skills, your school can reinforce strengths, target areas for improvement, and demonstrate that students have gained valuable workplace competencies.

What do I need to do?

Here are the tasks you need to do to complete this assignment:

1. Reach out to people who might give you feedback. We recommend you ask 5-7 people. Ask them if you can send them a link to complete a survey on your behalf.
2. Check your email and confirm your EvaluSkills account.
3. Enter your evaluators' names and email addresses (the people who agreed to complete your survey).

4. Complete your self-assessment.
5. After the assessment closes (about a month), receive your Participant Report.

How do I do it?

1 Reaching out for feedback:

You will do this outside the EvaluSkills platform. When you reach out to potential evaluators, you can explain what you are doing using a script or your own words:

“Hello, I am working on my professional development and would like your feedback. Would you be willing to complete an online survey on my strengths and weaknesses in the workplace? It would take you about 30 minutes, and it will be confidential—I won’t know how you rated me or what you commented. This will help me develop my skills, and I really appreciate your input.”

2 – 3 Confirming account and entering evaluators:

You will receive two emails from registration@peregrineglobal.com: one with the subject line *Information Needed for your EvaluSkills Workplace Skills Assessment*, and the other with the subject line *Please complete your EvaluSkills Assessment*. Create your account using the links and instructions provided in the first email, and then you can complete your self-evaluation and add evaluators.

- After creating your account, please go to: [EvaluSkills: Workplace Skills Assessment \(peregrineglobal.com\)](https://peregrineglobal.com) and enter your login credentials, then select **Sign In**.
- You should **bookmark this page** so that you can easily return to the site in case you are requested to complete other evaluations, or you would like to add other evaluators.

Once you log in, you will see the screen below. You will see your current assessment (and any other assessments you have been a part of), the date it was created, the date it is due, and the status. **Click the + Add Evaluator button next to your assessment to add evaluators.**

Title	Due Date	Date Created	Status	Report Actions	Action Plan
Kayla's test Group One	2020-02-04	2020-01-30	COMPLETED	Actions	Action Plan
360-degree Skills Assessment	2023-05-03	2023-05-01	PENDING	Actions	+ Add Evaluator, Self Evaluate, Remind Evaluators

You will then be brought to another page where you can add evaluators. We suggest having at least 5-7 evaluators. You will need their email address, first and last name, and their role to you (peer, subordinate, or superior). Once you have added all your evaluators, you will select the **Send Invitation to All Evaluators** blue button at the top of the screen.

4 Completing a Self-Assessment:

Back on the home screen of your EvaluSkills account, there is an option for **My Evaluations** on the left side of the screen. Select **My Evaluations** to see the assessments you have been requested to complete. This may be your self-evaluation or evaluations of your coworkers. You will choose **Evaluate** to either start or continue working on an assessment. There is also an option to view your **Instrument Report**.

Title	Due Date	Date Received	Participant Name	Progress	
Kayla's test Group One	2020-02-04	2020-01-30	Desha Matuska	0 of 19 Evaluations Received	Instrument Report
360-degree Skills Assessment	2023-05-03	2023-05-01	Desha Matuska	0 of 8 Evaluations Received	Evaluate Instrument Report

When you select **Evaluate**, you will be given a breakdown of the assessment you are about to start. When ready, choose **Start Evaluation ->**.

Please participate in the
360-degree Skills Assessment

Desha Matuska
Peregrine University from School of Testing

Completing an EvaluSkills Assessment

You have been selected to evaluate the skill level of a participant who is completing an EvaluSkills: Workplace Skills Assessment.

You will evaluate the participant based on a 5-point evaluation scale and you will have the opportunity to provide written comments. The purpose of this evaluation is to provide the participant with honest, candid feedback so that they can use this feedback for performance development.

Please read each assessment item and its definition carefully. Consider the statements regarding behaviors and scaling. **Highlight in green** the response that aligns best with how you see the participant, and do not inflate your rating. If you do not have first-hand knowledge of the assessment item relative to the participant, select "Not Observed."

Written comments will provide the participant with additional feedback that he or she may use to improve or sustain performance. Please consider specific, actionable feedback that will help the participant. Your evaluation will be anonymous.

If this is a self-evaluation, critically consider your performance in each of the skills and rate yourself accordingly.

Start Evaluation ->

5 Getting your Participant Report:

You will receive a Participant Report if at least two evaluators complete your survey. After the assessment closes, you can log into the platform and choose My Assessments from the left-hand menu. Choose the assessment you completed, then go to the blue button marked "Actions." You can download a participant report, with or without the breakdown of subgroups by superior, subordinate, or peer. You should also have a button marked "Action Plan" where you can reflect on your results and write down actions you will take to sustain strengths and improve on any weaknesses.