

The **EvaluSkills** Reports Instrument, Participant, Action Plan, and Group Reports



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Using the reports

Before activating or completing an Assessment, use the Instrument Report:

- ❖ **Download a pdf copy of the instrument you plan to use**
- ❖ **Review all items and the rubric for each**
- ❖ **Make any changes before launching a new assessment**



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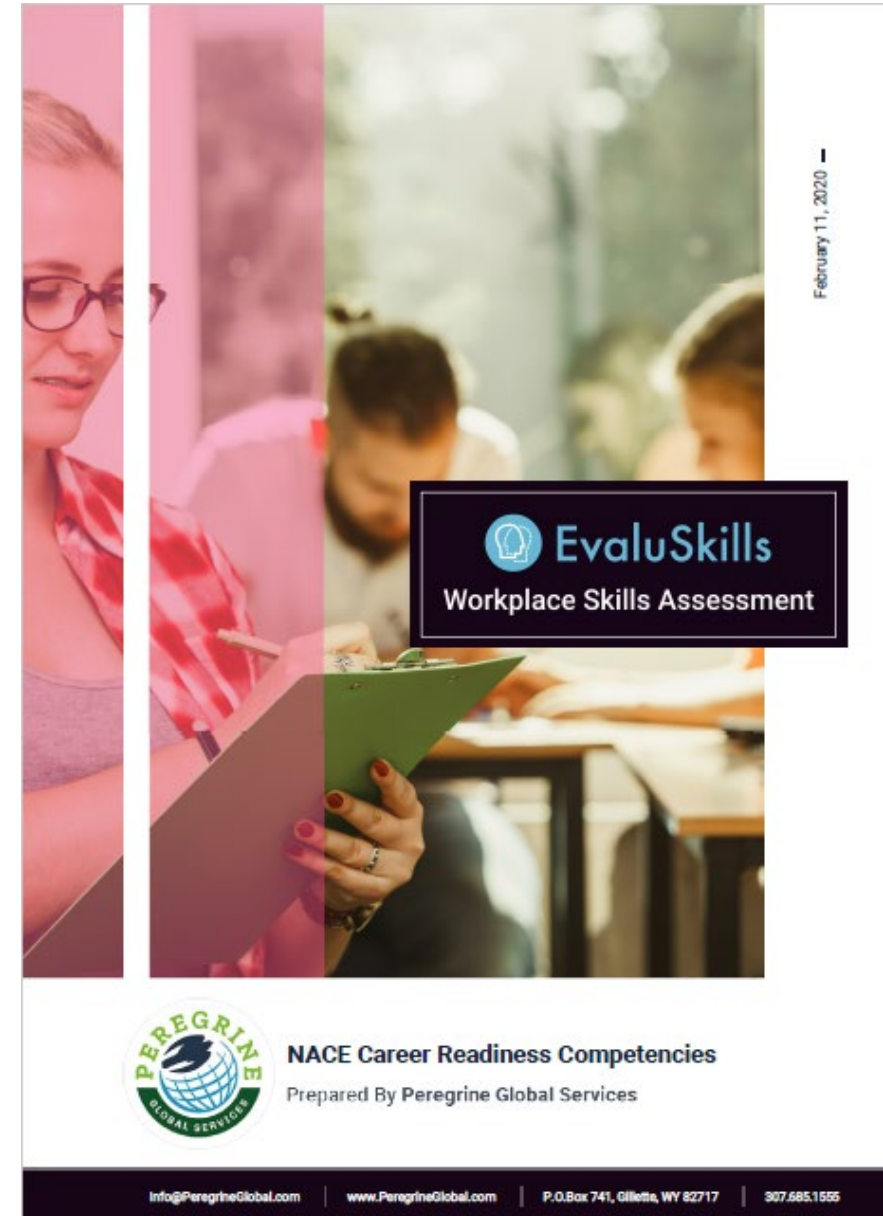
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Instrument Report

The Instrument Report is a printable PDF download of all selected assessment items and the rubrics for each.

Administrators, participants, and evaluators can download the Instrument Report go better understand the full assessment.



Using the reports

After the Assessment closes, administrators can generate

- ❖ Participant Reports,
comparing the participant's score against the average group score
- ❖ Participant Action Plan Report,
online and in PDF formats
- ❖ Group Reports,
with the average self and evaluator scores for the group, and a
breakdown of those who performed significantly higher or lower than the
group in each skill



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Participant Report



My Assessments

Title	Date Created	
Leading Professional Teams Assessment	2019-09-23	Individual Report Instrument Report

Participants can check the status of any pending assessments, run a report on their individual results, or download a copy of the assessment.



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Participant Report

Average Evaluator Score by Item

Reports show the participant's total average score across all competencies...



Here, the blue line shows the participant's average score, making it easy to highlight relative strengths and areas for improvement.



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Participant Report

4.00

Self Score

3.80

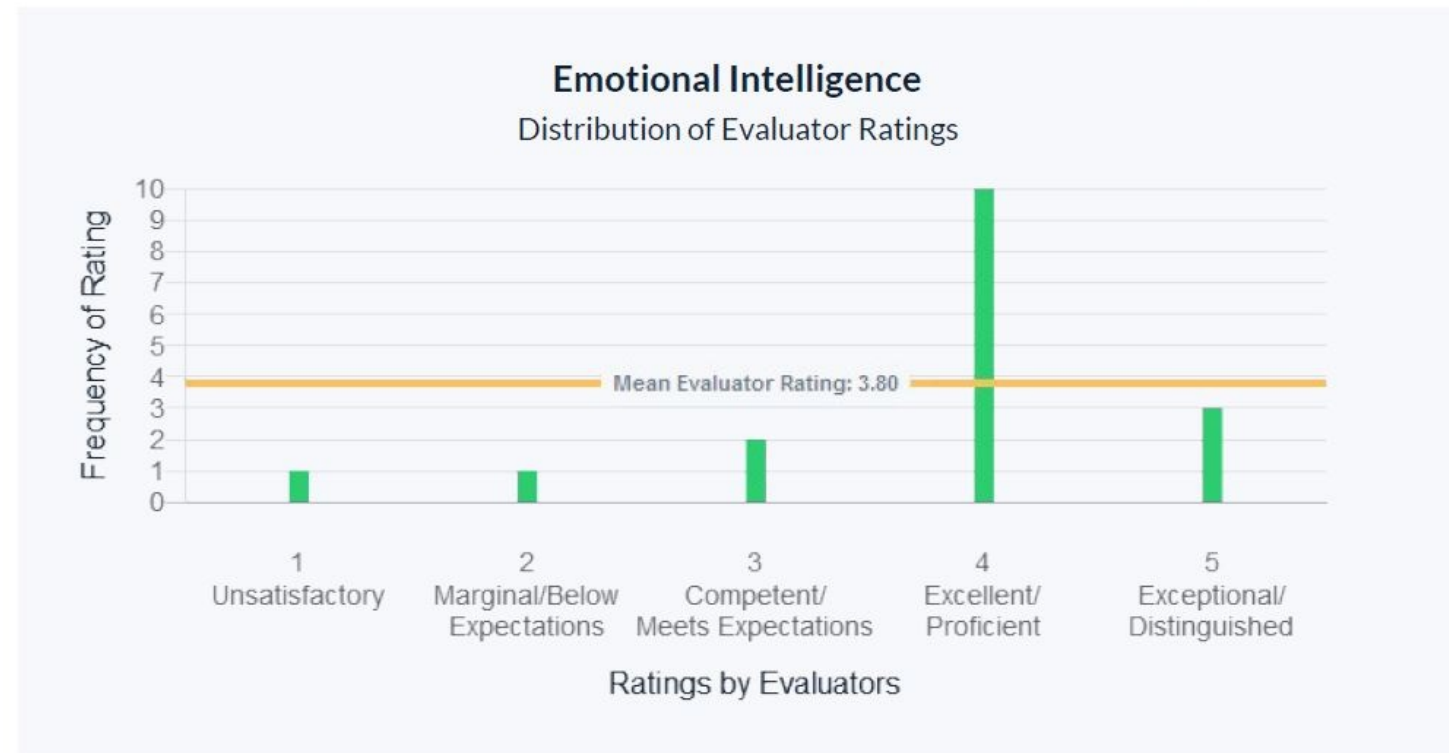
Evaluator Average

4.15

Group Average

Competency: *Emotional Intelligence*

... as well as their self-score compared against external evaluators' scores and comments.



The participant's self-score was higher than the evaluators' average for them, and their score is significantly below the average rating for the group.



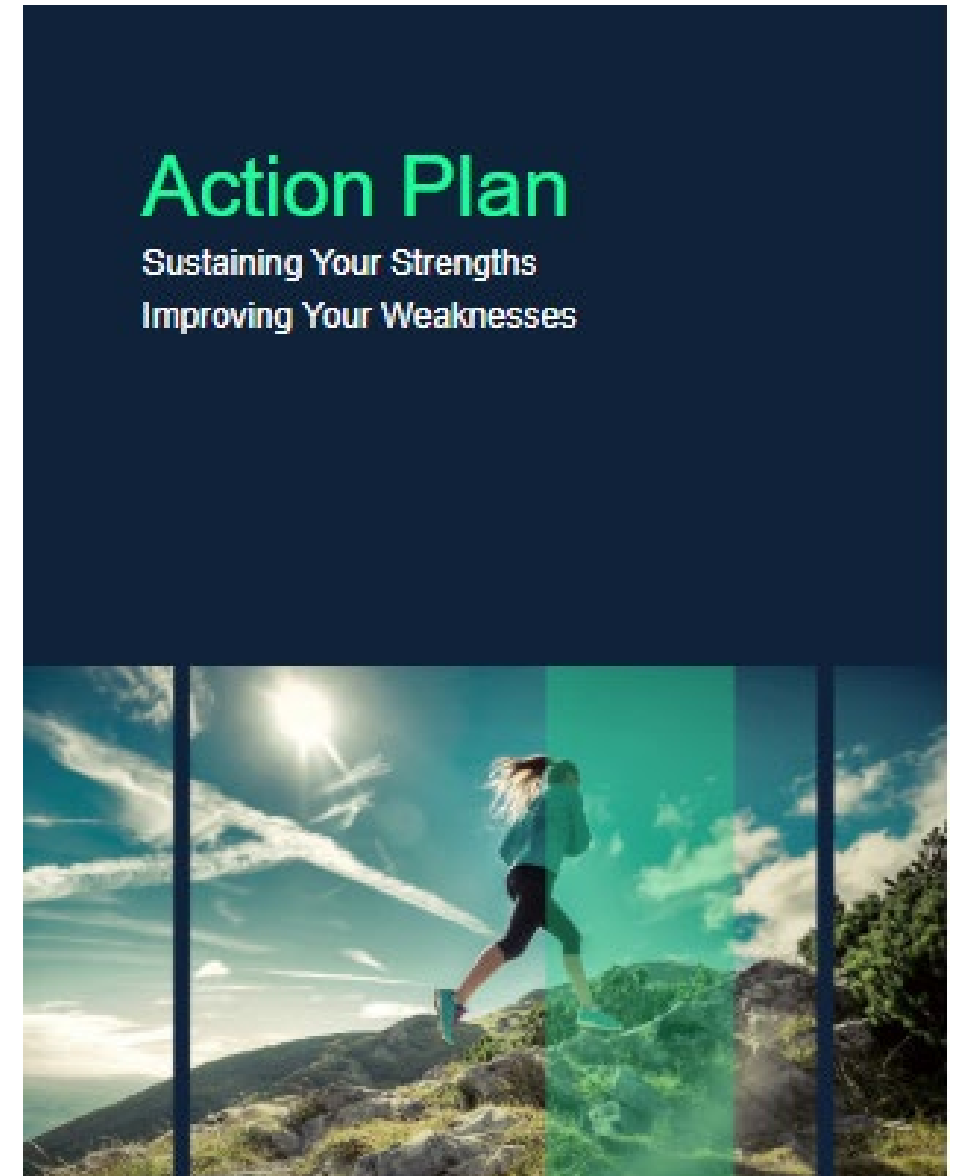
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Action Plan

Participant Reports include an Action Plan

- + Highlighting strengths to sustain
- + Noting weaknesses to improve
- + Asking for a timeline and person to hold them accountable



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Action Plan

Improve Weaknesses - Open-Minded

Areas to Improve: Your Weakness	This person is willing to change his/her mind when presented with new and different information.	3.00 Self Score	2.40 Evaluator
Actions to Improve or Mitigate the Weakness			
Your Proposed Timeline for this Action Item			
Who Will Help keep You Accountable for this Action Item?			

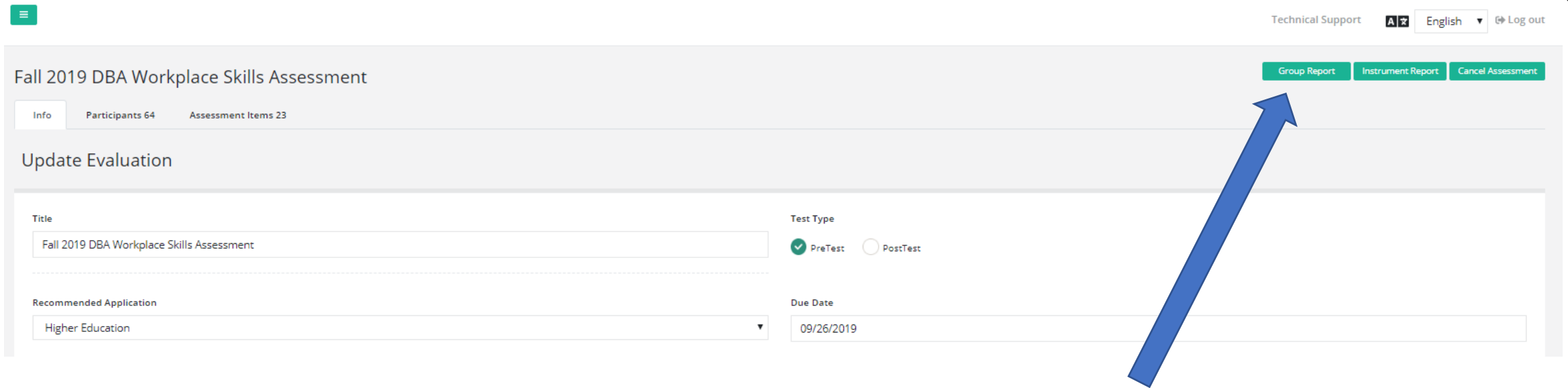
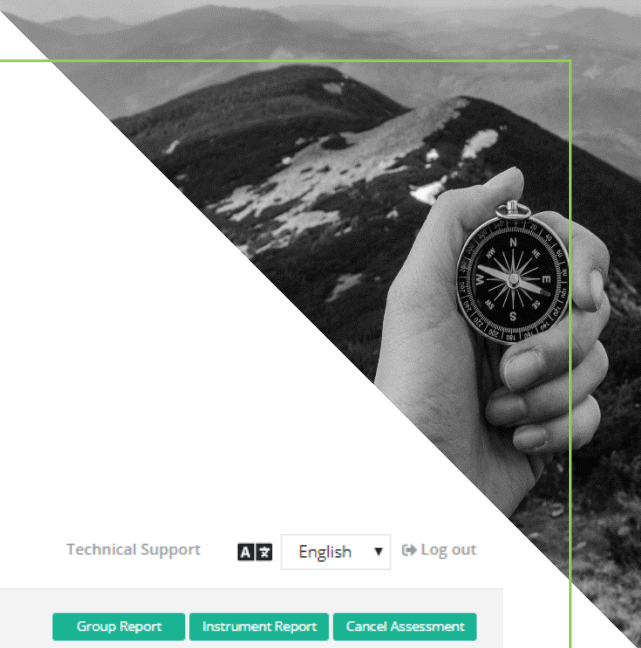
The Action Plan is part of the Participant Report and can be edited and downloaded in the online platform.



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Group Report

Administrators log in to Instruments to access group results.



The screenshot shows the 'Fall 2019 DBA Workplace Skills Assessment' page. At the top right, there are links for 'Technical Support', a language dropdown set to 'English', and a 'Log out' button. Below these are three buttons: 'Group Report', 'Instrument Report', and 'Cancel Assessment'. The 'Group Report' button is highlighted by a blue arrow. The main section is titled 'Update Evaluation' and contains a form with the following fields:

- Title:** Fall 2019 DBA Workplace Skills Assessment
- Test Type:** ☒ PreTest ☐ PostTest
- Recommended Application:** Higher Education
- Due Date:** 09/26/2019

For each instrument, administrators can check progress, see participants, send reminders, and run reports.

Group Report

Group reports provide information about your organization's overall strengths and development opportunities.

Average Evaluator Score by Item for the Group Sorted from Highest Scores to Lowest Scores



Here, my group is strong in Accountability, but could use some help in Valuing Diversity.



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Group Report

For each competency,
you can compare your
participants' self-
scores against their
external evaluations...

Competency: *Dealing with Uncertainty and Ambiguity*

Demonstrating the flexibility to handle competing demands and fight through the complexity by encompassing it.

○ Self Assessed Average

○ Group Average Score

Current
Evaluation

3.85

Self Score

4.11

Group Average

Total Evaluations: 233

Frequency
of Ratings

5 - Optimistic and creative, sees ambiguity as the chance to explore options. Sees opportunities where others may see roadblocks.

94

4 - Accepts uncertainty as part of business and can reassure others and elicit their ideas for moving forward.

77

3 - Level-headed when dealing with uncertainty. Demonstrates the flexibility to handle competing demands and fight through the complexity by encompassing it.

54

2 - Anxious and stressed by uncertainty or ambiguity. Can become overwhelmed by "what if" scenarios.

7

1 - Frozen by uncertainty and ambiguity. Unable to lead or make a decision.

0

0 - Not Observed

1



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Group Report

Competency: *Dealing with Uncertainty and Ambiguity*

Demonstrating the flexibility to handle competing demands and fight through the complexity by encompassing it.

... and break down results by participant, noting who scored significantly above or below the group average.



0.20 Lower Than Group Mean

Group Mean 4.11

0.20 Higher Than Group Mean



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Report Use

Participant Report:

Personal Development

- Use the quantitative data to compare high and low scores to see how others view your strengths and weaknesses.
- Take comments in the spirit in which they are given: tools to help you better understand how others perceive you.
- Create an action plan to sustain strengths and mitigate weaknesses, holding yourself accountable with specific actions.

Group Report:

Continuous Improvement

- Identify developmental needs of your group. Consider which participants might be good coaches or mentors for those who rated lower in certain skills.
- Find blind spots when your participants rate themselves higher than external evaluators.
- Use pre- and post-tests to measure improvement in workplace skills.



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