Using the 360 Component of our Assessment Software

As part of our effort to give you the most detailed and effective assessments available, many of our assessments include a ‘360 Component’. This page will outline what that 360 Component is, and how to use it!

Q: What is the 360 Component?

A: The 360 Component allows you to invite ‘Observers’. The Observers, once invited, will take the assessment and answer the questions as they see you. The ultimate goal here is to get data about how other people see you in a particular setting. As we all know, oftentimes, the way we see ourselves is very different from how others see us. The 360 Component will be very enlightening.

Steps to invite Observers:

Before you do anything, you need to complete your own assessment. You would have been provided a link to your own “self-assessment”. Most likely this would have come from an email or you were directed to a website. You would fill out the information in step 1 and then proceed to taking the “self-assessment”.

Click on the “Complete Assessment” button to begin your “self-assessment”.

Be sure NOT to pass that link to anyone else, or your observers. Be sure you answer all questions as accurately as possible to get the most meaningful results.
Once you have completed your assessment, click on “Observers” which is located above the “Complete Assessment” button, as well as in the menu on the top of your screen. This will take you to a page entitled “Manage Your Observers”.

Click on the Complete Assessment button to begin your assessment.

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<tr>
<th>Assessment</th>
<th>Status</th>
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<tbody>
<tr>
<td>Social Styles II</td>
<td>☐ Not Started</td>
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Next, copy and paste the link on the Observers page and send it out in an email, from your own system (Outlook, Hotmail, Yahoo, Gmail, etc.) You will create your own email, add whatever text you desire and copy your observer link in the body of the email. You could send this email to a group of observers at one time, or send out individual emails to each observer.

**Instructions**

- Copy the below link, paste it into a new email and send it via your own email program.
- Your observers will click on this link and complete the observer assessment as they see your behavior/actions.
- You will be responsible for the content of the email. Make sure to copy the link somewhere in the email.

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<tr>
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<td>Social Styles II</td>
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If you like, you are welcome to use our **SAMPLE EMAIL** below. (You would simply copy/paste the text into the body of your email, add the name of the person you are sending it to, and be sure to PASTE THE LINK in the appropriate space indicated in the email) You can email the Observer Link to as many people as you like (Each Observer would receive the same link).
Example of “Observer Email”

Dear <<Observer Name>>

I would appreciate your feedback and assistance.

I recently completed an online behavioral style assessment and I found out about myself and how I interact with others.

Part of the assessment process includes having other complete and assessment on me, as they see me. So I thought it would be enlightening to see how some of my friends and colleagues see my behavior/actions through the observer questionnaire.

This is an investment on my part and I would very much appreciate it if you took a few short minutes to fill out an observer assessment on me through the link below.

<<COPY OBSERVER LINK HERE>>

If you see a question or situation where you're unsure how I would/do behave, answer the question from the perspective of how you believe I would instinctively (how I would really like to) handle the various situations in the questionnaire.

Just to let you know, your answers to the individual questions are not revealed to me. I will get a chart that plots the overall perceptions of all observers with no names attached.

Rest assured that your email will not be sold or traded in the future for any reason and you will not be contacted unless you specifically request it.

I respect your opinion and appreciate your responses. So please be as candid and sincere as possible - answer to the best of your ability. I appreciate your time. Please complete this observer questionnaire at your earliest opportunity.

<<Your Name>>

REMINDER: There is a difference between the Observer Link and the link you initially used to take your own Assessment. **DO NOT send out your Assessment Access Link** to your observers.

**Q:** Once I have completed my Assessment and invited Observers, how do I check data and manage my Observers?

**VERY IMPORTANT:** Upon registering, when you take your own Assessment, you will receive a **CONFIRMATION EMAIL.** Please **SAVE THIS EMAIL.** The Confirmation email contains a link, and that link will be your access back into your account which, among other things, will allow you to manage your Observers. Here is a sample of the confirmation email.
A: When you are ready to check the progress of your Observers, use the link from your confirmation email to return to your account. Click on the “Observer” button on the top of your page. This will take you to the page where you can “Manage Your Observers”. If you scroll down the page, you can see which Observers have completed your assessment.

As Observers complete their task, the list automatically updates. You can send out reminder emails to the Observers who have not completed the assessment by selecting the “Email Reminder to Selected Observers” after you have checked off the “Observers” you would like to email.
You will then be able to edit the email in the pop-up window as you’d like. Be sure to leave everything with the %% as these are variables that will include valuable information. You can then select “Send Email”. Once this page is refreshed, you will be able to see which Observers have been sent a reminder email.

Q: How do I view the results of my Observer data?

A: Once all your Observers have completed the assessment, or you feel enough Observers have finished, you can generate a report. Once again, use the link in the “confirmation email” you received to gain access back to your account. This will lead you to a page that shows you which assessments you have taken. On the right hand side of the screen, you will see a tab(s) that says “Report”.

![Email Editor and Observers Table]

- **Edit**
- **Assessments Completed**
- **Emailed**

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Email Reminder to Selected Observers
Find the assessment you are looking for (if you have taken more than one), and click on “Report”. The Observer data automatically merges into this report.

**PLEASE NOTE**: You may not have the ability to view your report. Oftentimes account administrators will block access to the reports and will hand them out in a training session, or some other event.

As always, if you have any trouble our support team is always available to help you out. You can email our support at support@assessments.ws.