



DIY 360 ASSESSMENT

Ask trusted professional contacts for their honest feedback about you as a colleague. Uncover your greatest strengths. And articulate what you have to offer to potential employers.

CONDUCT A DO-IT-YOURSELF (DIY) 360 ASSESSMENT.

- Create a list of three to five people to ask for feedback about you as a professional colleague.
- Reach out and schedule short (15- to 30-minute) 1:1 meetings or calls.
- Conduct your 360 review sessions:
 - Ask each participant about three to five things that make you stand out.
 - Record each call and take notes.
 - Follow up after each response and ask for more details and examples.
- Create a 360 assessment summary.
 - Review each individual's comments.
 - Look for common themes.
 - Group them by category.
 - Arrange the categories in a way that fits your needs (most important to you, most frequently mentioned, most likely to influence your career, etc.).



COMPLETE YOUR 360 ASSESSMENT

What are my top strengths?	Person #1 (name) <i>Ex: Former manager Mary says that you're....</i>	Person #2 (name)	Person #3 (name)	Person #4 (name)
#1	<i>Detail oriented</i>			
#2	<i>A customer champion</i>			
#3	<i>A creative problem solver</i>			
#4	<i>A passionate mentor</i>			
#5	<i>A strong communicator</i>			

TIP: Use this as a picture to paint yourself, but not to box yourself in. These people know what you've done but can't necessarily speak to what you're yet capable of.