STANDARD REFLECTIONS 360 - ORDER FORM
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Project Details

Organisation Name

Group/ Project Name

Project Timing

Survey Start Date

Survey End Date

Raters & Group Names

If you wish to amend the rater group names, please indicate this below otherwise the default group name will be used.

Default Group Name	New Name	
Manager/s		I will supply a list of raters detailing: name, surname, email and group
Peers		I would like to set up access for participants to enter their own raters
Direct Reports		I would like to add the manager approval step
Others		

Optional Removal Requests

Please indicate which standard custom options you would like to remove, if any.

Remove Your Logo — Your company logo is included as standard on the Reflection 360 online questionnaire and on the final report. Please indictae if you would like to remove your logo, or please submit a high resolution PNG, JPEG, PDF or EPS file to info@avancedpeoplestrategies.co.uk

Remove Team Climate Survey — The Team Climate survey gathers feedback from direct reports about the climate their leader establishes in the workplace and is included as standard, please indicate if you would like to remove it.

Remove Randomisation — The question items in the Reflections 360 questionnaire are randomised as standard, please indicate if you would like to remove randomisation and display them in skill order.

Whitelisting

Email addresses to be whitelisted
- *@aps-360-mail.com
- *@advancedpeoplestrategies.co.uk

Survey Website Addresses
The following web addresses are used for assessments and their components. These should be approved for web access.
- www.aps-360.com
- aps-360.com

Recommended Web Browsers
The survey platform is supported across the latest versions of the following browsers:
- Chrome (recommended)
- Firefox
- Edge
- Safari
- Internet Explorer >9

The platform is not supported on Internet Explorer (IE) 8 and earlier versions of IE. Other IT specifications that need to be actioned; include firewall access, spam filter configuration and potential IT restrictions/permissions. This can be resolved by the client IT department/administrator.
Client organisation has advised relevant IT area to add email addresses to approved senders list (whitelist).

Please complete the below items prior to launch

Raters have been notified of their pending participation in the Reflection 360

Sample survey emails have been authorised by client

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Suggested Manager Profiles

Please select a pre-set manager profile to use or pick your own skills profile on the following page.

First Line Manager	Skill Name	Definition	Domain
	Setting Goals	Identifies short-term objectives and steps to achieve them.	Business
	Solving Problems	Identifies solutions given available information.	Business
	Developing Talent	Provides support, coaching, training, and career direction to others.	Leadership
	Managing Conflict	Resolves hostilities and disagreements between others.	Leadership
	Planning and Organising	Coordinates and directs activities to help achieve business objectives.	Intrapersonal
	Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.	Intrapersonal

Mid-Level Manager	Skill Name	Definition	Domain
	Driving for Results	Accomplishes goals, completes tasks, and achieves results.	Intrapersonal
	Anticipating Problems	Forecasts and detects errors, gaps, and potential flaws.	Business
	Leading Others	Demonstrates general leadership ability and effectiveness.	Leadership
	Negotiating	Explores alternatives to reach outcomes acceptable to all parties.	Interpersonal
	Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations.	Interpersonal
	Relationship Building	Develops collaborative relationships to facilitate current and future objectives.	Interpersonal

Senior Manager	Skill Name	Definition	Domain
	Driving Innovation	Stimulates creative ideas and perspectives that add value.	Business
	Drive Strategy	Directs effort to achieve long-term business objectives.	Leadership
	Inspiring Others	Motivates others to accomplish organizational goals.	Leadership
	Decision Making	Uses sound judgment to make timely and effective decisions.	Leadership
	Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.	Interpersonal
	Networking	Builds and maintains a system of strategic business connections.	Interpersonal

Based on Hogan Job Family Profile

Manager Skills Profile	Skill Name	Definition	Domain
	Solving Problems	Identifies solutions given available information.	Business
	Leveraging People Skills	Gets along well with others, is tactful, and behaves appropriately in social situations.	Interpersonal
	Teamwork	Collaborates with others to achieve goals.	Interpersonal
	Time Management	Plans and prioritises work to maximise efficiency and minimise downtime.	Intrapersonal
	Driving Performance	Provides guidance and feedback to maximize performance of individuals and/or groups.	Leadership
	Managing Resources	Coordinates people and financial and material capital to maximize efficiency and performance.	Leadership
	Team Building	Assembles productive groups based upon required skills, goals and tasks.	Leadership

Executives Skills Profile	Skill Name	Definition	Domain
	Political Savvy	Recognises, interprets, and works within the political environment of an organisation.	Business
	Decision Making	Uses sound judgment to make timely and effective decisions.	Business
	Leading Others	Demonstrates general leadership ability and effectiveness.	Leadership
	Presenting to Others	Conveys ideas and information to groups.	Business
	Insipiring Others	Motivates others to accomplish organisational goals.	Leadership
	Driving Change	Champions new methods, systems, and processes to improve performance.	Leadership
	Influening Others	Persuades others to help achieve organizational goals and objectives.	Interpersonal
	Driving Strategy	Directs effort to achieve long-term business objectives.	Leadership

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Select Your Skills Profile

We recommend selecting between 6 to 8 skills/competency areas for your Reflections 360 Survey. This will give an approximate 20 minute completion time when filling out the online questionnaire. You can of course select as many or as few as you would like.

Skill Name	Definition	Domain
Anticipating Problems	Forecasts and detects errors, gaps, and potential flaws.	Business
Driving Innovation	Stimulates creative ideas and perspectives that add value.	Business
Financial Insight	Applies financial knowledge to achieve organizational goals and objectives.	Business
Industry Insight	Applies knowledge of industry trends and outlooks to achieve organizational goals and objectives.	Business
Leveraging Work Skills	Applies technology and job-relevant abilities to complete work tasks.	Business
Political Savvy	Recognizes, interprets, and works within the political environment of an organization.	Business
Presenting to Others	Conveys ideas and information to groups.	Business
Processing Information	Gathers, organizes, and analyses diverse sources of information.	Business
Quality Focus	Strives to meet quality standards and produce quality work products.	Business
Safety Focus	Attends to precautions and proper procedures to guard against work- related accidents and injuries.	Business
Sales Focus	Generates revenue by promoting products and services to others.	Business
Setting Goals	Identifies short-term objectives and steps to achieve them.	Business
Solving Problems	Identifies solutions given available information.	Business
Written Communication	Expresses ideas and opinions effectively in writing.	Business

Skill Name	Definition	Domain
Attracting Talent	Recruits, rewards, and retains individuals with needed skills and abilities.	Leadership
Business Insight	Applies business knowledge to achieve organizational goals and objectives.	Leadership
Decision Making	Uses sound judgment to make timely and effective decisions.	Leadership
Delegating	Assigns work to others based on tasks, skills, and workloads.	Leadership
Developing People	Provides support, coaching, training, and career direction to others.	Leadership
Driving Change	Champions new methods, systems, and processes to improve performance.	Leadership
Driving Performance	Provides guidance and feedback to maximize performance of individuals and/or groups.	Leadership
Driving Strategy	Directs effort to achieve long-term business objectives.	Leadership
Inspiring Others	Motivates others to accomplish organizational goals.	Leadership
Leading Others	Demonstrates general leadership ability and effectiveness.	Leadership
Managing Conflict	Resolves hostilities and disagreements between others.	Leadership
Managing Resources	Coordinates people and financial and material capital to maximize efficiency and performance.	Leadership
Team Building	Assembles productive groups based upon required skills, goals and tasks.	Leadership

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Select Your Skills Profile

Skill Name	Definition	Domain
Customer Focus	Provides courteous, timely, and helpful service to encourage client loyalty.	Interpersonal
Engagement	Demonstrates loyalty and commitment through enthusiasm and extra effort.	Interpersonal
Influencing Others	Persuades others to help achieve organizational goals and objectives.	Interpersonal
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.	Interpersonal
Leveraging People Skills	Gets along well with others, is tactful, and behaves appropriately in social situations.	Interpersonal
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.	Interpersonal
Negotiating	Explores alternatives to reach outcomes acceptable to all parties.	Interpersonal
Networking	Builds and maintains a system of strategic business connections.	Interpersonal
Organisational Citizenship	Exceeds job requirements to help the organisation.	Interpersonal
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.	Interpersonal
Teamwork	Collaborates with others to achieve goals.	Interpersonal

Skill Name	Definition	Domain
Verbal Communication	Expresses ideas and opinions effectively in spoken conversations.	Intrapersonal
Accountability	Accepts responsibility for one's actions regardless of outcomes.	Intrapersonal
Caring about People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.	Intrapersonal
Competing with Others	Strives to exceed others' performance.	Intrapersonal
Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations.	Intrapersonal
Dependability	Performs work in a reliable, consistent, and timely manner.	Intrapersonal
Detail Focus	Performs work with care, accuracy, and attention to detail.	Intrapersonal
Displaying Confidence	Projects poise and self-assurance when completing work tasks.	Intrapersonal
Driving for Results	Accomplishes goals, completes tasks, and achieves results.	Intrapersonal
Flexibility	Changes direction as appropriate based on new ideas, approaches, and strategies.	Intrapersonal
Handling Stress	Manages pressure without getting upset, moody, or anxious.	Intrapersonal
Integrity	Acts honestly in accordance with moral or ethical principles.	Intrapersonal
Overcoming Obstacles	Pursues goals and strategies despite discouragement or opposition.	Intrapersonal
Planning and Organising	Coordinates and directs activities to help achieve business objectives.	Intrapersonal
Positive Attitude	Displays a positive disposition towards work.	Intrapersonal
Professionalism	Acts in accordance with job-related values, principles, and standards.	Intrapersonal
Rule Compliance	Adheres to directions, policies, and/or legal guidelines.	Intrapersonal
Self Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.	Intrapersonal
Self Management	Demonstrates appropriate motivation, attitude, and self-control.	Intrapersonal
Staying Alert	Remains focused when performing monotonous tasks.	Intrapersonal
Taking Initiative	Takes action without needing direction from others.	Intrapersonal
Taking Smart Risks	Evaluates tradeoffs between potential costs and benefits and acts accordingly.	Intrapersonal
Time Management	Plans and prioritizes work to maximize efficiency and minimize downtime.	Intrapersonal
Working Hard	Consistently strives to complete tasks and assignments at work.	Intrapersonal