

Transcript of **Navigating the Digital 360**

Your report is divided into four sections:

1. who responded from each group
2. an interactive radar chart showing how each of the groups responded
3. an interactive bar graph showing how you scored on the survey competencies, and
4. responses to text questions from the survey.

There is also a button for you to download a PDF copy of the report.

We recommend that you print a copy so you have a place to note your observations as you process your report.

The “Who responded” table shows the number of people from each group who took your survey and illustrates those numbers with symbols. There are six possible groups:

1. self
2. primary manager
3. other managers
4. direct reports
5. peers
6. others

The interactive radar chart allows you to quickly see and compare how the different groups responded. Click on the buttons at the top of the chart to toggle groups on or off. Hover over a competency to see the averages for all visible groups. Click on the box to see a table detailing all the questions and ratings for that competency.

There is a lot of information here. Let's take a closer look. The black bars show the text of individual questions that belong to the competency followed by their average ratings. Throughout the report, self ratings are not counted in group averages. Those same black bars vary in length creating a bar graph of the question averages sorted from high to low.

The question table show how individuals from each group responded. Let's take a closer look at the question table. Responses are organized by group. There are six possible groups: self, primary manager, other managers, direct reports, peers, and others. If there aren't any responses from a given group, that group's column is grey. Each symbol represents one person's response. Responses are sorted from high to low by row and the symbols representing responses are colorcoded. Here, seven peers identified this item as a strength. Primary manager ratings that differ from self ratings by two or more points are flagged with a colored box. Higher primary manager ratings are flagged with a green box and lower ratings are flagged with a red box. When you're done reviewing a competency table click on the top right or bottom left corners to close the window and return to the main view.

We're back to the main view and there's just one more thing to cover. Clicking on the bars at the interactive bar graph will show the same detailed tables you accessed using the radar chart that's it you're ready to explore your report