

CCi Surveys International reporting options

Summary reports ■ [Overall Results](#) | [Competency-Theme](#) | [Open-ended Questions](#)

Detail reports ■ [Analysis by Importance](#) | [Analysis by Behavior](#) | [Pre-Post Analysis](#) | [Resource Guide](#)

Summary Report Overall Results

7/28 CCI Direct Connect Demo - 09/13/2001 Single Participant: Judy Sample	Overall Results	CCI Assessment Group International Enter your company name here
There are a total of 12 respondents in groups including: Boss A(1), Boss B(1), Staff A(3), Peer A(3), Peer B(4)		
Strengths		
These are the top 6 behaviors or practices identified by at least 50% of the respondent groups.		
10. Make time to speak with colleagues		3. People Skills
9. Accurately summarizes action points resulting from meetings		3. People Skills
15. Balance needs for efficiency with those for effectiveness at work		4. Task Skills
16. Emphasize the standard of quality of my work		4. Task Skills
18. Discuss work issues and problems		5. Collaboration
19. Share ideas for generating revenue for the business		5. Collaboration
Developmental Needs		
These are the top 5 behaviors or practices identified by at least 50% of the respondent groups.		
12. Brief on work status		4. Task Skills
8. Listen to others' point of view		3. People Skills
11. Respond to colleagues' personal needs as well as their work needs		3. People Skills
5. Give accurate and timely feedback on employees' performance		2. Guiding Others
13. Organize his or her work appropriately		4. Task Skills
<p>This three part report identifies the number of raters who provided feedback for this Feedback Profile. It identifies your top strengths to build on and those areas to develop. Each item is identified by at least 50% of the rater groups. Ties are listed in numeric order.</p> <p><i>Self data is not included under Strengths, nor Developmental Needs.</i> A maximum of 6 items or 35% of the total number of questions in the survey are listed under Strengths and Developmental Needs.</p>		

Provides valid N (who provided feedback) by rater group

Areas to build upon (by item and competency)

Areas to develop (by item and competency)

CCi Surveys International reporting options

Summary Report Competency–Theme

7/26 CCI Direct Connect Demo - 09/13/2001 Single Participant: Judy Cipolla		Summary by Competency - Theme										CCi Surveys International Sample Report	
Task Skills													
Rater Group	N	AGS	1	Avg. Gap Size			4	5	N Distribution				Do Less
				2	3			0	1	2	3	4	
Self	6							4	1			1	1
Boss A	6							3	1		1	1	1
Boss B	6							3	1	1		1	1
Staff A	18							9	5	2	1	1	1
Peer A	17							6	6		1	4	
Peer B	23							9	10	2	1	1	1
Overall Average	70							30	23	5	4	8	3
<div style="background-color: #333366; color: white; padding: 5px; display: inline-block;"> AGS between Current and Expected performance for items within competency-theme. </div>													
Items													
	N	AGS	1	Avg. Gap Size			4	5	N Distribution				Do Less
				2	3			0	1	2	3	4	
Self	3	2.00						1		1		1	
Boss A	3	1.33							2	1			
Boss B	3	0.67						1	2				
Staff A	9	0.67						5	2	1		1	1
Peer A	8	1.38							5	3			
Peer B	11	0.64						4	3	4			1
Overall Average	34	0.88						10	14	9		1	2
<div style="background-color: #333366; color: white; padding: 5px; display: inline-block;"> Responses by raters within each group. Some items within competency indicate a solid strength to build upon (Distribution=0), an area to develop—do more or do less (Distribution=1-4) according to each rater group. </div>													
Current Performance...how often does this occur? = C 1 - Almost Never, 2 - Sometimes, 3 - Often, 4 - Always Your Expectations...how often should this occur? = E 1 - Almost Never, 2 - Sometimes, 3 - Often, 4 - Always													
This report identifies the relative strength and weakness of each competency or theme, according to each rater group (Average Gap Size) or descending order by AR (Average Rating), according to the Overall Average data the lowest level are listed last (developmental areas).													
Self-data are not included in the Overall Average when other rater groups are displayed on this report.													

Collective feedback results for each rater group by competency-theme only.

Responses by raters within each group. Some items within competency indicate a solid strength to build upon (Distribution=0), an area to develop—do more or do less (Distribution=1-4) according to each rater group.

CCi Surveys International reporting options

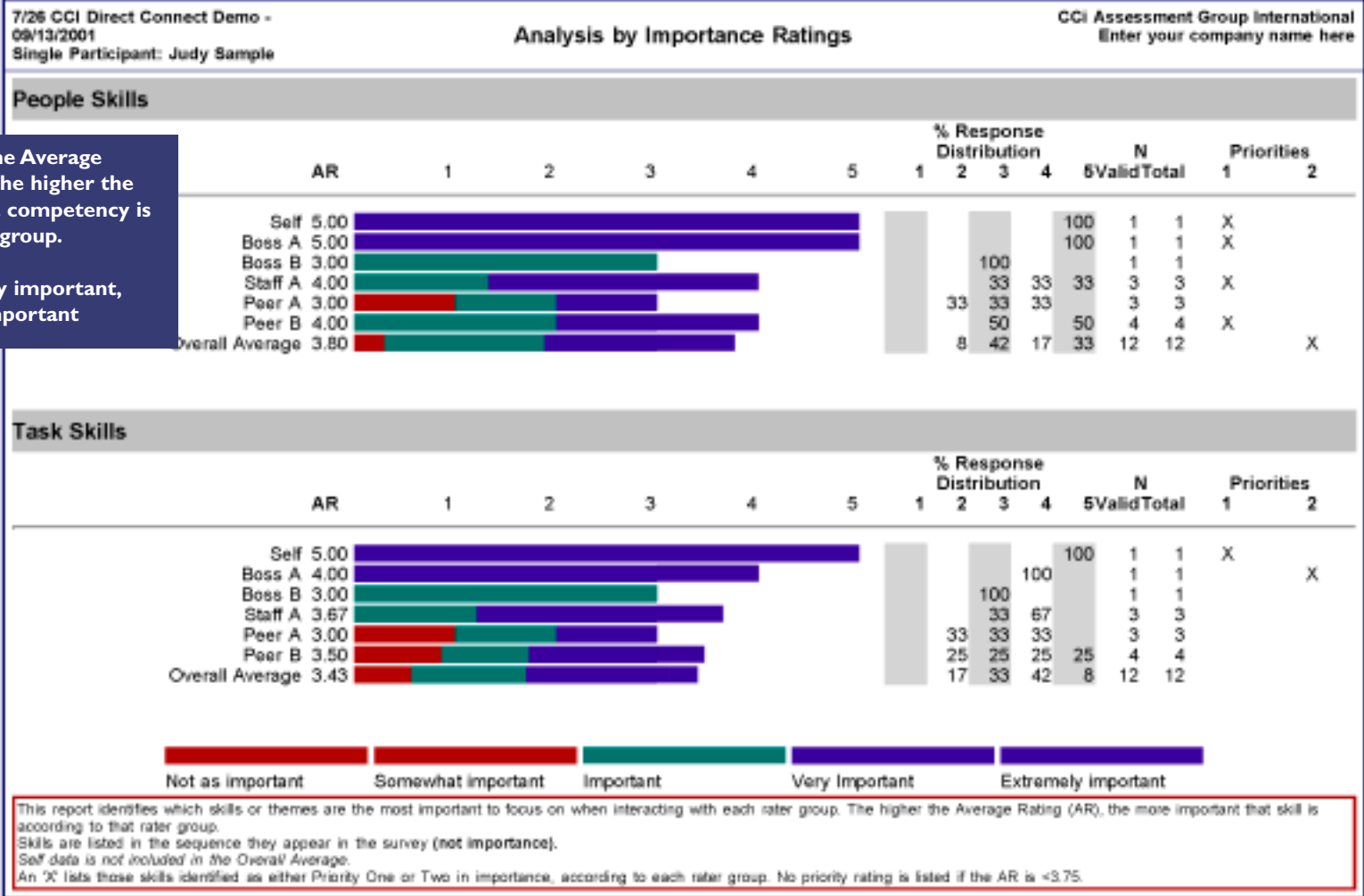
Summary Report Open-Ended Questions

7/26 CCI Direct Connect Demo - 09/13/2001 Single Participant: Judy Sample	Open-Ended Questions	CCI Assessment Group International Enter your company name here
1) Listen to others' point of view		
<ul style="list-style-type: none">• I think this person should listen to different points of view, especially mine, because I always have great ideas.• This person is a wonderful listener now, except of course, when he tunes you out because he doesn't like your ideas.• Additional comments from additional raters here.• All open ended comments are randomized to ensure confidentiality.•• This is an example of open-ended comments for a specific item on your survey.• You can use open-ended comments for each item on your survey, each theme on your survey, or create generic open-ended comments, such as What could this person START doing to become more effective; What could this person STOP doing to become more effective; What could this person CONTINUE DOING to become more effective; etc.		
2) Accurately summarizes action points resulting from meetings		
<ul style="list-style-type: none">• I think this person accurately summarizes the action points from meetings whether we want that summary or not. Sometimes the summaries are longer than the meetings.• This person does such a lovely job summarizing all the trivia from the meetings that often we forget who is responsible for what.• Additional comments from additional raters here.• All open ended comments are randomized to ensure confidentiality.•• This is an example of open-ended comments for a specific item on your survey.• You can use open-ended comments for each item on your survey, each theme on your survey, or create generic open-ended comments, such as What could this person START doing to become more effective; What could this person STOP doing to become more effective; What could this person CONTINUE DOING to become more effective; etc.		
<small>The comments shown on this report are verbatim and have not been edited or checked for spelling or grammatical errors.</small>		

Include qualitative data to complement quantitative data for any item or competency. Include a separate free-text open-ended comments section.

CCi Surveys International reporting options

Detail Report Analysis by Importance Ratings



The higher the Average Rating (AR) the higher the importance a competency is to that rater group.
5 = Extremely important, 1 = Not as important

CCi Surveys International reporting options

Detail Report Analysis by Behavior

Detailed item analysis. Items are linked to the competency.

Create sub-groups within primary rater groups for more focused feedback.

7/26 CCI Direct Connect Demo - 09/13/2001		Analysis by Behavior										CCI Assessment Group International Enter your company name here		
Single Participant: Judy Sample														
Personal Initiative														
1) To what extent does this person... Stress customers in conversations														
Rater Group	N	AGS	1	Avg. Gap Size			4	5	N Distribution			Do	Action Plan	
				2	3			0	1	2	3	4	Less	
Self	1	0.00						1						****
Boss A	1	1.00							1					**
Boss B	1	1.00							1					**
Staff A	3	0.33						2	1					****
Peer A	3	0.33						2	1					****
Peer B	4	0.25						3	1					****
Overall Average	12	0.42						7	5					****
Personal Initiative														
2) To what extent does this person... Learn new tasks														
Rater Group	N	AGS	1	Avg. Gap Size			4	5	N Distribution			Do	Action Plan	
				2	3			0	1	2	3	4	Less	
Self	1	2.00									1			INCREASE
Boss A	1	2.00									1		1	DECREASE
Boss B	1	0.00							1					****
Staff A	3	0.67							1	2				**
Peer A	3	0.67							2		1			**
Peer B	4	1.00							1	2	1			INCREASE
Overall Average	12	0.50							5	4	3		1	CLARIFY

Provides both inter-rater gap analysis and intra-rater gap analysis.

Provides true gap analysis. It compares current performance (C) with expected performance (E). The greater the alignment of C with E, the greater the effectiveness.

Directional feedback:
**** = Build on strengths
INCREASE = Do more of this behavior
DECREASE = Do less of this behavior

This detailed item analysis report (Distribution).
Recommended Action Plan: (*) indicates the level of strength (** or ****). Increase = do more of that behavior. Decrease = do less.
Note: If this report includes the A expectations that rater group has

CCi Surveys International reporting options

Detail Report Pre-Post Analysis by Behavior

Post results indicate participant made significant progress with all rater groups except Direct Reports (Staff) group.

Participant creates an action plan for this behavior with the Direct Reports (Staff) group only.

Post results measure progress made towards action planning efforts.

7/26 CCI Direct Connect Demo - 08/02/2003 Single Participant: Judy Cipolla		Analysis by Behavior										CCI Surveys International Sample Reassessment Profile	
Pre-Post Assessment													
Guiding Others													
5) To what extent does this person... Give accurate and timely feedback on employees' performance													
Rater Group	N	AGS	1	Avg. Gap Size			N Distribution				Do Less	Action Plan	
				2	3	4	5	0	1	2	3	4	
Self	1	0.00						1					****
Boss A	1	1.00				C	E		1				***
Boss B	1	0.00						1					****
Boss C	1	0.00						1					****
Peers (Colleagues) A	3	0.67			C	E		2		1			**
Peers (Colleagues) B	4	0.00						4					****
Direct Reports (Staff) A	4	1.25			C	E		2	1			1	INCREASE
Overall Average	14	0.57				C	E	10	2	1		1	**
Previous Results: 09/13/2001													
Rater Group	N	AGS	1	Avg. Gap Size			N Distribution				Do Less	Action Plan	
				2	3	4	5	0	1	2	3	4	
Self	1	2.00											INCREASE
Boss A	1	2.00											INCREASE
Boss B	1	1.00						1					**
Staff A	3	2.00						1	1	1		1	INCREASE
								2	1				INCREASE
								1	1	2			INCREASE
								2	4	5		1	INCREASE
How often does this occur? = C 1 - Almost Never, 2 - Rarely, 3 - Sometimes, 4 - Usually, 5 - Almost Always Your Expectations...how often should this occur? = E 1 - Almost Never, 2 - Rarely, 3 - Sometimes, 4 - Usually, 5 - Almost Always													
This detailed item analysis report links each item to its corresponding competency or theme. This report identifies the number of raters who answered each question and how they responded (by N or % Distribution). Action Plan: (*) identifies areas of strength. The number of (*)s indicates the level of strength (** or ****). Increase = do more of that behavior. Decrease = do less of that behavior. Clarify = intra-rater discrepancies or inconsistencies where at least one rater wants you to do more of that behavior and at least one other rater wants you to do less of that behavior. The number(s) in the Do Less column (if any) identify the number of raters who recommend that you do less of that behavior. Self-data are not included in the Overall Average data line. Note: If this report includes the AGS or Average Gap Size, you can compare the gap or difference between what a rater group sees you doing now compared to their expectations of your performance. The closer the gap, the greater your effectiveness. Note: If this report is a reassessment you can compare pre-post results from one evaluation to another, compare progress towards your action planning efforts, and identify trends over time.													

Pre results indicate participant could improve performance by increasing or Doing More of this behavior (item#5) according to all rater groups, except Boss B.

CCi Surveys International reporting options

Detail Report Resource Guide

7/26 CCI Direct Connect Demo -
09/13/2001
Single Participant: Judy Sample

Resource Guide

CCi Assessment Group International
Enter your company name here

12. Brief on work status

Here is another example of what you can include in your Resource Guide.

INCREASE: The raters are asking you to provide them with more frequent updates on the status of projects, or work

Consider asking them what type of information they consider relevant. Do they want to meet with you? Receive an brief how?

You can create specific recommendations in this Resource Guide for any function or position you want.

5. Give accurate and timely feedback on employees' performance

Here is one example of what a Resource Guide comment section could look like. You can include your own suggestions and recommendations. You can include tips and techniques from your training programs and other sources.

INCREASE. The respondents are asking for more feedback when work does not meet your expectations. Why? You may be reluctant to give bad news for fear of upsetting people.

If you do not let people know immediately of unacceptable results or performance, they will assume that everything is fine and continue to act as they have done in the past. When you do finally discuss this issue with them it could be more difficult to handle because the surprise element will be much greater for them and because the performance may have deteriorated even further.

Here are a few suggestions to consider:

1. Make certain you have worked out your own standards of performance and have communicated these to others who are there to provide you with work or a service.
2. Develop a method for measuring the output and performance standards of others. Set clear objectives about which there can be no ambiguity.
3. Make periodic measurements or assessments of performance. This is better than one final assessment at the end of the project when it is too late for corrective action to be taken.
4. When communicating results which do meet your expectations, concentrate on providing descriptive feedback. The discussion will then be about the extent to which the work met the standard you wanted, rather than emotive issues about who has done well or badly.

This **Resource Guide** identifies specific suggestions for developing your effectiveness for selected behaviors and practices. This **Guide** includes practical developmental suggestions that you can apply immediately. We encourage you to do so.

For more extensive developmental suggestions and other online resources, contact CCI Assessment Group International at larryc@cci4360.com or the Human Resource Department in your organization.

Our resource guide for self development can include developmental ideas for each item on your survey.

Incorporate blended learning, link each item to training programs, create hyperlinks to any web-based resource. Link items-competencies-results to your LMS.