



About the Checkpoint360™ and ProfileXT™ Assessments

INTRODUCTION

The Gonzaga University Office of Leadership Training and Development provides professionals like you with an individualized and in-depth assessment of your leadership competencies and the *behaviors* that drive those competencies. We will be using two assessments created by Profiles International, a world-renowned employee assessment company: 1) the **ProfileXT™** (a psychometric, or ‘true trait’ self-assessment), and 2) the **Checkpoint360™** (a multi-respondent assessment).

HOW YOUR CHECKPOINT360 REVIEW WILL BENEFIT YOU

Based on input from your colleagues, you will be armed with the knowledge of how you see yourself and how others experience your leadership skills. Your survey results will provide insights into your current strengths and development opportunities and will be the foundation for your development plan.

HOW YOUR PROFILEXT WILL BENEFIT YOU

The ProfileXT is what psychologists and psychometricians call a “True Trait” assessment. In laymen’s terms, this means comfort zones. If you could just be who you are, and not have to try and stretch to be effective for another person or another situation, what would that look like? The information provided by the ProfileXT helps us understand **how** your leadership competencies, measured by the Checkpoint 360 Survey, show up in the workplace. This allows us to help coach and develop the behaviors that are causing the gaps in skill and competency. Sometimes we have to get outside of our “comfort zones” to be effective.

STEPS TO COMPLETING YOUR ASSESSMENTS

STEP 1: Register for your assessments [ONLINE](#).

Bypass if the assessments are already included with your leadership program or other arrangements have been made.

STEP 2: You and your boss will select up to 24 potential Checkpoint 360 Survey respondents together. You will need:

- i. **Bosses** (at least 1, maximum of 3). **Bosses' data will not be anonymous**, as his/her candid feedback and coaching is paramount to your success as a leader.
- ii. **Peers** (list up to 7 potential respondents). Peers responses will be **completely anonymous**. No one at your company or Gonzaga University will be able to determine their responses. Their data will be averaged and reported as a group only. Comments written will be reported as typed, but will remain anonymous.
- iii. **Direct Reports** (list up to 7 potential respondents). Direct Reports responses will be **completely anonymous**. No one at your company or Gonzaga University will be able to determine their responses. Their data will be averaged and reported as a group only. Comments written will be reported as typed, but will remain anonymous.
- iv. **Other Group**. (Optional; if used, list 4-7 potential respondents) This group, if used, can include people such as customers, past co-workers, board members, vendors, etc. Their responses will be **completely anonymous**. No one at your company or Gonzaga University will be able to determine their responses. Their data will be averaged and reported as a group only. Comments written will be reported as typed, but will remain anonymous.
 - b. *If you do not have at least 3 members of any group above (with the exception of bosses), we will combine them with another group for purposes of anonymity.*

STEP 3: Once you and your boss have drawn up your list, email potential respondents to ask them to participate. Here is a sample email/script for you to use:

"Dear _____,

I am currently undertaking a '360' leadership review. This is a feedback process designed to show me how my colleagues (bosses, peers, direct reports and others) perceive my job performance, in comparison to how I view my own performance. By using this comprehensive picture of how others perceive me, I will be able to improve my professional skills and work on growth areas.

I need your help to provide this feedback. If you are willing to be a respondent for my 360 review, you may be randomly selected to take a survey about me. If you are invited to participate, you will receive an email with specific instructions for logging in to take a 20-30 minute survey. Ideally, it should be done within one (1) week of receiving the survey. To help me focus solely on the content of the feedback, I kindly request that you NOT inform me of who has received the 360 survey.

If you are asked to complete a survey as my supervisor, your ratings and comments will be fully disclosed to me to facilitate an open dialogue for development.

If you are asked to complete a survey as my peer, direct report or other respondent, your responses will be completely anonymous, as your ratings will be processed directly and compiled with others. No one at Gonzaga University will have access to your individual responses. Your data will be averaged and reported as a group only. You may also provide comments on my leadership competencies. Please note that your comments will be reported as typed and will be categorized by respondent group, but will remain anonymous. I encourage you to provide candid, honest responses so that this assessment is a learning tool.

Would you kindly confirm your willingness and availability to participate in this survey?

Thank you for your consideration of this request!

Sincerely,

XXXXX

STEP 4: Once you have received confirmation of your potential respondents' willingness to participate, please send a copy of the completed table below to Gonzagalead@gonzaga.edu

Your Name: _____

Email address: _____

Phone Number: _____

Please confirm that the email addresses are correct.

	Boss name	Boss Email	Phone #
#1			
#2			
#3			

	Peer Name	Peer Email	Phone #
#1			
#2			
#3			
#4			
#5			
#6			
#7			

	Direct Report Name	Direct Report Email	Phone #
#1			
#2			
#3			
#4			
#5			
#6			
#7			

	Other Respondent Name	Other Respondent Email	Phone #
#1			
#2			
#3			
#4			
#5			
#6			
#7			

STEP 5: Complete your assessments

For the Checkpoint360:

- i. Soon after we have received your list, an email with a link to the Checkpoint 360 assessment will be sent to you and your randomly selected respondents.
- ii. We will be following up with each of your respondents to remind them to login and complete the survey. **We cannot run the reports until enough respondents (at least 1 boss and 3 from additional categories), plus YOU, have completed the survey.**
- iii. Remember, you will receive an email invitation to login and complete the Checkpoint 360 for yourself.
- iv. Once you and your respondents have all completed the survey, we will run the reports and deliver them to you via email **the day of or before our scheduled review time.**

For the ProfileXT:

- i. Separately from the 360, you will receive an email invitation to complete the ProfileXT. This invitation will be sent from Kelsey Solberg at Gonzaga University and will include login information and instructions for completing the assessment. The ProfileXT should take 60 to 90 minutes to complete and will be completed online. If you need to logout in the middle of the assessment, feel free to do so. When you log back in it will take you back to where you left off. It is requested that you complete the assessment within one week of receiving the link.
- ii. When completing the assessment, please answer the items in a manner that best describes you, and not in the way you think they should be answered. Go with your gut and don't overthink your responses. There are no right or wrong answers, except in the Math and English sections. Please keep in mind that the Math and English sections are designed so that only 2.5% of the population get them all done and get them all done correctly. Please don't stress over these sections! Just do the best you can.
- iii. You will receive a copy of your ProfileXT **the day of or before your scheduled debriefing** with a Profiles International certified practitioner.

STEP 6: Go through debriefing of your assessment results

- i. You will be contacted by a member of the Gonzaga Leadership Training Team to schedule a debriefing with a certified consultant. The debriefing will be done either in person or via teleconference (as per your location and schedule) and will last 1.5 – 2 hours.
- ii. A day before our scheduled feedback session, we will send you a few other documents we will be referencing during our conversation.
- iii. During the debriefing, the consultant will explain the facets of the two assessments and how they connect to each other. The debriefing will help you make sense of the assessment results and understand how to work on your development areas.

STEP 7: Share your results

An essential part of the 360 process is to share an overview of what you learned about yourself with your boss and your team. This disclosure builds trust, allows for further feedback, and gives you an opportunity to request accountability for your development goals. You will be provided with a guide for these conversations at the end of your debriefing.

CONCLUSION

Once you share your results with your boss and team, the assessment process comes to a close. There are many details in this document, so if you have any questions, please contact Cyndi Donahue, Director of Leadership Training and Development at Gonzaga University, at 509.313.5370 or donahuec@gonzaga.edu.

Good luck, and have fun with this! While the assessments may highlight information you already know about yourself, they may also shed new light on your effectiveness as a leader. Ultimately, consider these assessments a tool to help you grow and develop your leadership skills and competencies.