



Three Sixty Questionnaire (TSQ)

Preparation Guide



Three Sixty Questionnaire

This guide is designed to help you understand what the Three Sixty Questionnaire (TSQ) measures and how to complete it. The TSQ assesses a person's leadership level, leadership style, and leadership competencies within a work context.

The TSQ will help you:

- compare your view of your leadership strengths and weaknesses against the views of colleagues and bosses
- increase your awareness of how your leadership style and skills impact on your performance;
- identify areas you need to work on to improve your performance and reach your potential.

The TSQ will help your organization:

- benchmark the leadership skills of staff with leadership and management responsibilities;
- identify which employees are suitable for promotion to leadership positions and which individuals need further development;
- design education programs to increase leadership skills and thereby improve business performance.

What the TSQ Measures

The Three Sixty Questionnaire measures 25 leadership competencies covering five key areas shown in the diagram below.





Selecting Assessors

You can select up to 10 people to assess your leadership style and competencies.

Please consider the following points when you are selecting people to assess you:

- think carefully about who you would like to receive feedback from;
- seek feedback from people who know your work style sufficiently well to provide valid and constructive feedback;
- get a balance of perspectives so that your results reflect views from, for example, bosses, direct reports, peers, mentors, coaches, and customers;
- obtain the agreement of the people you want to assess you well before you ask us to send invitations to them;
- encourage your assessors to provide practical tips and suggestions about how you could improve your performance, enhance your reputation, and increase your chances of progressing to the next level;
- ensure that you have the email addresses of your assessors to hand before you initiate your survey.



Completing the Self-Assessment

The self-assessment element of your 360-degree survey is presented in a block of 25 statements which you are asked to rate on a 5-point scale ranging from 'Outstanding Strength' to 'Critical Improvement Area'.

Your colleagues and bosses complete the same items and are invited to provide explanatory comments on their ratings and improvement recommendations.

Please consider the following points when you are completing your self-assessment:

- do the assessment when you are alert and free from interruptions;
- enter your responses by clicking on the appropriate rating for each statement. You must respond to every statement before you can go on to the next screen;
- complete the assessment from a work perspective as the assessment is designed to throw light on your leadership style and competencies at work;
- try to be as discriminating as possible by using the full range of options on the 5-point response scale.

Feedback

The TSQ feedback report provides a concise summary of your view of your leadership style and skills, and how your view compares with the views of colleagues and bosses.