

A Student Guide to Soliciting Feedback via the 360 Survey

"Coachability" is often noted by employers as a critical attribute for career success. Learn to ask, receive and embrace constructive feedback. It is the #1 way we grow as professionals. 360 Interviews are designed for you to collect feedback from coaches, faculty, work/study supervisors, other employers, mentors, co-workers, colleagues and peers whom you have worked on projects/events. Think about all the people who have a sense for how you approach work – in coursework, sports, campus life, community service or employment.

The 360 Survey is very helpful when preparing for the job or graduate school search because it helps students identify transferrable skills and articulate prior experiences where they have applied those skills successfully. It also helps students identify opportunities with strongest alignment for success.

ASC Summit-360 Skills Survey: A Summit-360 is used typically by juniors and seniors to collect anonymous feedback from a group of people on their professional skills and development. Skills are specific actions (e.g. concise writing, quantitative skills) versus strengths which are more overall (communication, empathy, contextual thinking). It requires the student to submit 20-25 names to the Office of Internship and Career Development. Those people are contacted via email to complete a confidential survey which is compiled into an overall report of strengths, skills and areas for improvement for the student. The Summit-360 is an incredibly valuable tool for personal development.

If you do not have time or a large enough network of advisors to complete the ASC Summit 360 Skills Survey, consider a mini-360 which you complete in qualitative face-to-face interviews.

Mini-360: A mini-360 includes qualitative, in-person interviews with people who know you to ask for feedback. Identify 3-5 people (other than family and friends) who have worked with you in a work or academic context. Request a 30-minute meeting to gather advice and feedback on your strengths.

- 1) Consider how you know each person, and prepare 3-5 questions using the following as a guide.
 - Based on your area of expertise, what you say are my strengths compared to other students?
 - When you see my work on projects/events/group, what skills do you see as my strengths? What areas do you see as challenging for me and opportunities for improvement?
 - Compared to other students my age, what opportunities for growth would you identify for me – especially relative to my career interests in _ (insert area) ___?
 - Based on what you know about me today, what suggestions would you give me to incorporate into my professional plan? Areas I should investigate? Courses you think I would enjoy? Experiences you think would be good for me?
- 2) Take notes during your meetings and use your notes during the “after the assessments” work.
- 3) Send the person who met with you a thank you note.

After the 360:

Review your report and/or notes and, and complete the following table:

- List your top 5 strengths and skills, especially in areas of digital literacy, communication, leadership and language. Identify examples of when you have exhibited each (@ work, in a club, in the classroom, during a group project, etc.).
- Identify three areas in which you could improve – your skills, knowledge, interpersonal relations, etc.
- Compare these notes to your job/internship or graduate program descriptions to which you want to apply. Where is your area of greatest alignment? Are there opportunities for you to improve skills? Are their jobs/programs that are a better fit than others?
- *Make an appointment to discuss your results with a Career Coach at compass.agnesscott.edu.*

360 Survey Notes

About Me	Life Examples ... (from academics, personal, community)	Fit with Plans - jobs/internships, graduate programs, etc.)
Key Strengths		
Key Skills (digital, communication, language)		
Areas for Improvement/Ideas for Growth (courses; lynda.com; campus/service projects):		