LDP 20/20 Process

The 20/20 is a 360 degree feedback assessment that allows LDP participants to get a sense of how they are perceived as leaders with regard to the County competencies. The process is completely confidential.

INSTRUCTIONS:

1. To begin the process, fill out the ***LDP 20/20 Feedback Form*** with the names and email addresses of people you would like to receive the assessment. We request that you list at least three people in each of the categories of Direct Reports, Peers, and Managers, if at all possible:
   - **Direct Reports** are those you supervise, or take a lead role with even if you don't do their performance appraisals. ***NOTE:*** We suggest that you include all direct reports.
   - **Peers** are anyone you work with but do not supervise – either in your department or others.
   - **Managers** are those above you who are familiar with your work.
   - You will also be rating **yourself**, and your answers are NOT anonymous because they are indicated by the word "Self" and there is only one of you.

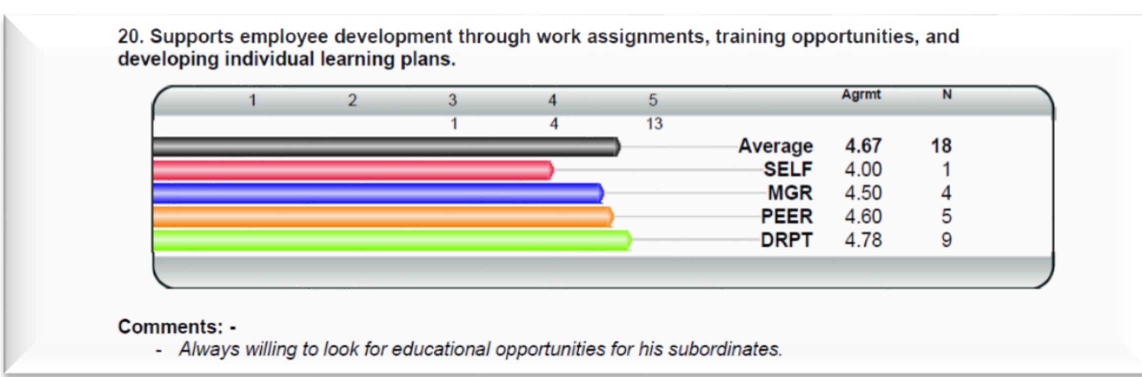
2. Once you have filled out and saved the 20/20 Feedback Form, please send it to your advisor.

3. Please also contact the people on your form to inform them that you are participating in the 20/20 assessment process as part of your LDP, and request that they please take the time to provide you with feedback. Let them know that you value their opinion as you work to enhance your leadership effectiveness, and that their responses will be completely confidential and anonymous.

EXPLANATION

Each of the people you select on the form (including yourself) will be contacted via email and given a personal link to the assessment. The assessment you will be completing consists of questions that relate to each of the nine Henrico County Competencies. On these, you will be asked to respond on a scale of one-to-five, with an optional comments section.

After the deadline, the 20/20 software system compiles all the respondents' answers anonymously, and a report is sent to your advisor. All you and your advisor will see is the compiled tally of all your respondents' answers, grouped by people's relationship with you (peer, manager, and direct report) – see below example:



Once your advisor receives your results, she will contact you to set up a time to meet to go through the results with you. After your discussion, you will be able to fill out the ***LDP Leadership Plan*** Section B, which is a requirement for achieving Level II in LDP.

November 3, 2015