

Introduction

Use this tool contains many of the commonly used rating scales in 360 and other reviews. When writing review questions, select the scale that applies to the purpose of the review and then word the indicators to suit the scale.

These scales are neither definitive nor exhaustive but represent many of the scales that we have used and/or encountered and some are more useful and more readily applied than others.

The following scales are included:

1. Competence Scales
2. Frequency Scales
3. Extent Scales
4. Comparison Scales
5. Performance Scales
6. Developmental Scales
7. Qualitative Scales
8. Agreement Scales
9. Importance Scales
10. Satisfaction Scales

Do also consider how you can use negatively phrased indicators against these scales. Examples such as 'Relies on one influencing style or tactic' or 'Disregards feedback from others' can often provide some of the greatest insight.

Our Talent® products support the use of all of these scales.



Competence Scales

5 Outstanding Strength	5 Exemplary, Best Possible	6 Outstanding
4 Strength	4 Significant Strength	5 Very Strong
3 Competent	3 Fully Competent	4 Competent
2 Needs Improvement	2 Development Needed	3 Underdeveloped
1 Needs Significant Improvement	1 Weakness	2 Not Developed
		1 Does Not Apply

Frequency Scales

6 100% of the time	6 Almost Always	6 Always
5 90+% of the time	5 Usually	5 Almost Always
4 80+% of the time	4 Often	4 Often
3 70+% of the time	3 Sometimes	3 Sometimes
2 60+% of the time	2 Rarely	2 Almost Never
1 Less than 60% of the time	1 Almost Never	1 Never

Extent Scales

7 To an Extremely Large Extent	5 Exactly Descriptive	6 Completely True Description
6 To a Very Large Extent	4 Very Descriptive	5 Largely True
5 To a Large Extent	3 Descriptive	4 Somewhat True
4 To a Moderate Extent	2 Somewhat Descriptive	3 Not Descriptive
3 To a Small Extent	1 Not Descriptive	2 Largely False
2 To a Very Small Extent		1 Completely False Description
1 To an Extremely Small Extent		

Comparison Scales

6 Top 5%	5 Far Above Average	4 One of the Best
5 90+% of the time	4 Above Average	3 Better than Most
4 80+% of the time	3 Average	2 Better than Some
3 70+% of the time	2 Below Average	1 Not as Good as Most
2 60+% of the time	1 Far Below Average	
1 Less than 60% of the time		

Performance Scales

6 Exceeds all standards	5 Far Exceeds	6 Far Above Requirements
5 Exceeds most, Meets others	4 Exceeds	5 Above Requirements
4 Meets most, exceeds others	3 Meets	4 Meets Requirements, consistently
3 Meets all standards	2 Meets Some	3 Meets Requirements, somewhat inconsistently
2 Meets most, below on some	1 Does not Meet	2 Below Requirements
1 Below on many		1 Far Below Requirements

Developmental Scales

6 Exceeds all standards	5 Far Exceeds	5 Far Above Requirements
5 Exceeds most, Meets others	4 Exceeds	4 Above requirements
4 Meets most, exceeds others	3 Meets	3 Meets Requirements
3 Meets all standards	2 Meets Some	2 Below Requirements
2 Meets most, below on some	1 Does not Meet	1 Far Below Requirements
1 Below on many		

Qualitative Scales

6 Extraordinary	4 Outstanding	4 Excellent
5 Superior	3 Very Good	3 Good
4 Very Good	2 Good	2 Fair
3 Good	1 Poor	1 Poor
2 Fair		
1 Poor		

Agreement Scales

7 Completely True	7 Strongly Agree	5 Strongly Agree
6 Somewhat True	6 Agree	4 Agree
5 Slightly True	5 Mildly Agree	3 Neither Agree nor Disagree
4 Neither True nor False	4 Neither Agree nor Disagree	2 Disagree
3 Slightly False	3 Mildly Disagree	1 Strongly Disagree
2 Somewhat False	2 Disagree	
1 Completely False	1 Strongly Disagree	

Importance Scales

5 Extremely Important	4 Critical	5 Very Important
4 Important	3 Important	4 Important
3 Moderately Important	2 Minor Importance	3 Somewhat Important
2 Somewhat Important	1 Not Important	2 Somewhat Unimportant
1 Not Very Important		1 Very Unimportant

Satisfaction Scales

5 Extremely Satisfied	5 Very Satisfied	4 Satisfied
4 Very Satisfied	4 Satisfied	3 Somewhat Satisfied
3 Moderately Satisfied	3 Neither Satisfied nor Dissatisfied	2 Somewhat Dissatisfied
2 Slightly Satisfied	2 Dissatisfied	1 Dissatisfied
1 Not at all Satisfied	1 Very Dissatisfied	

Using the scales

We can help you identify which scale(s) might be the most useful for your forthcoming review and how to word the indicators to fit with them.

If you are not Talent® user, do ask your supplier if they can support the scales above, negatively phrased questions as well as our unique 'Keys & Eyes' highlights.

Contact us to find out more.

