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SIX STEPS IN CONDUCTING YOUR PEER ASSESSMENT SURVEY

- [ ] **ORIENT YOURSELF:** Review the Assessment Survey information to make sure you understand how to use it.

- [ ] **SEARCH FOR ASSESSORS:** Think of three people preferably in three different categories of relationship to you who know you well to assess your character by using the Peer Assessment Survey. (E.g. family member, work colleague, good friend, etc.)

- [ ] **VALIDATE ASSESSORS:** Pick out one of those three, or someone else who is close to you and ask them, "Do you think I have picked out people who will be able to give me honest feedback?"

- [ ] **RECRUIT ASSESSORS:** Go to each one, explain your request (e.g., ***"I'm wanting to improve my character in ways that will be most meaningful and helpful to others, so I'm needing an honest assessment of my character strengths and weaknesses to help determine what to work on most. Will you help me by filling out an online survey?"***) and enlist their help. If someone is unable to help, find another person. Having three assessors is important.

- [ ] **INSTRUCT ASSESSORS:** Give your assessors instructions on going on line and completing the assessment survey. Here is the link: **https://bit.ly/peer-assess-survey**

  Important: ***Reassure them that you will not be offended by their responses, that you will benefit the most if they are unafraid to indicate what they actually think, not what they think you want to hear.***

- [ ] **GATHER AND RECORD RESULTS:** When you and your assessors complete the assessment surveys, you will automatically receive a copy of the responses. Record these responses using the Trait Assessment forms online. See the links in the Table of Contents to go to the forms.

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