



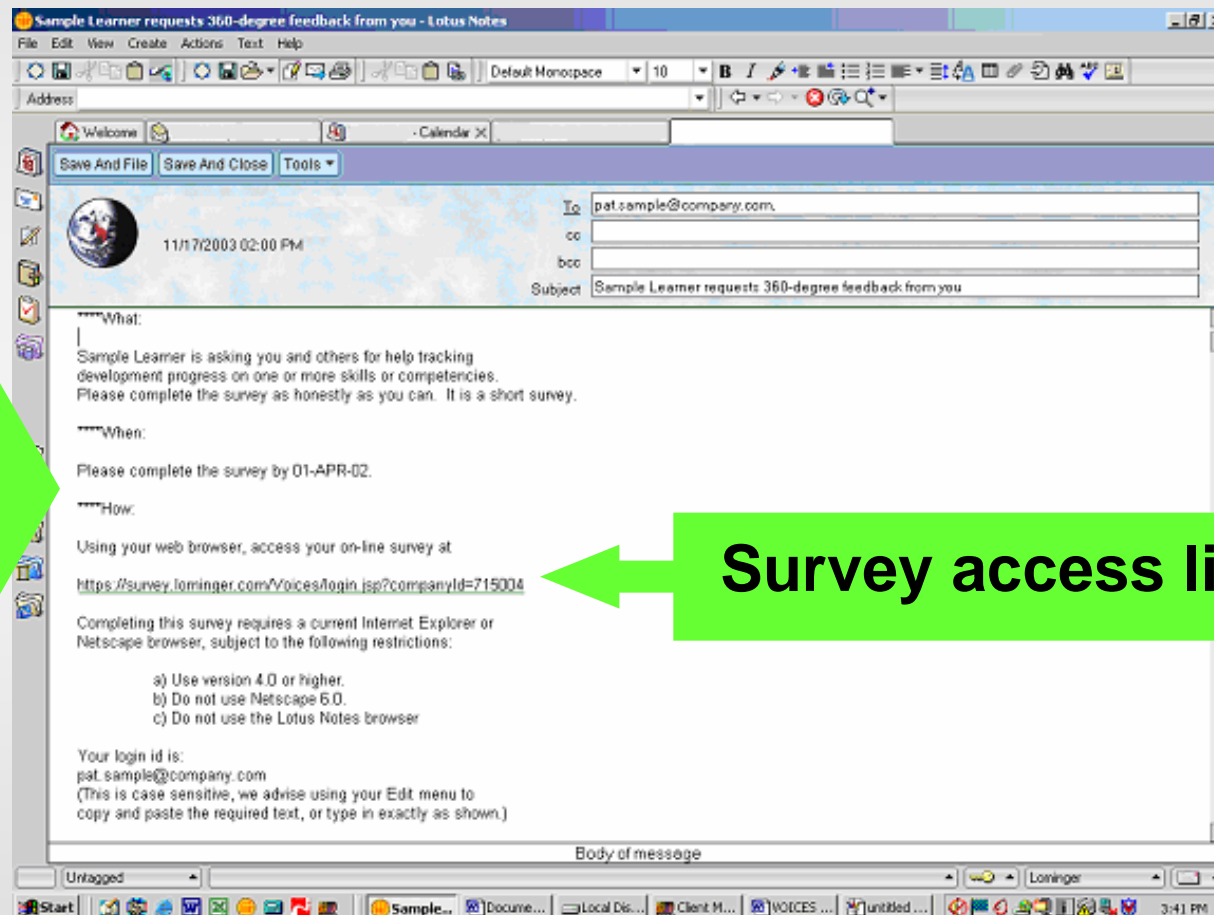
**The
VOICES®
Rater
Experience**

LOMINGER
The Leadership Architects™
www.lominger.com

The VOICES® Rater Experience:

- ◆ Each rater will receive an email notification that informs them of the pending surveys, and how to access them.

What
When
How



Survey access link

- ◆ The email can be customized for a Learner and all his/her raters, or for a specific rater.

The VOICES[®] Rater Experience:

- ◆ The rater clicks the link provided in the email and is taken to this login site:

LEADERSHIP ARCHITECT™ VOICES - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://survey.lominger.com/Voices/login.jsp?companyId=715004> Go

Links Customize Links Free Hotmail Windows Windows Media

The LEADERSHIP ARCHITECT® Suite Multi-Rater Survey

During this process, do not use the browser's back button or forward button.
Please supply the Login ID and Password supplied in the Survey Invitation e-mail:

Company ID: 715004

Login ID:

Password:

Submit Reset

- ◆ The login ID and password are provided in the email each rater receives.

The VOICES® Rater Experience:

- ◆ Each rater will see a list of the surveys that are pending for them to complete (as there may be more than one):

LEADERSHIP ARCHITECT™ VOICES - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <https://survey.lominger.com/voices/action/login> Go

Links Customize Links Free Hotmail Windows Windows Media

The LEADERSHIP ARCHITECT® Suite Multi-Rater Survey

Please click one of the links to access the survey:

List of Learners

[Sample Learner Voices](#)
[Chris Sample Voices](#)

List of surveys

- ◆ Raters click on the name of the learner they want to rate (or a self survey) to start the survey.

The VOICES® Rater Experience:

- ◆ The first screen is an introduction to the process – explaining how to complete the survey:

The LEADERSHIP ARCHITECT® Suite Multi-Rater Survey

Welcome to VOICES®: The FEEDBACK ARCHITECT, a 360° assessment tool. You are one of the several people being asked to rate: Chris Sample

Your answers are confidential and will be combined with other ratings to provide feedback to this person.

Please complete by: **05-31-2003**

Our goal is simple: To give the person you are rating a thorough assessment of his/her strengths and development needs. To do this, you will need to think and rate differently. This is not a performance assessment - everyone, good and struggling alike, has strengths and needs.

This is how we want you to do your rating: This person who has asked you to fill out this survey wants and needs your honest appraisal. He/She is committed to grow and develop - but cant do that without your help. Please complete this survey as you really see it. This instrument can take up to an hour to complete thoroughly, and is probably not worth doing if you barely know the person.

[Overview of System](#) [Proceed](#)

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- ◆ From here the rater can access the Overview (survey help) or proceed to start the survey.

The VOICES® Rater Experience:

- ◆ If the relationship of the rater to the learner is not pre-coded (by the VOICES Administrator or Survey Center), the rater is asked to identify their relationship.

The LEADERSHIP ARCHITECT® Suite
Multi-Rater Survey

Help

English

Who Are You?

Click the button representing your primary relationship to Chris Sample. If you are Chris Sample, click your name.

Who Are You?

- I am Chris Sample's Boss
- I am Chris Sample's Peer
- I am Chris Sample's Direct Report
- I am Chris Sample's Customer
- I am Chris Sample
- Other

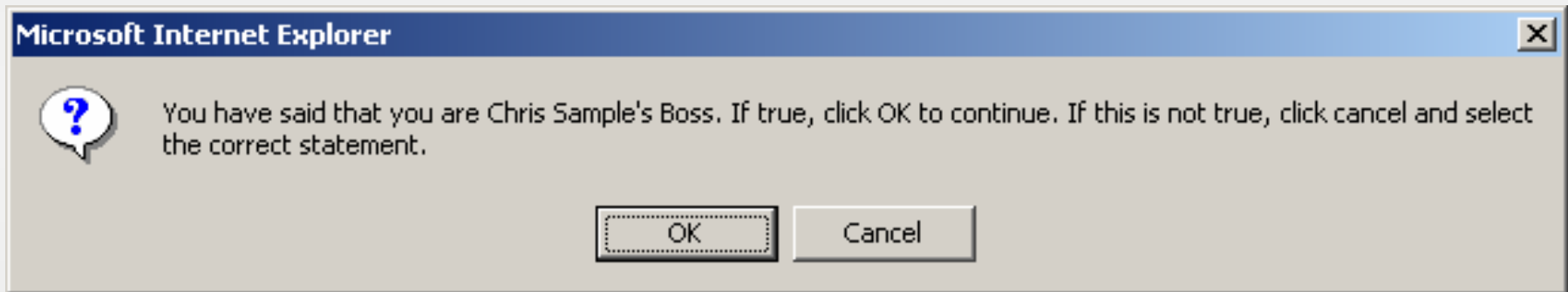
Proceed

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- ◆ Are they the learner's boss, peer, direct report, customer or other (the latter being a general relationship not already defined)?

The VOICES® Rater Experience:

- ◆ **The rater is asked to confirm their relationship selection:**



- ◆ **If the rater's relationship to the learner has been pre-coded, the rater moves directly to the rating screen and does not see the screens noted above.**

The VOICES® Rater Experience:

- ◆ The rating screen always contains the skill rating (left). The importance rating (right) is optional.

The screenshot shows the LEADERSHIP ARCHITECT Suite Multi-Rater Survey interface. The page is titled "Chris Sample" and includes a "Personal Disclosure" section. Below this, there are two columns of radio button options for rating a learner's competency and the importance of that competency. A large green arrow points from the left column to the right column, and another large green arrow points from the right column back to the left column, indicating a comparison or selection process. At the bottom, there is a text box for "Add Notes", an "Answer Later" button, a "Progress: Unrated 67" indicator, and a "Proceed" button. The footer contains copyright information: © 1993-2002 MICHAEL M. LOMBARDO and ROBERT EICHINGER All rights reserved.

- ◆ Select the rating by clicking on the button next to the correct scale point.

The VOICES® Rater Experience:

◆ The general notes link allows raters to add broad notes not linked to a specific competency.

General Notes

Specific Notes

LEADERSHIP ARCHITECT™ VOICES - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://survey.lominger.com/Voices/action/answerItem>

Links Customize Links Free Hotmail Windows Windows Media

The LEADERSHIP ARCHITECT® Suite Multi-Rater Survey

Help

English

General Notes

Take A Break

Review Ratings

Restart

Chris Sample

Delegation
Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform; lets direct reports finish their own work.

How would you describe/rate the Learner on this competency?	How important is this competency for success in this position?
<input type="radio"/> Towering Strength	<input type="radio"/> Mission Critical
<input checked="" type="radio"/> Talented	<input checked="" type="radio"/> Very Important
<input type="radio"/> Skilled/OK	<input type="radio"/> Useful/Nice to Have
<input type="radio"/> Weakness	<input type="radio"/> Less Important
<input type="radio"/> A Serious Issue	<input type="radio"/> Not Important
<input type="radio"/> Don't Know	<input type="radio"/> Don't Know
<input type="radio"/> Can't Rate Person Clearly	<input type="radio"/> Can't Rate Clearly

■ - Reflects scoring distribution of your prior responses.

Add Notes: Type directly into the box. DO NOT COPY AND PASTE

Answer Later Progress: **Unrated 66** Proceed

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◆ Add specific notes for this particular item/competency at the bottom of each rating screen.

The VOICES[®] Rater Experience:

- ◆ The blue bars to the right of each scale allow the rater to visualize how they are utilizing the rating scale.

The screenshot displays the LEADERSHIP ARCHITECT VOICES Multi-Rater Survey interface. The browser window shows the URL <https://survey.lominger.com/Voices/action/answerItem>. The survey is for 'Chris Sample' and focuses on the competency of 'Delegation'. The description states: 'Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform, lets direct reports finish their own work.'

Two rating scales are presented:

- How would you describe/rate the Learner on this competency?**
 - Towering Strength
 - Talented
 - Skilled/OK
 - Weakness
 - A Serious Issue
 - Don't Know
 - Can't Rate Person Clearly
- How important is this competency for success in this position?**
 - Mission Critical
 - Very Important
 - Useful/Nice to Have
 - Less Important
 - Not Important
 - Don't Know
 - Can't Rate Clearly

A legend indicates: - Reflects scoring distribution of your prior responses.

Below the scales is a text box for 'Add Notes: Type directly into the box. DO NOT COPY AND PASTE'. At the bottom, there are buttons for 'Answer Later', 'Proceed', and a progress indicator showing 'Unrated 66'. The footer contains the copyright notice: '© 1993-2002 MICHAEL M. LOMBARDO and ROBERT EICHINGER All rights reserved'.

The VOICES® Rater Experience:

- ◆ As the rater progresses through the survey, they will be able to see the distribution of their responses.

The purpose is to help raters become more conscious of spreading out their ratings, rather than using only one or two points on the scale.

The screenshot displays the 'The LEADERSHIP ARCHITECT® Suite Multi-Rater Survey' interface in a Microsoft Internet Explorer browser window. The browser title is 'LEADERSHIP ARCHITECT™ VOICES - Microsoft Internet Explorer'. The address bar shows 'https://survey.lominger.com/Voices/action/answerItem'. The page content includes a header for 'Chris Sample' and a section titled 'Caring About Direct Reports' with a description: 'Is interested in the work and non-work lives of direct reports; asks about their plans, problems, and desires; listens about their concerns and questions; is available to help direct reports dealing with personal problems; monitors workloads and appreciates extra effort.'

Two large green arrows point downwards from the top of the page towards the survey questions, highlighting the distribution of responses. The survey questions are:

- How would you describe/rate the Learner on this competency?**
- How important is this competency for success in this position?**

Each question has a list of radio button options and a horizontal bar chart showing the distribution of responses. The options for the first question are: Towering Strength, Talented, Skilled/OK, Weakness, A Serious Issue, Don't Know, and Can't Rate Person Clearly. The options for the second question are: Mission Critical, Very Important, Useful/Nice to Have, Less Important, Not Important, Don't Know, and Can't Rate Clearly. A legend indicates that the blue bars represent the scoring distribution of prior responses.

At the bottom of the survey, there is a text box for 'Add Notes: Type directly into the box. DO NOT COPY AND PASTE'. Below the text box are buttons for 'Answer Later' and 'Proceed'. The progress indicator shows 'Progress: Unrated 51'. The footer contains the copyright notice: '© 1993-2002 MICHAEL M. LOMBARDO and ROBERT EICHINGER All rights reserved'.

The VOICES® Rater Experience:

- ◆ There is a review feature that the rater can access at any time. It shows a summary of their responses and any notes that have been added.
- ◆ At the end of their survey, the rater is offered the opportunity to print the review pages prior to submitting the completed survey.


The screenshot shows a web browser window titled "LEADERSHIP ARCHITECT™ VOICES - Microsoft Internet Explorer". The address bar displays "https://survey.lominger.com/Voices/action/ItemReview". The page content is divided into a left sidebar and a main review area.

Left Sidebar:

- The LEADERSHIP ARCHITECT® Suite Multi-Rater Survey
- Help
- English
- General Notes
- Take A Break
- Restart

Main Review Area:

Review Ratings

[Close Review](#)  [Printable Survey](#)

Rating Chris Sample.
Please complete by: 05-31-2003

Competency:

Action Oriented	Go To Rating
Skill:	Importance:
<hr/>	
Dealing with Ambiguity	Go To Rating
Skill: Skilled/OK	Importance: Useful/Nice to Have
<hr/>	
Approachability	Go To Rating
Skill:	Importance:
<hr/>	
Boss Relationships	Go To Rating
Skill:	Importance:

Done

The VOICES® Rater Experience:

- ◆ **Raters can take a break at any time during the process.**
- ◆ **Responses are saved to a secure database throughout the rating process. If a rater loses their Internet connection at any point in the process, their responses have been saved. To continue and complete the survey, the rater simply logs back in using the same method they initially followed.**
- ◆ **When raters submit a survey, it is automatically encrypted and returned to the survey administrator to be read into the system.**