



10 STEP DEBRIEF GUIDE: MCQUAIG 360 LEADERSHIP REVIEW

Congratulations on investing in the development of your employees! A thorough debrief of the 360 assessment can empower your leaders to make an even more pronounced impact on your organization. Follow these 10 steps to explore the report in an actionable way.

REVIEW

Review the candidate's Word Survey Report and their 360 Report prior to sending / sharing with them.

This will help you to prepare for how the candidate may react.

1



SHARE

Book 2 hours with the candidate and consider what to send them in advance, based on their ability to receive constructive feedback.

We recommend sending the Profile, Interpretation Report, and Leadership Profile sections of the Word Survey 24 hours ahead of time. Share the 360 Report in the meeting.

2



OPEN

Start the meeting with a review of the purpose and a reminder of the Rules Of The Road.

Reiterate that the results are confidential, the feedback they've received is anonymous, and this feedback reflects a snapshot in time.

3



REVIEW AGENDA

Propose an agenda of walking through the report together, looking for insights, patterns and learnings, and then creating an action plan for improvement.

4



WARM UP

Before diving in, ask the candidate what thoughts, questions, concerns or insights they may have based on the process so far.

Provide clarity on unknowns before starting. Any result-based questions can be answered as you go through the report.

5



REVIEW WORD SURVEY REPORT

Review the candidate's Word Survey report if incorporated, and ensure the facilitator is McQuaig Certified.

Explore what seems accurate in the report, and discuss supporting examples.

6



REVIEW "YOU vs..." SECTION

Review this section but don't spend more than a few minutes here. There's much greater detail in future sections of the report.

Assure the candidate that questions will be answered in greater detail further on.

7



EXPLORE "DO MORE, DO LESS" SECTIONS

This is where most of the insight and learning comes from. Explore the "Do More" and "Do Less" sections in detail, and review the responses indicated in this section.

Ask for comments and reactions from the candidate, and tie responses back to the Word Survey Report.

8



REVIEW ADDITIONAL SECTIONS

This step helps round out and confirm the learning that took place in Step 8.

9



CREATE ACTION PLAN

Use Section F of the report to make an action plan with the candidate. Schedule time in a few weeks to check back in with the candidate and their supervisor.

Consider fewer items that are easy to implement, instead of multiple difficult steps.

10



Have questions about debriefing the McQuaig 360 Leadership Review? Contact your Client Success Manager for more information.

For more details about each of these steps, check out the McQuaig 360 Leadership Review Technical Document.



The McQuaig Institute

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