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Instructions for creating your 360 Strengths survey

Step 1: Log on to surveygizmo.com

Step 2: Create a free account

- Input your name, email address and password
- After you do this, an automatic tutorial video will be available. You can watch or skip it

Step 3: Begin creating survey

- Click the "Ready? Create your first survey" button in the upper corner

Step 4: Customize your survey

- Enter a survey title — a suggested survey title is "Strengths Assessment for <NAME>"
- Click the button for "From Word"
- A new text box will pop up, saying "Excellent Choice! Paste your Word Document below"

Note: If you are in certain browsers and get a screen that looks different from above, click "Start Fresh" then "Start Building." Log out and back in and the above step will work.

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Step 5: Paste the survey contents

- The file containing the survey contents to paste into the text box can be found by clicking **_here_**
- Open the file
- Copy and paste all of the text from the file exactly "as is". Any changes may disable the coding and prevent the survey from working properly
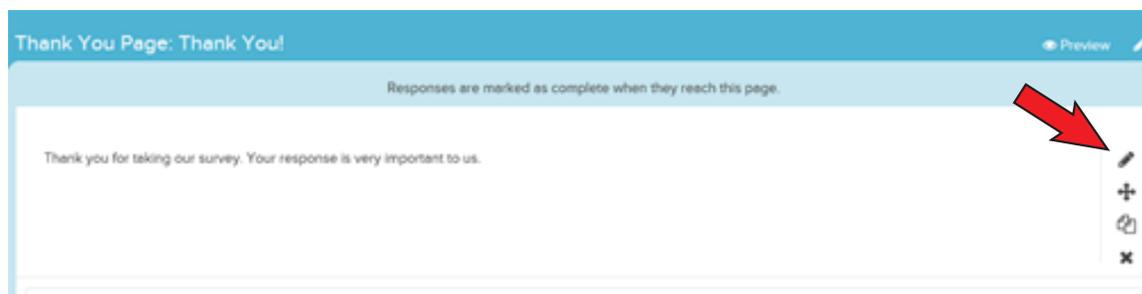- Once it's pasted, click "Start Building"

Step 6: View your survey

- Scroll through your survey to get a sense of what your respondents will see. Everything should already be beautifully formatted for you!
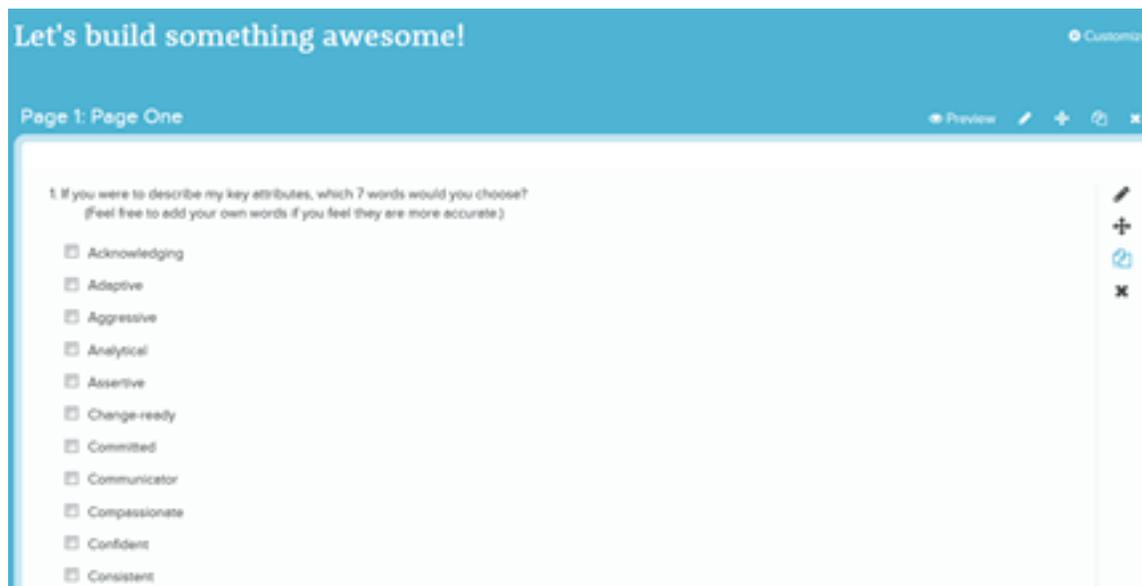
Step 7: Customize the thank you page

- Scroll to the bottom of the page you are on

- Click the edit icon on the right and customize your thank you note to respondents. A recommended text is: *"Thank you for participating in this survey. Your feedback is important to me. Sincerely, <NAME>"*
- Click the "Save" button in the bottom right corner

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Step 8: Get your inque URL link

- Click "Share" on the top navigating bar
- Copy the URL from the "Share Survey" box. You will need to include this link in your note to respondents
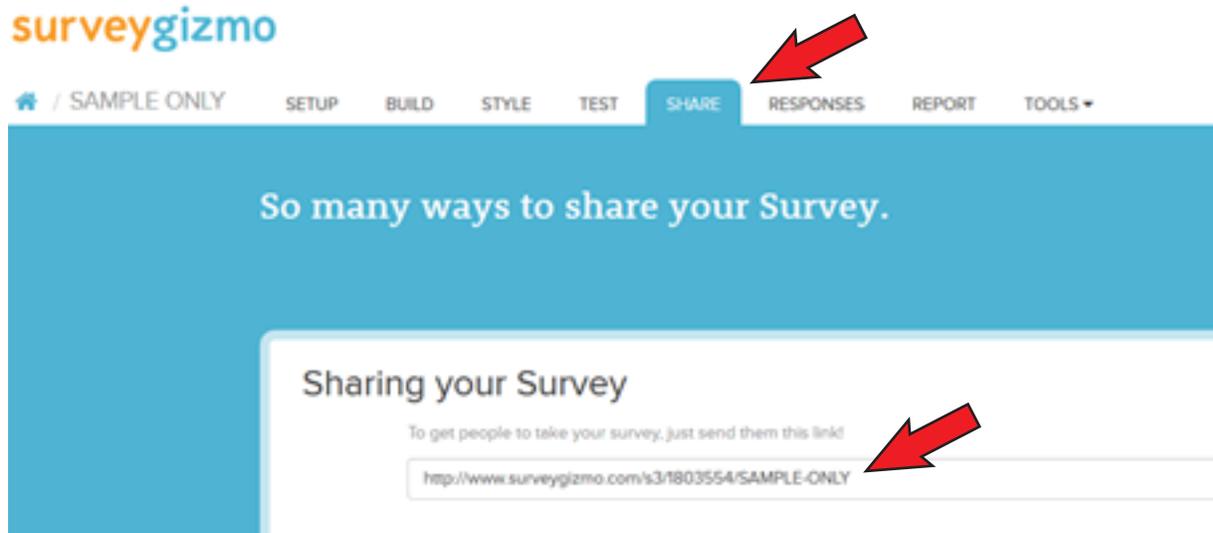
Step 9: Send survey to respondents

- Draft a cover letter that includes the URL link to your survey
- Email it to as many respondents as you'd like. Include classmates, teachers, teammates, friends, family, co-workers, etc. Select respondents who know you well so that you can obtain relevant feedback
- Include a response date that is within 1 week of you initiating your survey. This will help you quickly gather responses
- Leverage the sample email below:

Hello,

As I prepare for my career, I'm seeking input on how others experience me through our interactions. This short survey with nine key questions will help me obtain valuable feedback on my personal brand and my strengths.

I'm sending this survey to you because I value your input. The survey should take no more than 5 to 10 minutes to complete, and I ask that you complete it by <DATE>.

I'm sending this survey to about 25 people and will receive an aggregated response report without specific feedback attributed to the individual responder. Please be candid so that I can learn about the impact I have on others.

The survey link is included below. Thank you in advance for your time.

<NAME>

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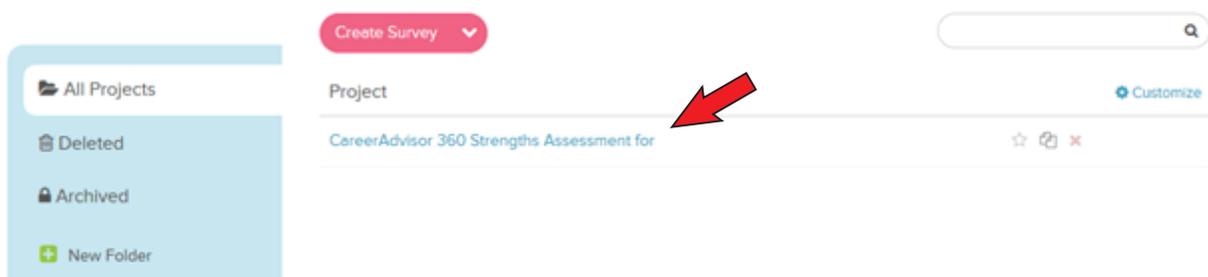# *To run a report once you've received responses*

Step 1: Log in

- Using the login button at the top right of your screen, log back into the system using the email and password used to create your account
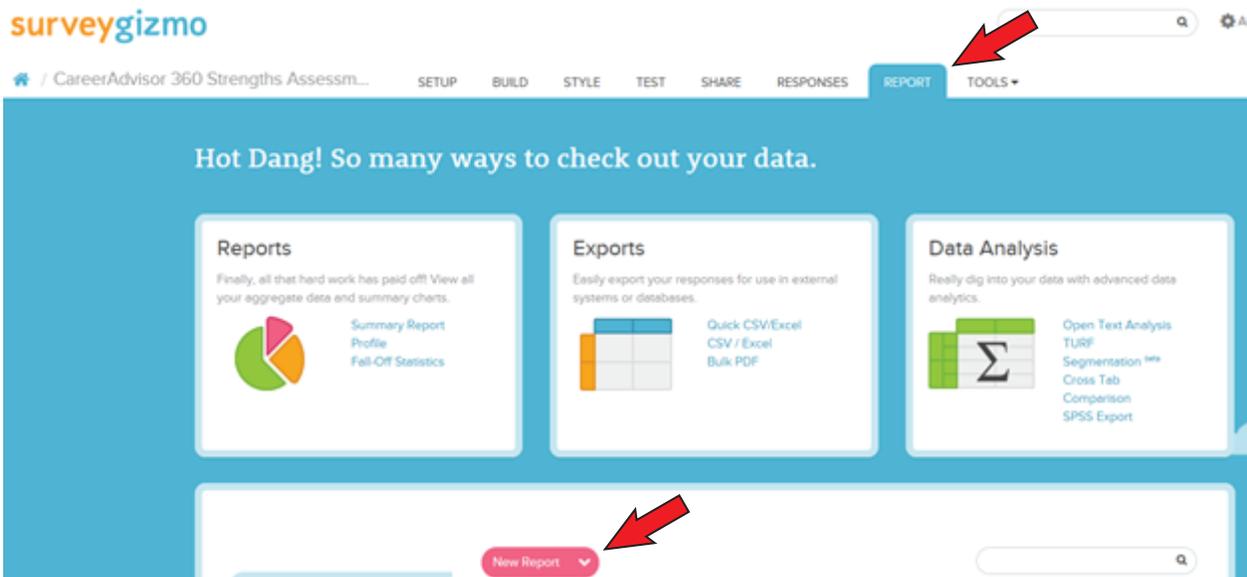
Step 2: Locate your project

- Scroll to the bottom of the landing page under the "Your Projects" category
- Click on the project name

Step 3: Locate the reporting function

- You'll immediately see a dashboard and an updated menu bar
- Click on the "Report" tab of the menu bar
- Once you see that, click on the "New Report" button

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Step 4: Locate your project

- A popup box will appear
- Click the first three boxes, then click "Create Report"

Create a New Summary Report

Display Options
- ☑ Include Open Text
- ☑ Include "Other" Text
- ☑ Include Comments
- ☐ Include Location Data

[Never Mind] [Create Report]

Step 5: Run your report

- A split screen will appear. The right side gives you the ability to customize how your report appears. To keep it simple, just click the red button on the left that says "Run Report"
- You can run your report as many times as you like so that all new data collected is aggregated
- You can also download your report in various formats using the menu bar just above your report results

Step 6: Analyze your results

Once you've received enough data, return to ***CareerAdvisor*** and analyze your feedback.