



The Drama Diagnostic

Overview for Third Parties

Hello and welcome to the Drama Diagnostic 360 Assessment!

This document describes the Drama Diagnostic 360 (DD360), the responsibilities of a third party, and what to expect throughout the DD360 process.

Goals of the Assessment:

The Self-Assessment Drama Diagnostic evaluates the level of authenticity of an individual (called a “user”) in his or her interactions with others. Authenticity is a combination of reliability, credibility, adaptability, transparency and curiosity, and genuine desire to engage and collaborate with others.

The Diagnostic also evaluates the user’s tendencies to fall into energy-draining drama in interactions with others.

A user may invite any number of third parties to evaluate the user. The self-assessment and the combination of these third party assessments create the 360 aspect of the survey.

Responsibility of Third Parties:

- Upon receiving the “Welcome” email (example below) the third party follows its instructions to complete the assessment of the DD360 user.

The Process:

- A Group Administrator (G.A.) coordinates invitations of both users and third parties to use the DD360. The G.A. may be an associate on the Drama Diagnostic team, or someone in the user’s organization.
- The G.A. will send the invitation/welcome emails to the third parties.
- The G.A. may send a reminder email to those third parties who have not completed their assessments in a timely manner.

- Assessment completion date and the frequency of these reminder emails will be determined by the group administrator, forum facilitator, group moderator, or other coordinator for the group.

What to Expect as a Third Party Assessing a User:

1. Once you are invited to use DD360 as a third party, you will receive an email similar to the following:

Dear XXX,

Our group, XXX, is using a Drama Diagnostic tool to evaluate different team members on levels of authenticity in their interactions. As part of this process, please go to the web link shown below where you will be asked to evaluate XXX.

Both XXX and I will be able to review a summary report of all third parties, like yourself, who complete this evaluation. However, neither XXX nor I will be able to view your specific responses.

After you complete your assessment of XXX, you will be able to generate a summary report of your own evaluation of the person, but you will not see any other evaluations (by XXX or by other third parties).

Drama Diagnostic - Instructions

Steps:

Please ensure you have allocated 10-15 minutes of uninterrupted time to complete the Drama Diagnostic for XXX.

Go to the Assessment Welcome page: {customized URL link for the third party}

Click on the *Click here to Evaluate XXX*

Read the instructions and response options.

Click on the *Go to the survey* to start the assessment.

The Welcome screen provides more detail on the goals of the assessment.

Thank you for taking the time to complete this assessment of XXX.

Please contact me at G.A. email address if you have any questions on how to use the diagnostic.

Thank you,

Group Administrator Name


Group Administrator Email address

2. When you click on the Drama Diagnostic URL you will be directed to a welcome screen explaining the assessment. To begin the assessment, click on the “Go to the survey” link. Fill out the survey using the on-screen instructions as a guide.
3. When you have completed the last page of statements, including the Short Answer section, click the “submit” button at the bottom right-hand side of the page to complete the assessment. The Short Answer section is important, so please invest time to offer thoughtful comments on where the user is either authentic in his or her interactions, or where the person tends to fall into drama.


You may cancel and return to the beginning of the assessment at any time using the



icon at the bottom left-hand side of the screen.

4. After clicking “submit,” a third party report is created, and you will automatically be brought to a screen view of this report. Click on  in the upper left-hand side of the screen to download a PDF file of the report.

Other Usage Notes:

- There are  symbols throughout the survey. Click on these for more details on the section you are reviewing.
- You may use the “back” button on your browser at any time, or the “Previous” link at the bottom right hand side of the page, to return to the previous page.