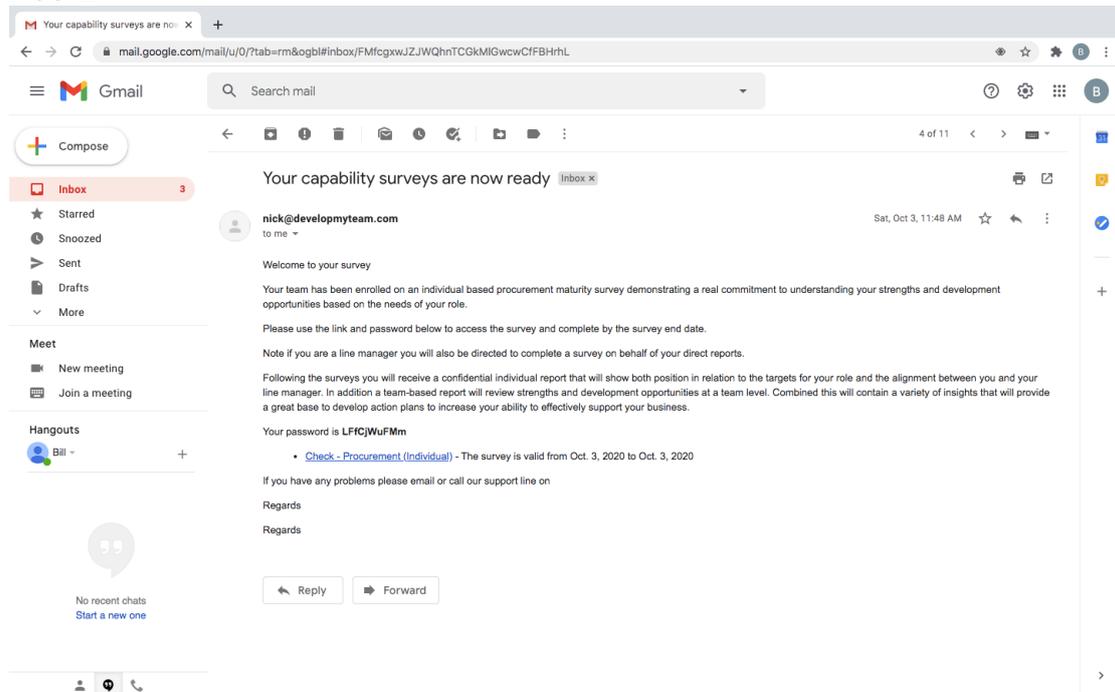




## **PARTICIPANT GUIDANCE NOTE**

When your team has signed up to DevelopMyTeam and your team's administrator has loaded in the team's details you will automatically receive an email (FIGURE 1) containing a link to the self assessment and the appropriate password.

FIGURE 1

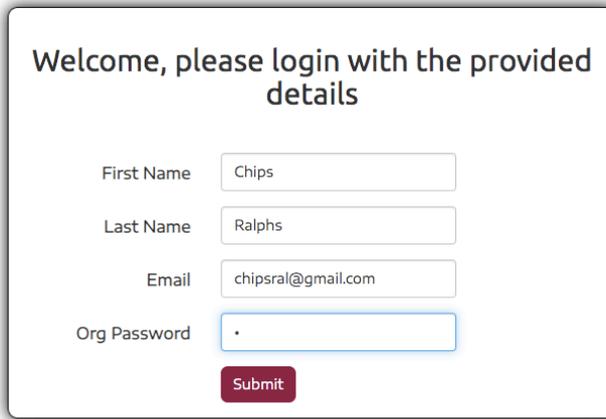


Please note if your team is participating in two types of survey (team and individual) **you will receive 2 links in the email and need to click on them separately to complete both assessments.** The password will be the same for both and is contained within your welcome email.

When you click on the link in the email a sign in screen will appear as per FIGURE 2.



FIGURE 2



Welcome, please login with the provided details

First Name

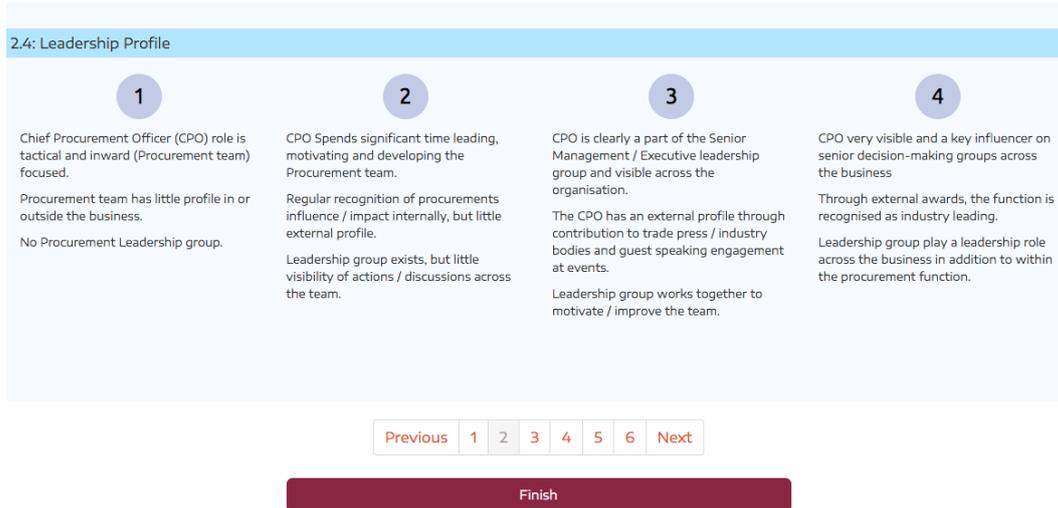
Last Name

Email

Org Password

Enter your password press submit and you will be taken directly to your assessment which looks like FIGURE 3.

FIGURE 3



2.4: Leadership Profile

1	2	3	4
Chief Procurement Officer (CPO) role is tactical and inward (Procurement team) focused. Procurement team has little profile in or outside the business. No Procurement Leadership group.	CPO Spends significant time leading, motivating and developing the Procurement team. Regular recognition of procurements influence / impact internally, but little external profile. Leadership group exists, but little visibility of actions / discussions across the team.	CPO is clearly a part of the Senior Management / Executive leadership group and visible across the organisation. The CPO has an external profile through contribution to trade press / industry bodies and guest speaking engagement at events. Leadership group works together to motivate / improve the team.	CPO very visible and a key influencer on senior decision-making groups across the business Through external awards, the function is recognised as industry leading. Leadership group play a leadership role across the business in addition to within the procurement function.

Previous 1 2 3 4 5 6 Next

Finish

You will be presented with a number of areas that together form a procurement capability framework for teams and / or individuals.

For each area there are 4 statement sets numbered 1 to 4. Read these statements and register your view of your teams (Team Assessment) or your own (Individual Assessment) level of capability.

To do this simply click the level you would like to select and it will highlight. Select a level for each subcategory until you have completed all sections (in the FIGURE 3 example here you can see there are 6 sections) and then press Finish.

If you have inadvertently omitted a capability area you will receive an error message and the section that contains the missed area will be highlighted in the section bar at the bottom of the page.

Once you have completed all sections and submitted you will be presented with a summary of your answers (see FIGURE 4). If you are happy with this summary click Confirm and your submission will be complete.

FIGURE 4

## Your Results

Please review your results below and click confirm to submit your answers

### Supplier Insight

Supplier/Market Intelligence: 2  
Data Analysis and Management: 3  
Sourcing / Category Strategies: 2

### Procurement Process

Contract Specification Development Including KPIs and SLAs: 2  
Supplier Selection: 3  
eSourcing: 2  
Purchase to Pay (P2P): 3

### Supplier Management

Segmentation (Tiering) Methods: 2  
Contractual Agreements: 2  
Supplier Performance Management: 2  
Supplier Relationship Management: 3  
Inventory Management: 3

### Commercial Management

Cost Modelling: 2  
Negotiation: 2  
Budgeting Knowledge: 3  
Benefits Tracking and Analysis: 2  
Business Case development: 3

### Procurement Risk Management

Risk Assessments: 2  
Business Continuity and Contingency Planning: 3  
Regulatory Knowledge and Compliance: 3  
Sustainable and Ethical Procurement: 2

### Soft Skills

Stakeholder Engagement: 2  
Effective Communication/Presenting: 3  
Facilitation: 3  
People Management/Leadership: 4  
Change Management: 2  
Project Management: 2

Back

Confirm

## ASSESSMENT GUIDANCE

In some categories there will be more than one element contained within the statement sets. To assess yourself / your team at a certain level all elements up to and including that level should be reflective of you / your teams proven capability. So if you score a 3 you should be confident that you could evidence competency in all elements of the statements in 1,2 and 3.

## 360 FEEDBACK

For the Individual assessment there is a 360-feedback feature by which your line manager will also carry out an assessment of your skill level.

For an example of the format of the personal report take a look in the sample report section on our website [www.developmyteam.com](http://www.developmyteam.com)

If you are a line manager when you enter the assessment as per the guidance above you will see a link to your own assessment and links to each of your direct reports assessments. You will need to complete all assessments.



## PERSONAL REPORT

On the survey end date noted on your welcome email, our platform will run personal reports overnight and you will receive an email with your report on as per FIGURE 5.

The report is a one-page overview that shows how you and your line manager assessed your capabilities against the needs of your role.

Simply click on the pdf file and review your results.

It is a straightforward summary, which will provide a solid starting point for great development conversations. We believe it is important to have an initial review of the results with your line manager as soon as possible after you receive the report.

Should your organisation choose not to include the 360 feedback element the report will show your view only.

Good luck in developing your skills.

FIGURE 5

