

Part 2/3: Gather Peer Feedback



Instructions

- Start with a blank document - [Click Here to Visit Google Forms](https://docs.google.com/forms/) or “copy and paste” this link into your browser: <https://docs.google.com/forms/>
 - a. If you are using Google Forms, Click the + icon to “Start a new BLANK form”
- Give your document or form a standard title such as “[FIRST NAME]’s Survey”
- Add an inviting ‘Form Description’ under your title or heading. Example below:

“I am gathering feedback to understand how my peers view my strengths and weaknesses. As someone who has supported me on both a professional and personal level, I am excited to read your thoughts to the questions below. I am looking forward to your insights. Thank you for your help!”

- If you are using Google Forms, use the + icon to add ‘paragraph’ style questions.

SURVEY QUESTION EXAMPLES

What strengths should I hone more?	In what ways can I contribute to the world that I do not already?	Tell me about a time you saw me excel in a project or task?
Describe a time when I was helpful and how it impacted the project/task?	If you could give me any advice, what would it be?	What are some things I can do to better develop my skills?
What do I do well?	How can I be a better colleague?	What do/did you like most about working with me?

- Google Forms users: Prevent accessibility issues with your survey by doing the following.
 - In Google Forms go to the “Settings” tab and turn off the following: (1) “Collect Email Address” (2) “Requires Sign In” and (3) “Restrict to users in my organization” options.
 - If you are using Google Forms, copy the form URL and paste it into personalized messages for each recipient along with a sample message like the one below.

Subject: [RECIPIENT NAME], I need your feedback.

“Dear [Recipient],

I am gathering feedback in a survey and I thought it would be a great idea to obtain your input. I know you must be busy, but any guidance you can provide on this short, anonymous survey would be greatly appreciated. The link is provided below.:

Thank you!”