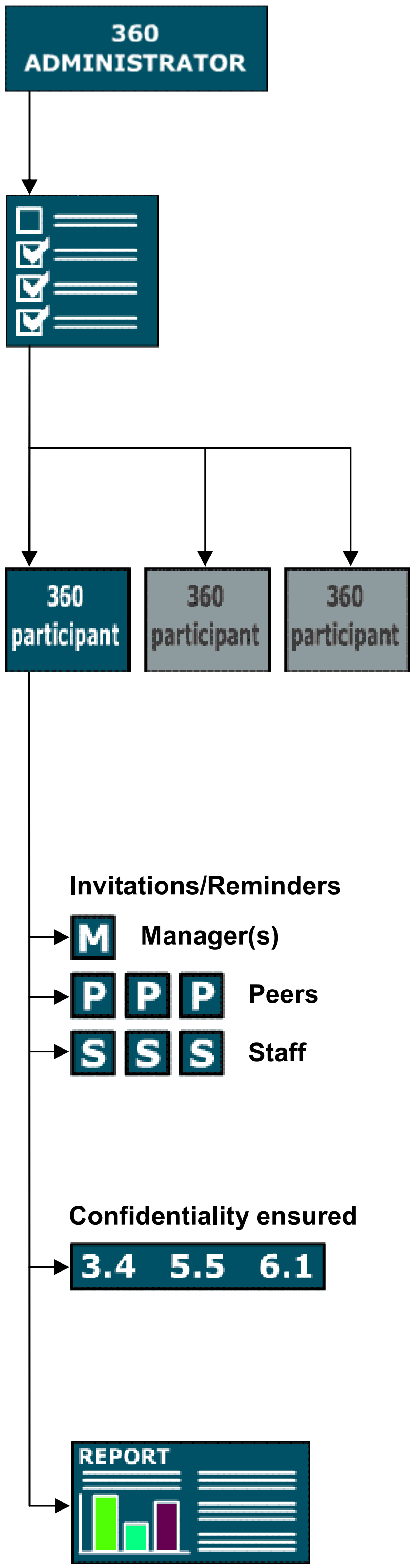
360° feedback process overview



Register your 360° feedback program
As HR manager, trainer or leader, you recognise the need for a 360° feedback program within your team. Enter the iedex 360° feedback site (www.iedexonline.com/360) and register your organisation's details.

Build and administrate your own program
Build your own questionnaire using the iedex 360° feedback tool, or select from a list of pre-designed templates. Determine the name and running time of the program and draft special email messages in order to correspond with participants and raters.

Identify participants and raters
Identify the people you wish to take part in the 360° feedback program. Participant and rater details may be entered either in bulk, via a spreadsheet upload, or manually, one at a time. Alternatively, participants may enter and nominate their own raters, pending the approval of their manager or administrator, if required. Please note that minimum rater requirements do apply. To preserve confidentiality of the responses, at least 3 raters are required per rater category, the exception being the manager category. For example, at least 3 peer and 3 staff raters are needed, whilst only 1 manager is required. If you are the participant's manager, your ratings will be transparent; that is, attributed to you. If these requirements can not be met, the raters will be grouped into an "others" category.

Invitations and responses
Invitations are sent to participants and their raters, asking them to complete the 360° feedback questionnaire. Regular email reminders may be sent to users who are yet to complete the 360° feedback program. Once completed, participant and rater responses are collected and stored on the system. The administrator at any time can check the status of the program and details of the response rate and incomplete responses.

Data collection/aggregation
Once the minimum rater requirements/response rates for each participant are met, data from their raters' feedback is collected and aggregated. Reports can then be produced which give a complete picture of the participants performance, according to their manager, peers, staff members and self. The reports can be customised to include or exclude certain content.

Reporting/completion stage
From within the tool, the administrator is now able to view and/or print reports. A group report is also available, to examine the performance of the group as a whole. Reports are given to each participant and if follow up is required, a debriefing/coaching session may be scheduled.

www.iedexonline.com/360

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