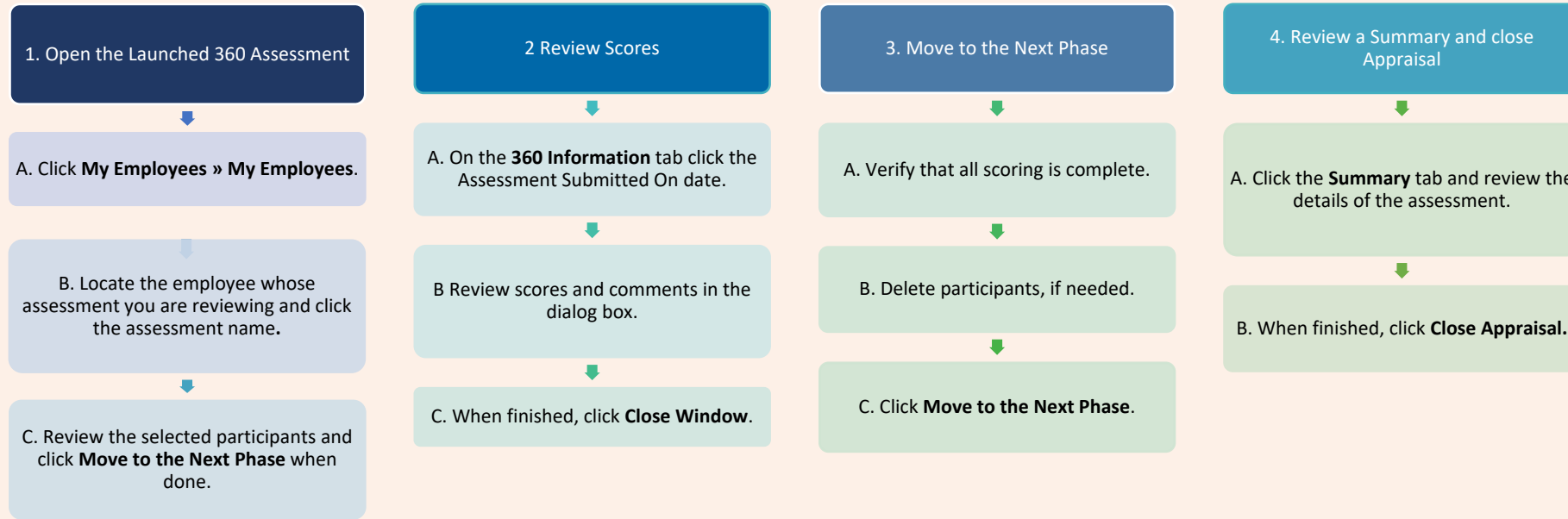


# Review Results of a 360 Assessment

After Participants have rated an employee, the employee's manager moves the 360 assessment through assessment and review phases, and on to completion.



## Navigation:

- Use the **Page Down** key to proceed through the quick steps.
- Use the **Page Up** key to return to a prior slide.

## REPORTS

13

## 1. Open the Launched 360 Assessment > Step A



## My Employees

Employees

Search...



My Employees / My Employees

## My Employees

Performance

Development

Learning

<< < 1 > >>

Displaying 1 - 8 of 8 10 25 50 100 per page



Chris Clark  
Director of Staff Operations

PB: 3  
Administration  
Headquarters

### APPRAISALS

### CURRENT PHASE

### SCORE

### PHASE END DATE



★ 2021 Company Appraisal

Planning

Incomplete

02/15/2021

360 Degree Feedback ( 360 )

Assessment

Incomplete

N/A

360 Assessment ( 360 )

Planning

Incomplete

N/A

B

Locate the employee and click the assessment name to open to the Assessment phase, where you review the scoring that has been completed.

Expand

### APPRAISALS

### CURRENT PHASE

### SCORE

### PHASE END DATE



al

Performance

Incomplete

10/31/2021

1. Open the Launched 360 Assessment > Step B

My Employees / My Employees

360 Assessment

for Chris Clark

Print

The appraisal is not ready to move to the next phase.

- 360 scoring is not yet complete.

Next Appraisal Action  
The appraisal is not currently waiting on your action.

360 INFORMATION SUMMARY

Step 1  
Planning

Step 2  
Assessment

Step 3  
Review

Participants

PARTICIPANT NAME	STATUS	ASSESSMENT SUBMITTED ON	
Sean Abrams	Contacted	12/02/2021	
Shawn Aaron	Contacted	12/02/2021	
	Not Contacted Yet		

A

Click the date to review scores.

2. Review Scores > Step A



Employees Search...

12/02/2021



My Employees / My Employees

### 360 Assessment

for Chris Clark

The appraisal is not ready

- 360 scoring is not yet

360 INFORMATION

#### Participants

PARTICIPANT NAME
Sean Abrams
Shawn Aaron

### Rating Summary - Shawn Aaron

#### Core Competencies

- Accountability - Meets All  
Shawn is consistently accountable.

- Ethics/Integrity - Exceeds  
Shawn is extremely honest and trustworthy.

#### Project Competencies

B

Review scores and comments and click **Close Window** when finished.

Close Window

Print

ACTIONS



Contacted

12/02/2021

My Employees / My Employees

### 360 Assessment

for Chris Clark

Print

All scoring must be completed before the manager can move the assessment to the next and final phase. If a participant hasn't completed scoring by a certain deadline, the manager can delete the participant on this screen, and then move the assessment to the final phase.

The appraisal is not ready to move to the next phase.

- 360 scoring is not yet complete.

Next Appraisal Action  
The appraisal is not currently waiting on your action.

360 INFORMATION SUMMARY

Step 1  
Planning

Step 2  
Assessment

Step 3  
Review

Participants				
PARTICIPANT NAME	STATUS	SUBMITTED ON	ACTIONS	
Sean Abrams	Contacted			
Shawn Aaron	Contacted			
	Not Contacted Yet			

A Verify that all participants have completed scoring. If a participant has not completed scoring, you can remove that participant, then move to the next phase.

B Click the **Delete** icon to remove a participant.

3. Move to the Next Phase > Step A and B

# 360 Assessment

for Chris Clark

Print

The deleted participant still displays in the list, but the status is changed to **No Longer a Participant**. Also, the **Move to the Next Phase** button is enabled.

This appraisal is ready to move to the next phase.

Move to the Next Phase

C

Click **Move to the Next Phase**.

360 INFORMATION    SUMMARY

Step 1  
Planning


Step 2  
Assessment


Step 3  
Review



Participants			
PARTICIPANT NAME	STATUS	ASSESSMENT SUBMITTED ON	ACTIONS
Sean Abrams	Contacted		✕
Shawn Aaron	Contacted	12/02/2021	✕
Jane Doe	Contacted		✕
Bob Smith	No Longer a Participant		✕

3. Move to the Next Phase >  
Step C



Employees 

Search... 

My Employees / My Employees

# 360 Assessment

for Chris Clark

Print

Appraisal ready to be closed.

Close Appraisal

- 360 INFORMATION
- SUMMARY

A

Click the **Summary** tab.

Core Competencies				
NAME	SEAN ABRAMS	SHAWN AARON	JANE DOE	BOB SMITH
Accountability	Unrated	Meets All	Unrated	Unrated
Ethics/Integrity	Unrated	Exceeds	Unrated	Unrated

Project Competencies				
NAME	SEAN ABRAMS	SHAWN AARON	JANE DOE	BOB SMITH
Accountability	Unrated	Exceeds	Unrated	Unrated



Employees

Search...



My Employees / My Employees

### 360 Assessment

for Chris Clark

Print

The assessment has been moved to the final review phase. Review a summary of the content in the assessment and how each participant scored the employee. An overall rating section at the bottom of the screen displays the overall score.

Appraisal ready to

C

When finished, click **Close Appraisal**.

Close Appraisal

- 360 INFORMATION
- SUMMARY

Core Competencies				
NAME	SEAN ABRAMS	SHAWN AARON	JANE DOE	BOB SMITH
Accountability	Unrated	Meets All	Unrated	Unrated
Ethics/Integrity	Unrated	Exceeds	Unrated	Unrated

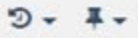
B

Click the **Summary** tab and review the content and scores.

Project Competencies				
NAME	SEAN ABRAMS	SHAWN AARON	JANE DOE	BOB SMITH
	Unrated	Exceeds	Unrated	Unrated

Employees

Search...



My Employees / My Employees

# 360 Assessment

for Chris Clark

Print

Reopen

360 INFORMATION

SUMMARY

360 Completed		
Overall Score	Exceeds Expectations	

This concludes the Review Results of 360 Assessment quick steps.

Participants		
PARTICIPANT NAME	STATUS	ASSESSMENT SUBMITTED ON
Sean Abrams	No Longer a Participant	
Shawn Aaron	Contacted	12/02/2021
Jane Doe	No Longer a Participant	
Bob Smith	No Longer a Participant	