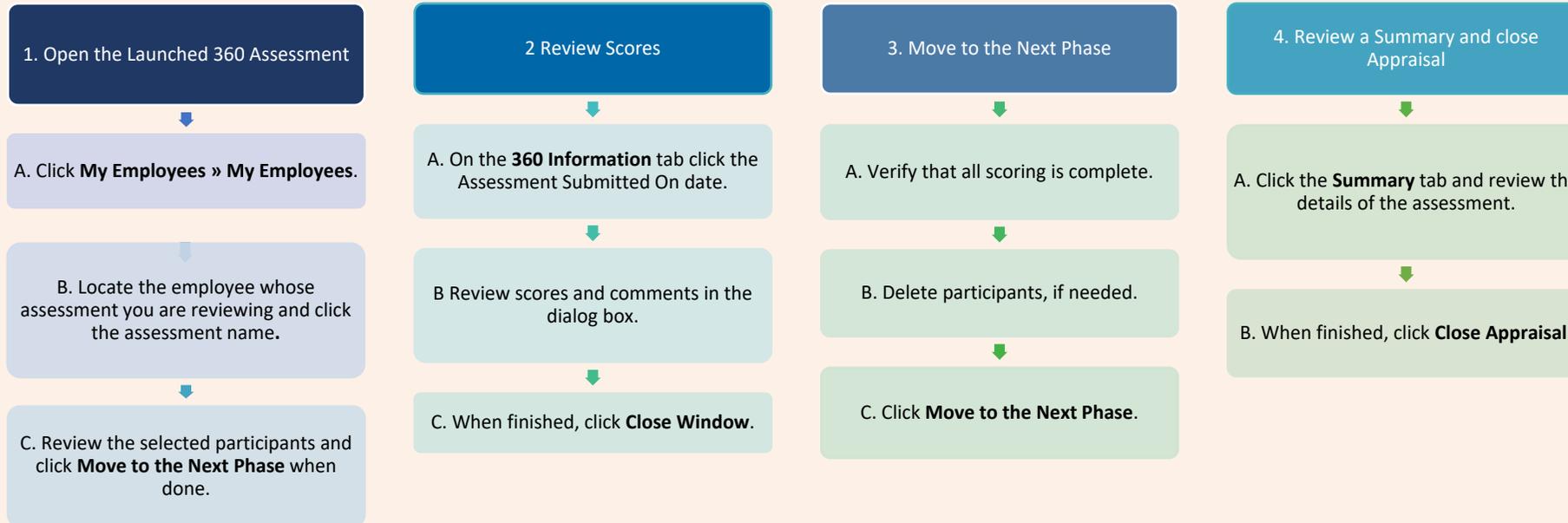


# Review Results of a 360 Assessment

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.



Dashboard

MY EMPLOYEES

My Employees

My Matrix Employees

9 Box

Project Teams

Certifications

Approvals

Profile Edits

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

COMPENSATION

CAREER CENTER

REPORTS

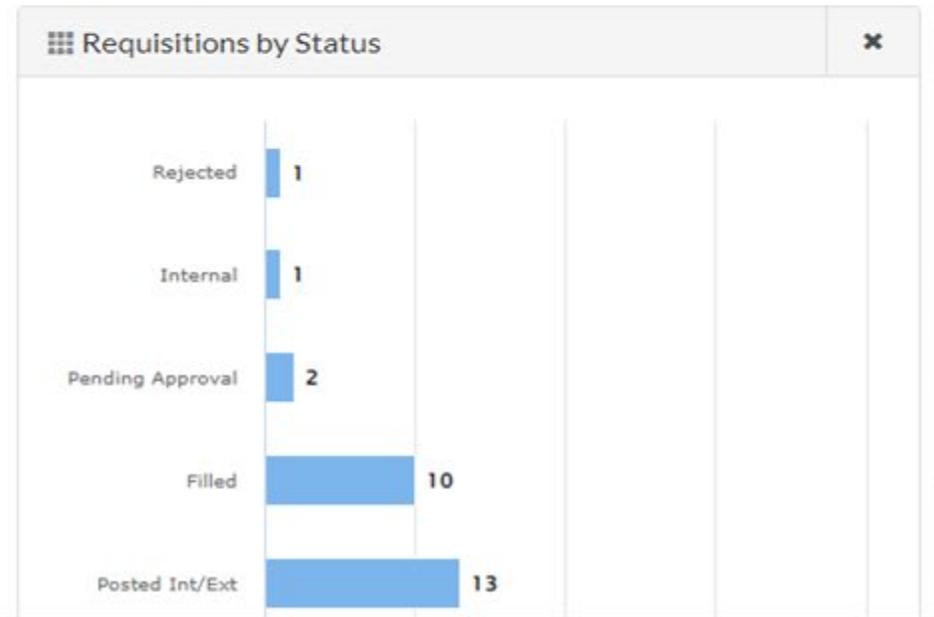
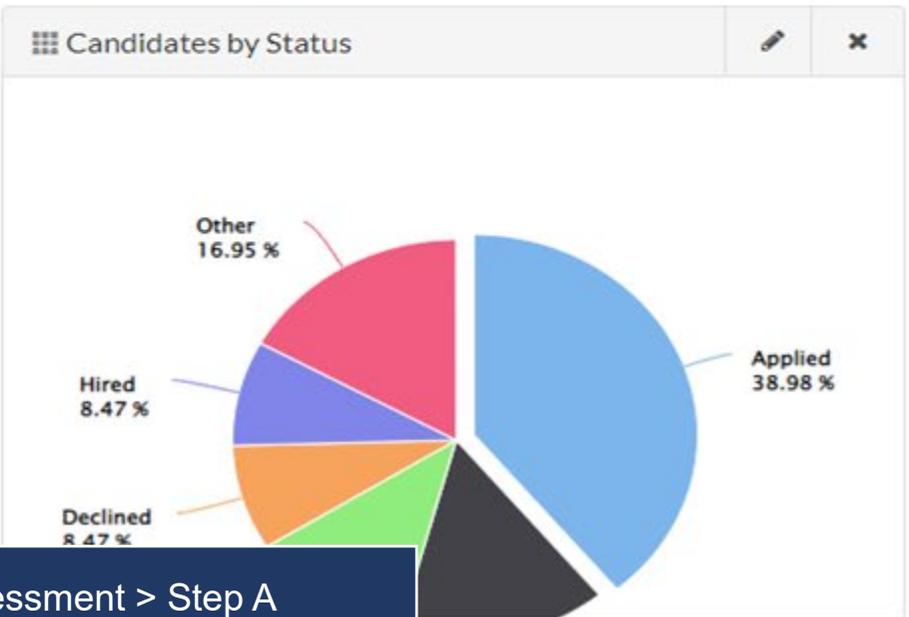
Employees Search...

## Main Dashboard

Get More Widgets Tasks

A Expand the MY EMPLOYEES menu and click **My Employees**.

- [New Tuition Assistance Requests \(3\)](#)
  - [Score this Appraisal - Appraisal \(Project Appraisal\) Justin Zinn](#)
- Show All



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



2. Review Scores > Step B

Contacted

12/02/2021

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.

Print

My Employees / My Employees

### 360 Assessment for Chris Clark

The appraisal is not ready to move to the next phase.
Next Appraisal Action: The appraisal is not currently waiting on your action.

360 INFORMATION SUMMARY



#### Participants

Table with columns: PARTICIPANT NAME, STATUS, SUBMITTED ON, ACTIONS. Rows include Sean Abrams and Shawn Aaron.

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
	Unrated	Exceeds	Unrated	Unrated

4. Review a Summary and Close Appraisal > Step A



Employees Search...



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.

Print

My Employees / My Employees

### 360 Assessment for Chris Clark

Appraisal ready to

C

Close Appraisal

When finished, click **Close Appraisal**.

360 INFORMATION

SUMMARY

B

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

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

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

4. Review a Summary and Close Appraisal > Step B and C



Employees Search...



My Employees / My Employees

### 360 Assessment for Chris Clark

Print Reopen

360 INFORMATION SUMMARY

360 Completed

Overall Score

Excee

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	x
Jane Doe	No Longer a Participant		x
Bob Smith	No Longer a Participant		x