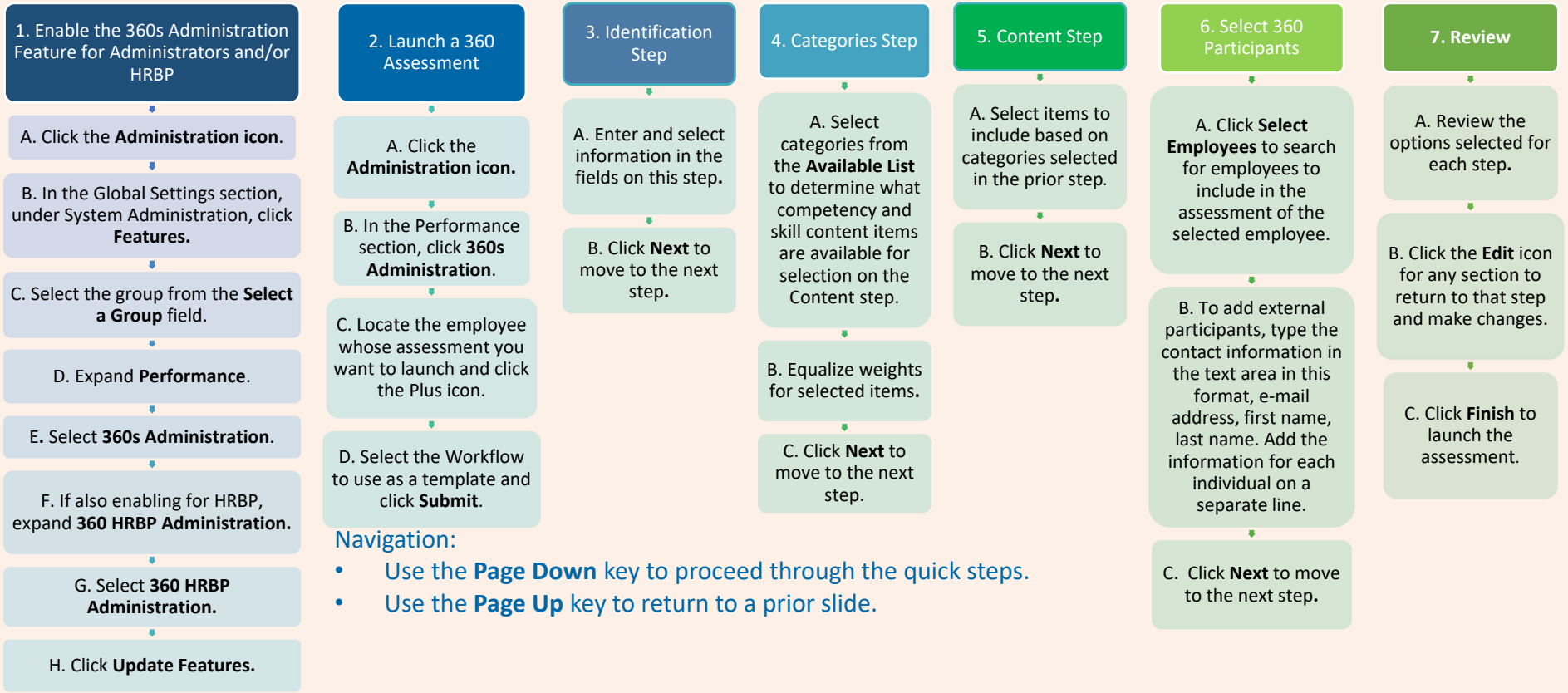
Launch a 360 Appraisal as an Administrator or HRBP

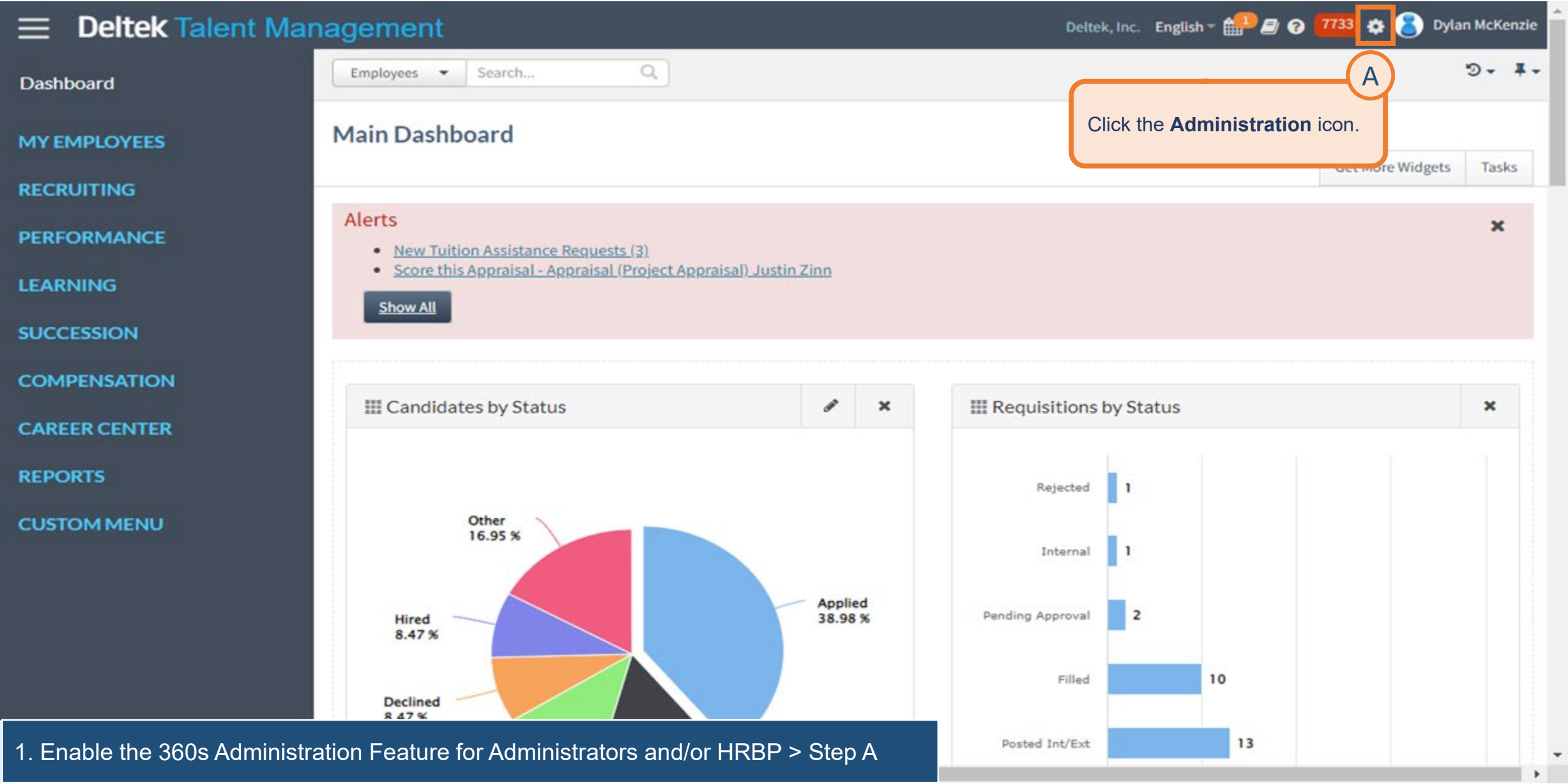
Administrators and Human Resources Business Partners can launch 360s one at a time and in bulk on the 360s Administration Screen. These steps take you through launching an individual assessment. HRBP users see only those employees to which they are associated. The steps you see when launching an assessment depend on the source selected during launch.



Navigation:

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

Deltek



1. Enable the 360s Administration Feature for Administrators and/or HRBP > Step A

Welcome Page
Task Management
Document Library
Bundles
Recipients

Cross-Posting

Accounts
Authorization Requests
Site Selection

Manage Referral Awards
Approve Award Plans
Manage Award Plans by Requisition

Résumés

Résumé Deletions

Benefits

Benefit Packages
Benefits

Performance

Appraisals

Appraisal Administration
Workflows

Continuous Feedback

Session Meeting Reasons

Employee Recognition

Employee Recognition Badges

360s

360s Administration
360 Workflows

Goals

Goals

Learning

Courses & Classes

Classes
Class Evaluations
Courses

Logistics

Buildings
Equipment
Rooms

Succession Planning

Manage Succession Plans
Configure 9 Box

Global Settings

System Administration

Custom Menus
Drop-down and Multi-Select Lists
Dynamic Forms
FAQs
Features
Groups
Languages
Notification Even
Page Options
System Settings
License File

Your Organization

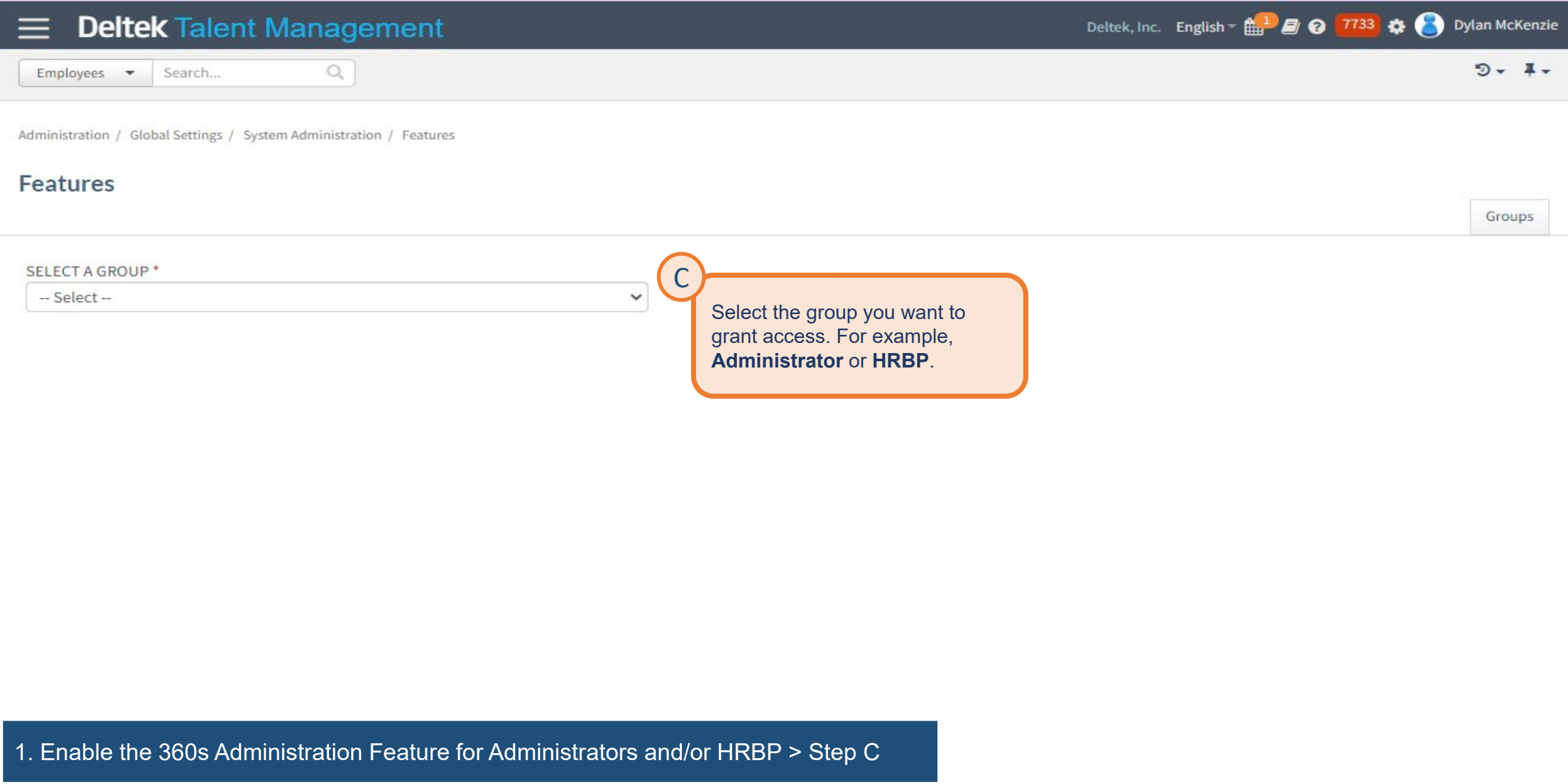
Approval Chains
Competencies
Documents
Job Families
Job Profiles
Groups
s
ational Structure
Scales
Skills
Users
View Off-Boarded Users

B Click **Features**.

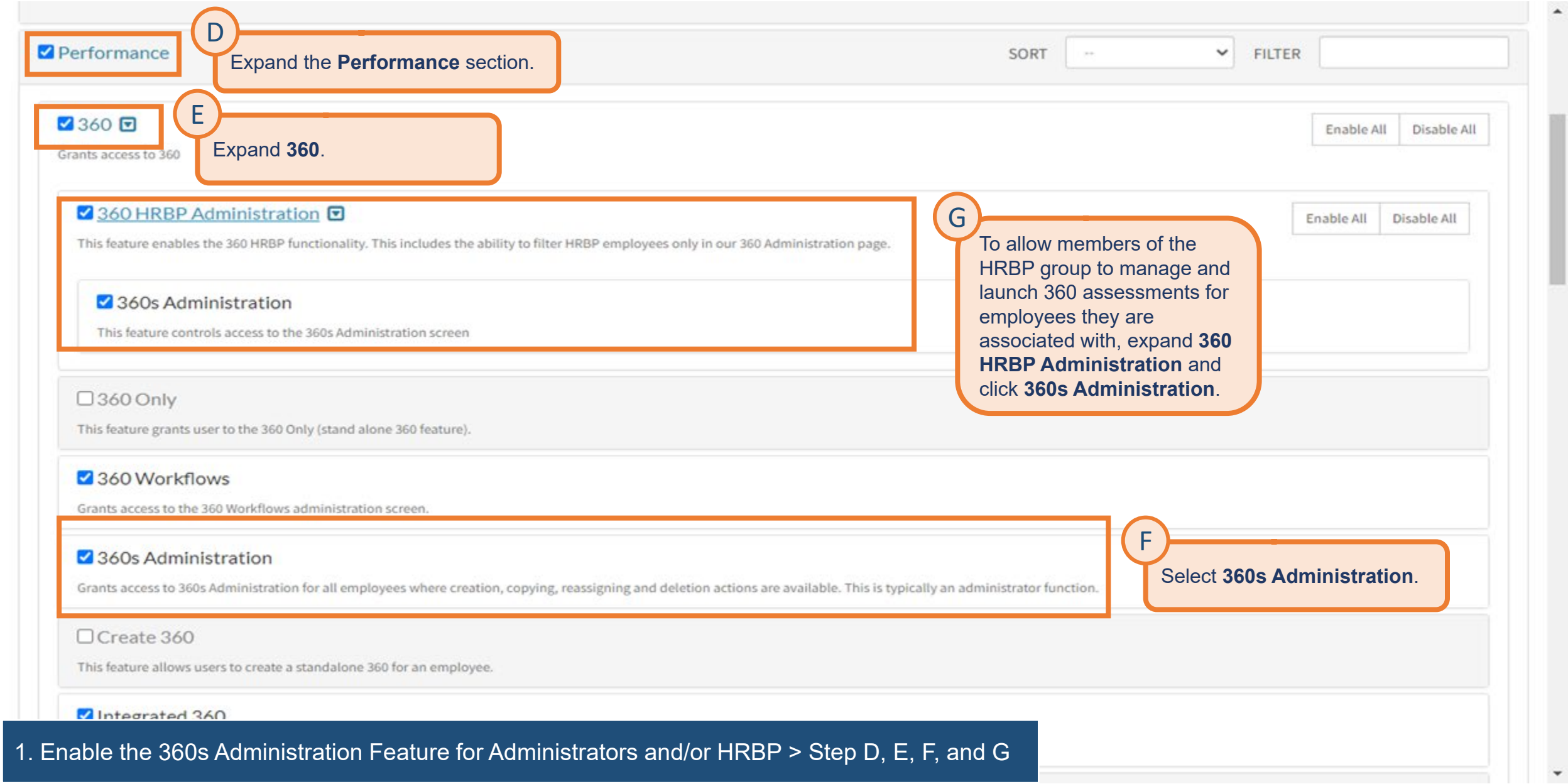
Support Tools

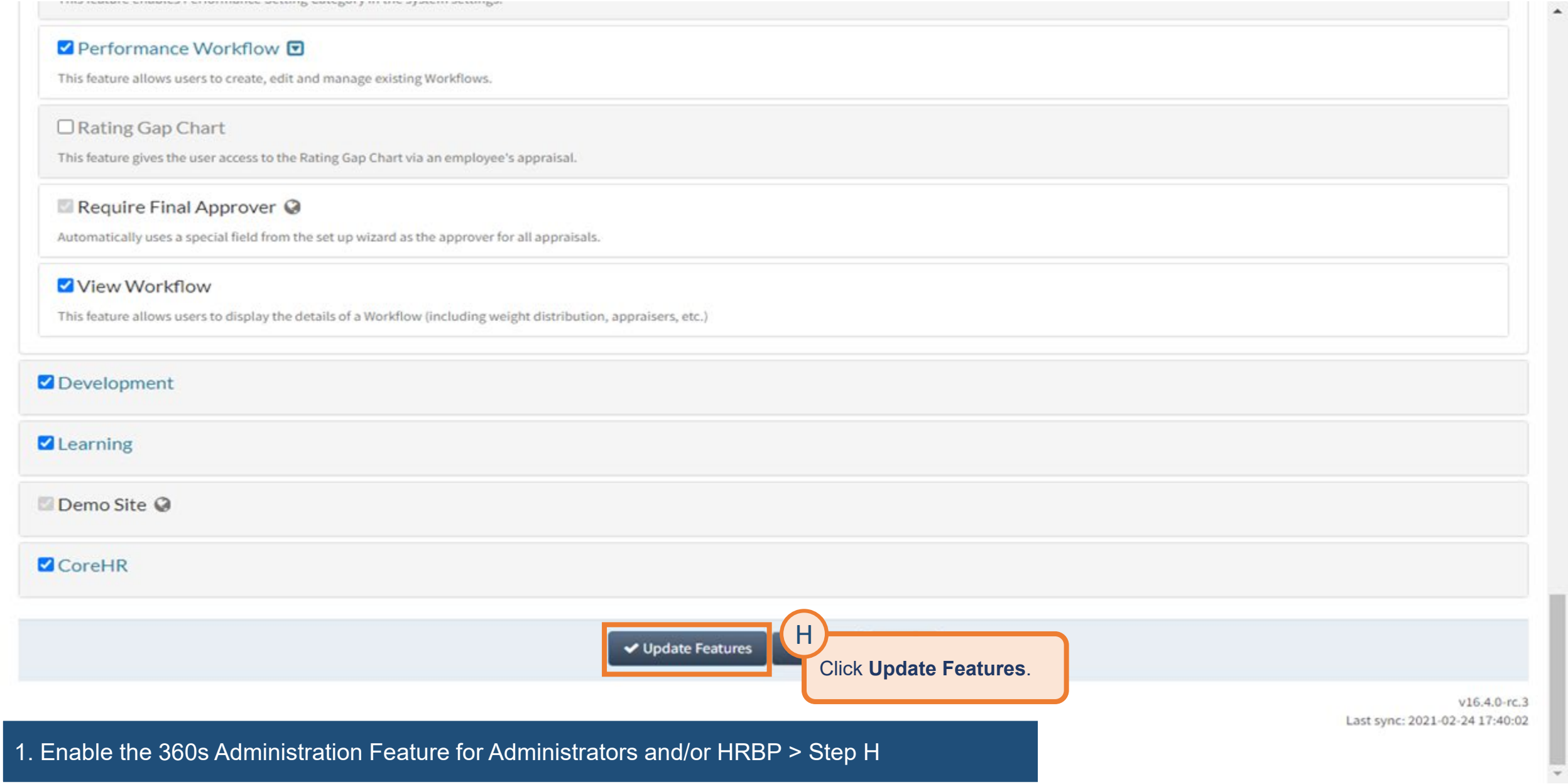
Integrations Setup

1. Enable the 360s Administration Feature for Administrators and/or HRBP > Step B

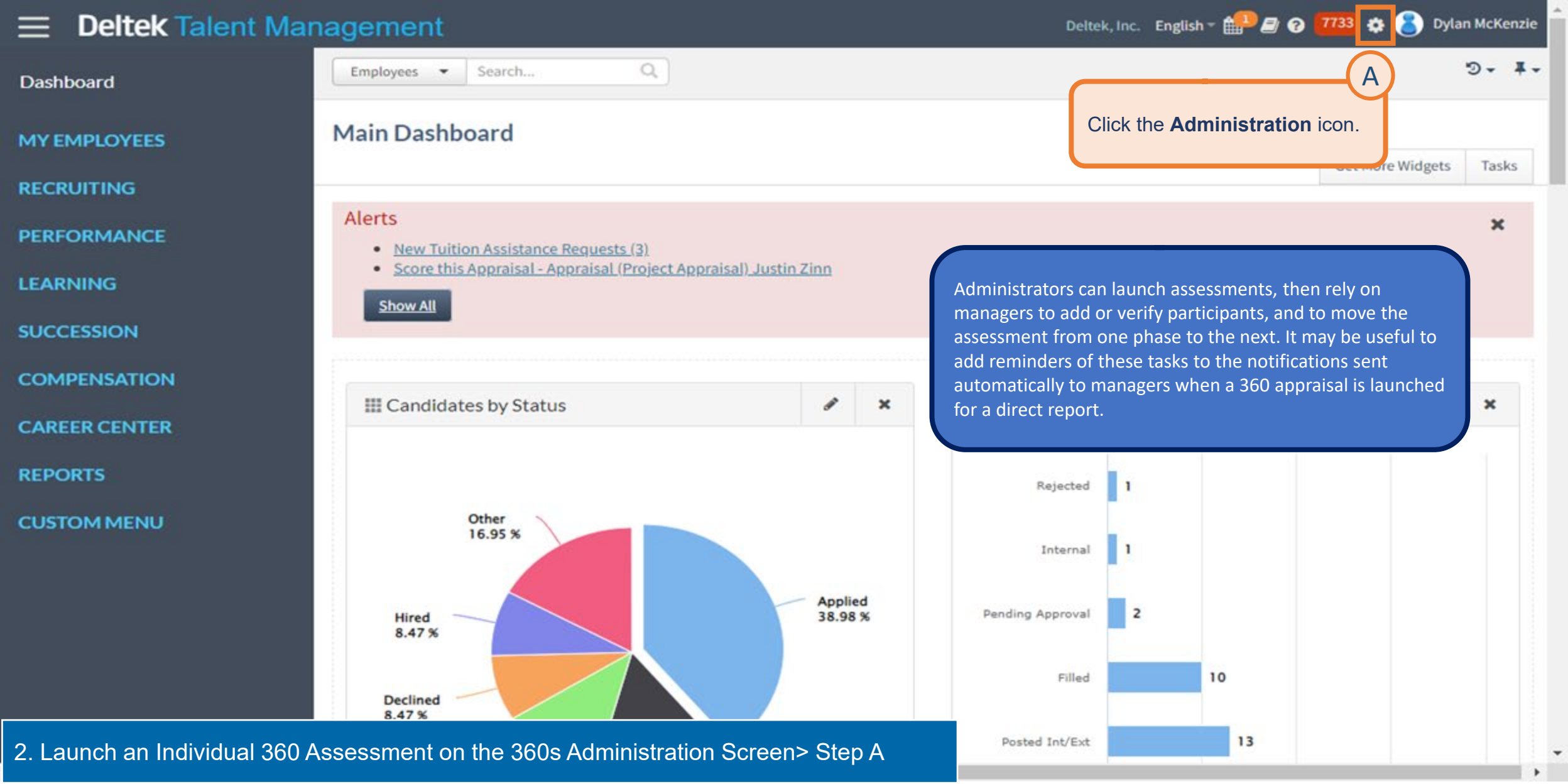


1. Enable the 360s Administration Feature for Administrators and/or HRBP > Step C


Performance
D
Expand the **Performance** section.
SORT
FILTER
360
Grants access to 360
E
Expand **360**.
Enable All
Disable All
360 HRBP Administration
This feature enables the 360 HRBP functionality. This includes the ability to filter HRBP employees only in our 360 Administration page.
360s Administration
This feature controls access to the 360s Administration screen
G
To allow members of the HRBP group to manage and launch 360 assessments for employees they are associated with, expand **360 HRBP Administration** and click **360s Administration**.
360 Only
This feature grants user to the 360 Only (stand alone 360 feature).
360 Workflows
Grants access to the 360 Workflows administration screen.
360s Administration
Grants access to 360s Administration for all employees where creation, copying, reassigning and deletion actions are available. This is typically an administrator function.
F
Select **360s Administration**.
Create 360
This feature allows users to create a standalone 360 for an employee.
Integrated 360
1. Enable the 360s Administration Feature for Administrators and/or HRBP > Step D, E, F, and G



1. Enable the 360s Administration Feature for Administrators and/or HRBP > Step H



2. Launch an Individual 360 Assessment on the 360s Administration Screen> Step A

Welcome Page
Task Management
Document Library
Bundles
Recipients

Cross-Posting

Accounts
Authorization Requests
Site Selection

Manage Referral Awards
Approve Award Plans
Manage Award Plans by Requisition

Résumés

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Benefits

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Appraisal Administration
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Session Meeting Reasons

Employee Recognition

Employee Recognition Badges

360s

360s Administration
360 Workflows

Goals

Goals

B

Click **360s Administration**.

Learning

Courses & Classes

Classes
Class Evaluations
Courses

Logistics

Buildings
Equipment
Rooms

Succession Planning

Manage Succession Plans
Configure 9 Box

Global Settings

System Administration

Custom Menus
Drop-down and Multi-Select Lists
Dynamic Forms
FAQs
[illegible] Events
Page Options
System Settings
License File

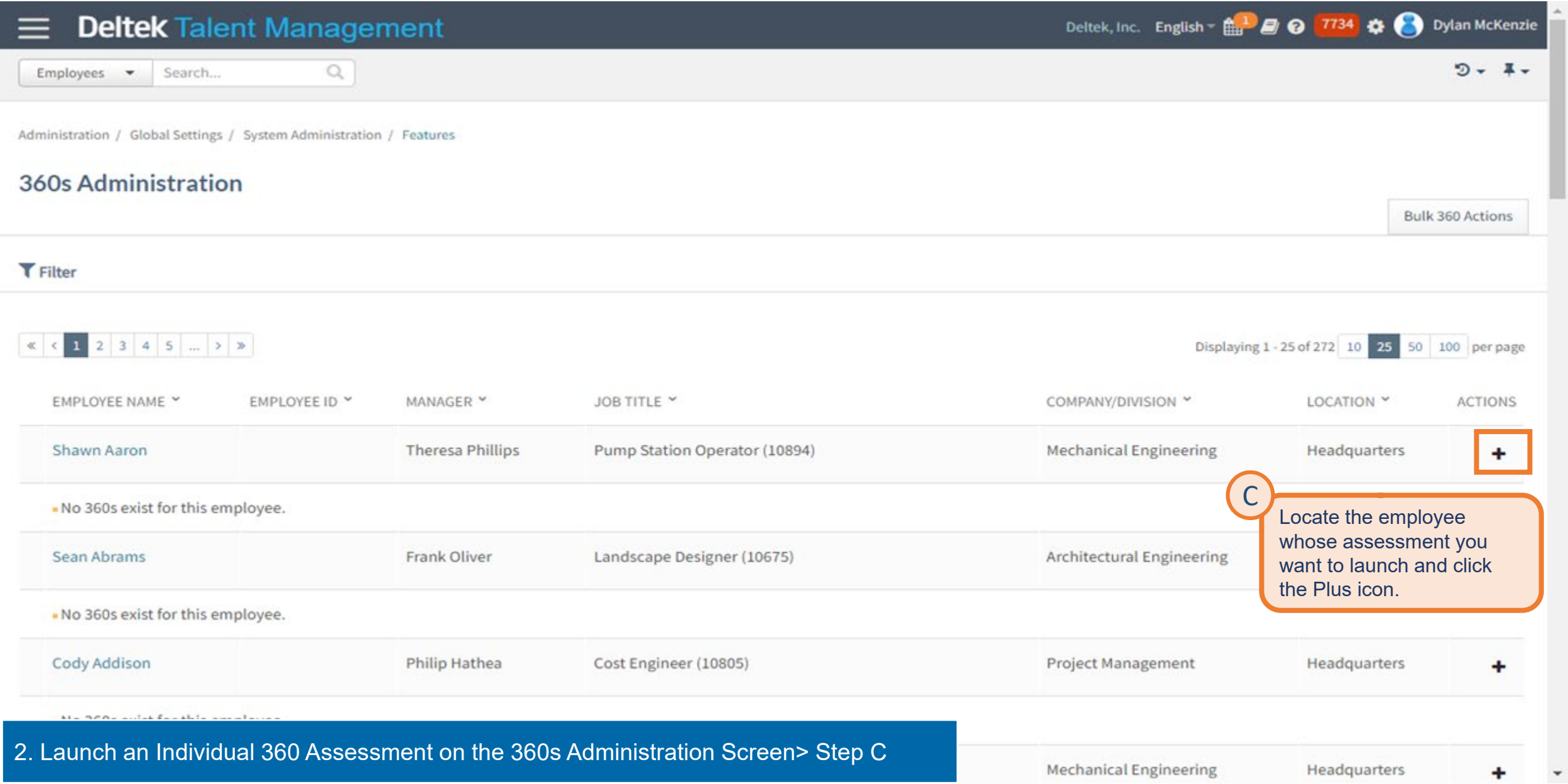
Your Organization

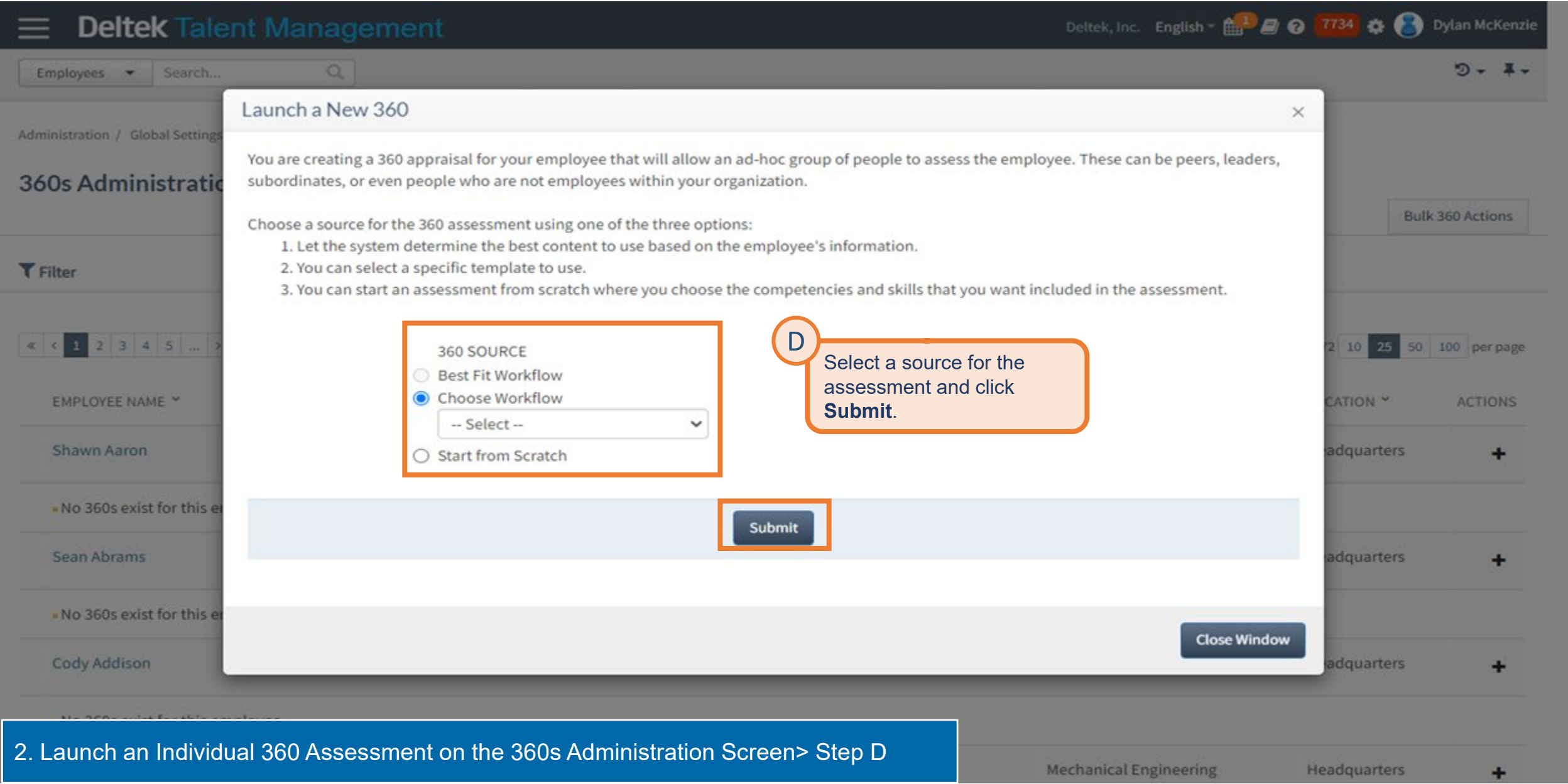
Approval Chains
Competencies
Documents
Job Families
Job Profiles
Location Groups
Locations
Organizational Structure
Scales
Skills
Users
View Off-Boarded Users

Support Tools

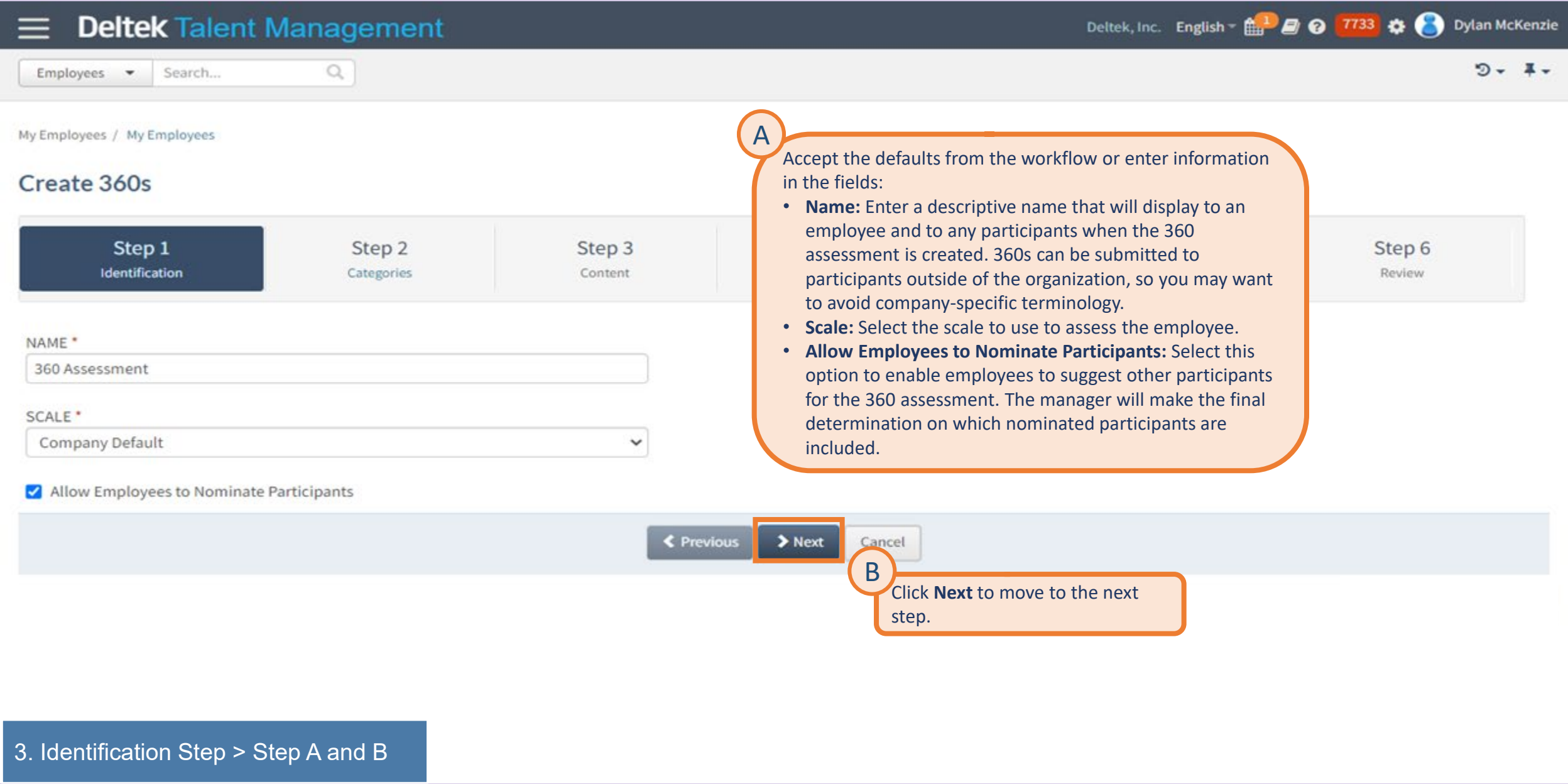
Integrations Setup

2. Launch an Individual 360 Assessment on the 360s Administration Screen> Step B

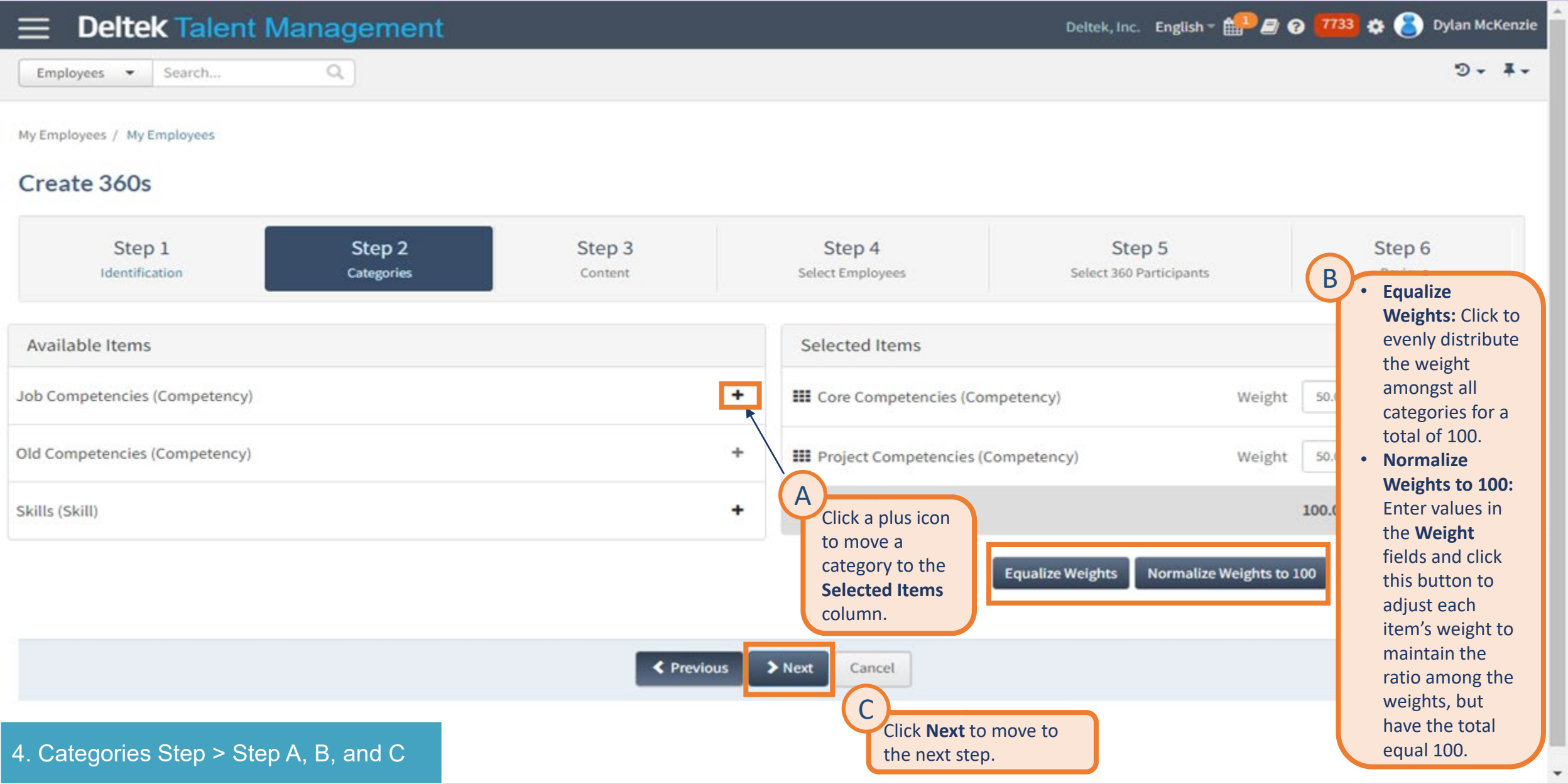

Deltek Talent Management
Deltek, Inc.
English
7734
Dylan McKenzie
Employees
Search...
Administration / Global Settings / System Administration / Features
360s Administration
Bulk 360 Actions
Filter
Displaying 1 - 25 of 272
10
25
50
100
per page
EMPLOYEE NAME
EMPLOYEE ID
MANAGER
JOB TITLE
COMPANY/DIVISION
LOCATION
ACTIONS
Shawn Aaron
Theresa Phillips
Pump Station Operator (10894)
Mechanical Engineering
Headquarters
No 360s exist for this employee.
Sean Abrams
Frank Oliver
Landscape Designer (10675)
Architectural Engineering
No 360s exist for this employee.
Cody Addison
Philip Hathea
Cost Engineer (10805)
Project Management
Headquarters
Mechanical Engineering
Headquarters
C
Locate the employee whose assessment you want to launch and click the Plus icon.
2. Launch an Individual 360 Assessment on the 360s Administration Screen> Step C



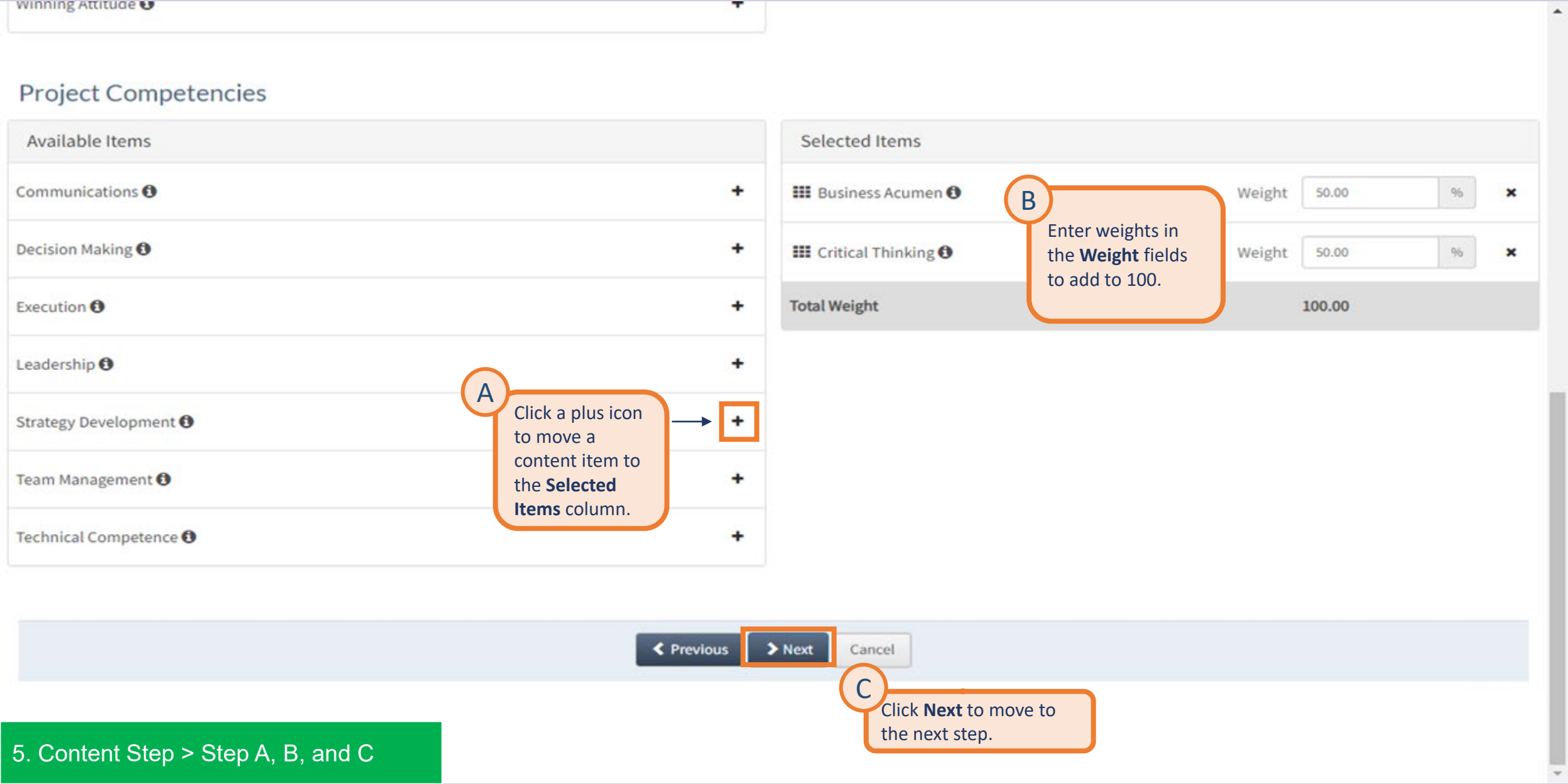
2. Launch an Individual 360 Assessment on the 360s Administration Screen> Step D



3. Identification Step > Step A and B



4. Categories Step > Step A, B, and C



5. Content Step > Step A, B, and C

Create 360s

Step 1 Identification | Step 2 Categories | Step 3 Content | Step 4 Select Employees | **Step 5 Select 360 Participants** | Step 6 Review

Choose the employees who should be included in rating the employee as part of this 360 assessment. *NOTE: You can add participants to this list later up to the point of when you finalize the planning phase of the 360 assessment.*

EMPLOYEES

Select Employees

Sean Abrams
Shawn Aaron

A

Click **Select Employees** to open the Select Employees dialog box where you choose the employees you want to participate in the assessment process. Selected employee names display beneath the button.

Alternatively, you can leave this tab blank, and let the manager and/or employee select participants.

To add external participants to the 360 assessment, simply type the contact information in the text area in this format: **e-mail address, first name, last name**. Add the information for each rater on a separate line.
For example:
jdoe@company.com, Jane, Doe
bsmith@company.com, Bob, Smith

B

Type the contact information for participants outside your organization in the text area in this format: **e-mail address, first name, last name**. Add the information for each participant on a separate line.

FOR EXTERNAL RATERS

jdoe@company.com, Jane, Doe
bsmith@company.com, Bob, Smith

C

Click **Next** to move to the next step.

Previous | Next

6. Select 360 Participants Step > Step A, B, and C

BUSINESS ACUMEN

50.00%

CRITICAL THINKING

50.00%

A

Review your selections. Click the **Edit** icon to return to that step and make changes, if needed.

Select Employees

Edit

Employee

1. Chris Clark (10007)

Select 360 Participants

Edit

Participants

1. Sean Abrams
2. Shawn Aaron

EXTERNAL RATERS

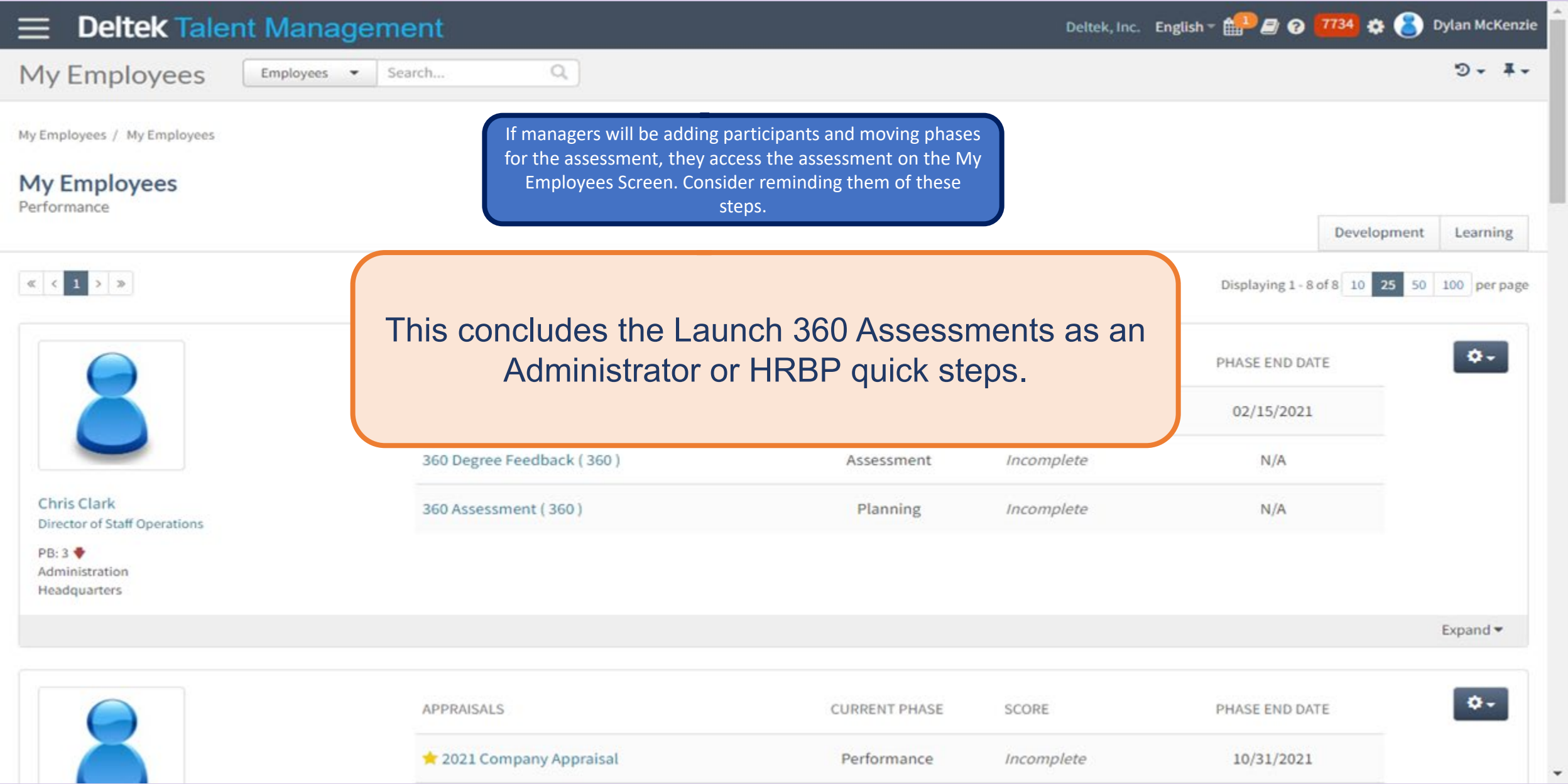
Jane Doe (jdoe@company.com)
Bob Smith (bsmith@company.com)

Previous | Finish

B

Click **Finish** to launch the assessment.

7. Review Step > Step A and B


Deltek Talent Management
Deltek, Inc.
English
7734
Dylan McKenzie
My Employees
Employees
Search...
My Employees / My Employees
My Employees
Performance
If managers will be adding participants and moving phases for the assessment, they access the assessment on the My Employees Screen. Consider reminding them of these steps.
Development
Learning
Displaying 1 - 8 of 8
10
25
50
100
per page
This concludes the Launch 360 Assessments as an Administrator or HRBP quick steps.
PHASE END DATE
02/15/2021
360 Degree Feedback (360)
Assessment
Incomplete
N/A
360 Assessment (360)
Planning
Incomplete
N/A
Chris Clark
Director of Staff Operations
PB: 3
Administration
Headquarters
Expand
APPRAISALS
CURRENT PHASE
SCORE
PHASE END DATE
2021 Company Appraisal
Performance
Incomplete
10/31/2021