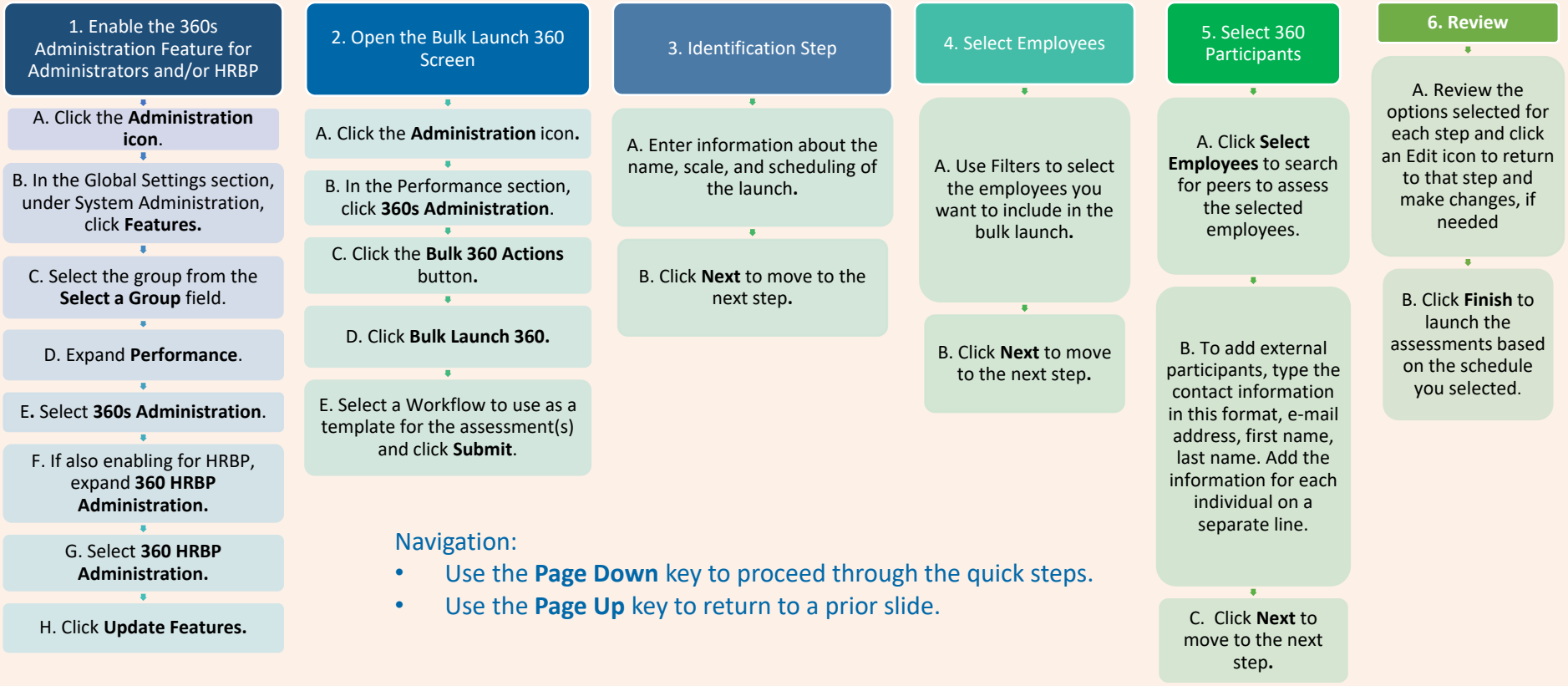
Bulk Launch 360 Appraisals

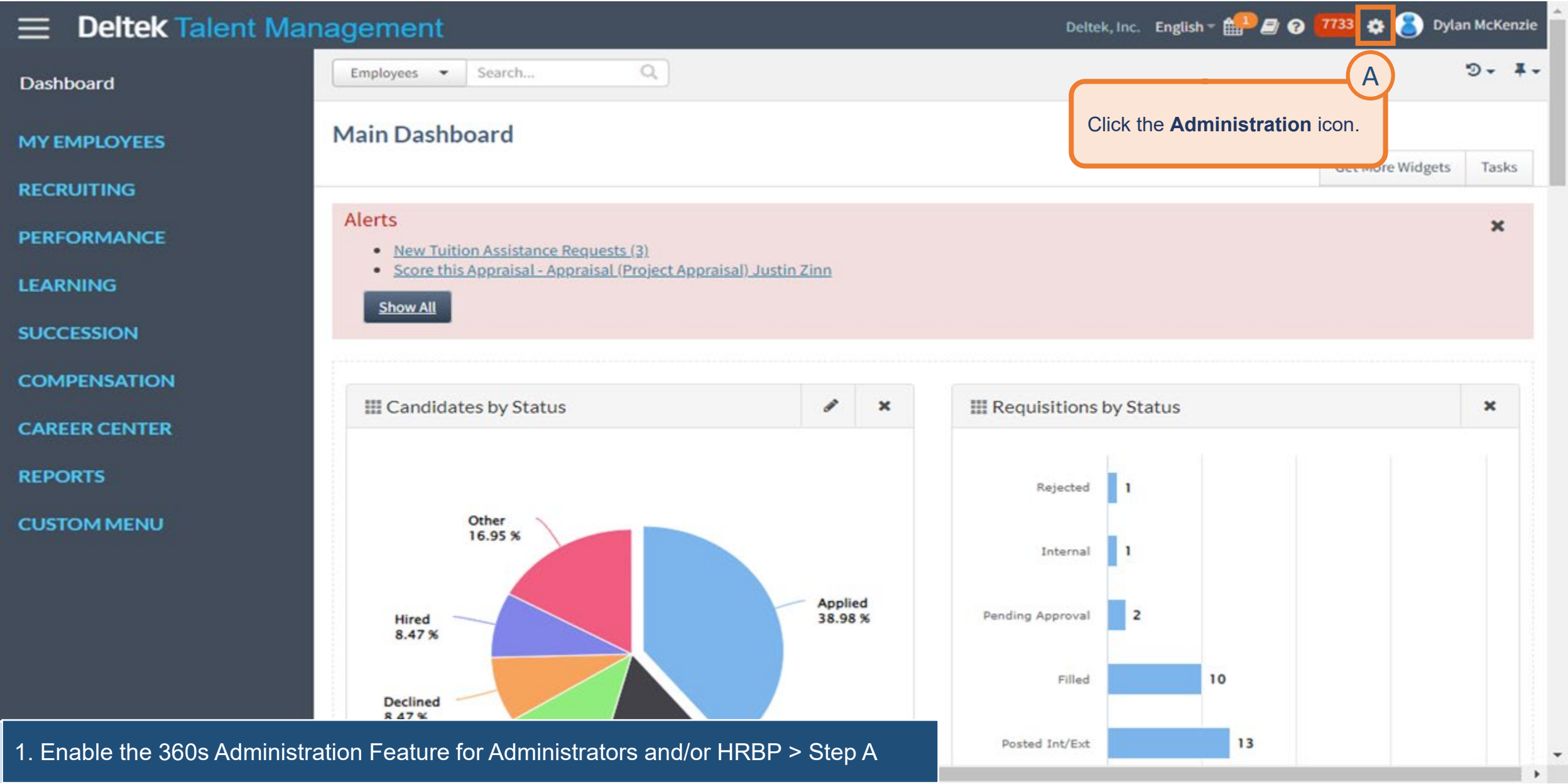
Administrators and HRBP users with proper permissions can launch 360 Appraisals in bulk on the 360s Administration screen. HRBP users see only those employees to which they are associated. The steps you see depend on the source selected for the assessment.



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

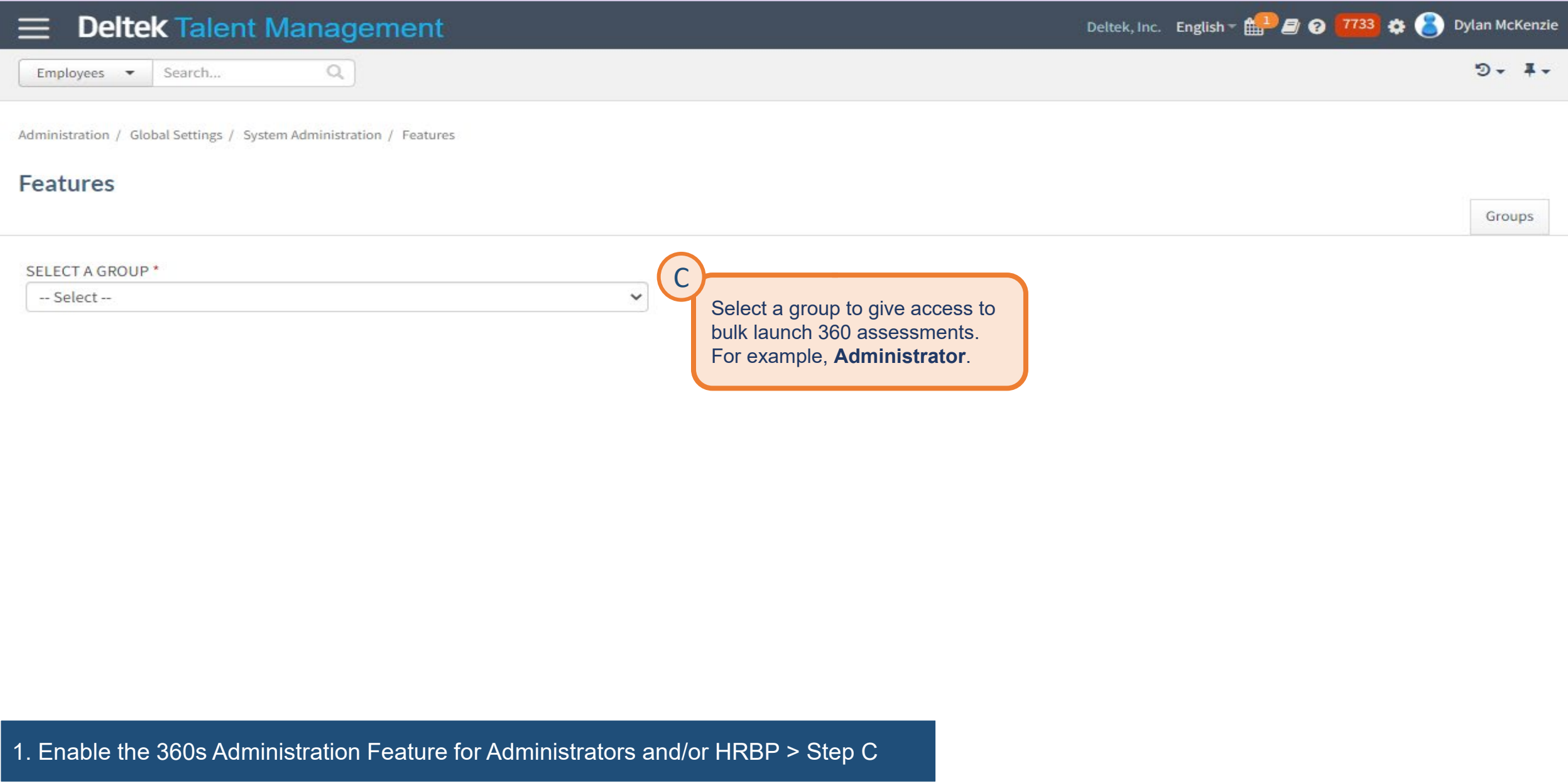
Approval Chains
Competencies
Documents
Job Families
Job Profiles
Groups
s
ational Structure
Scales
Skills
Users
View Off-Boarded Users

B Click **Features**.

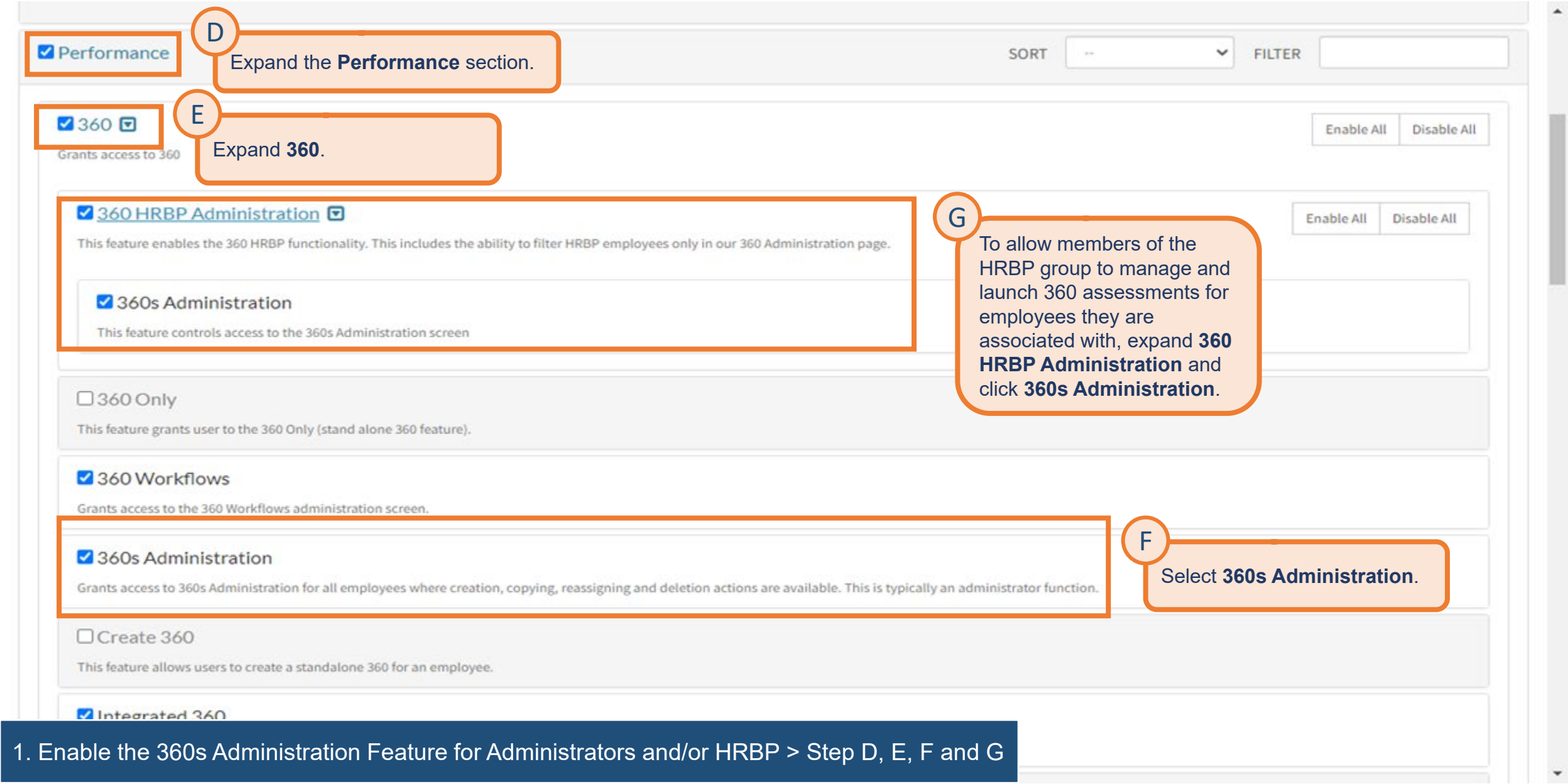
Support Tools

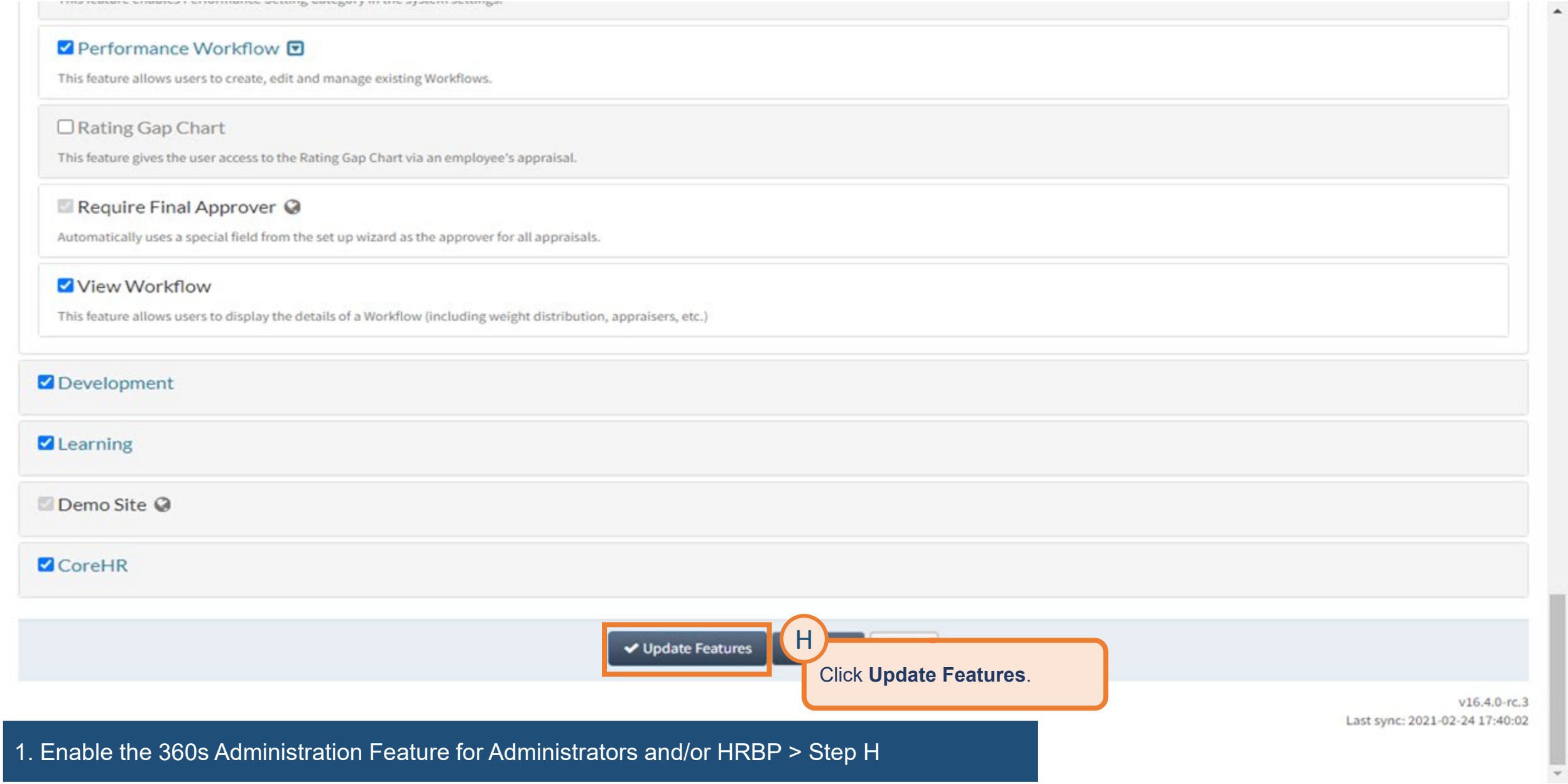
Integrations Setup

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

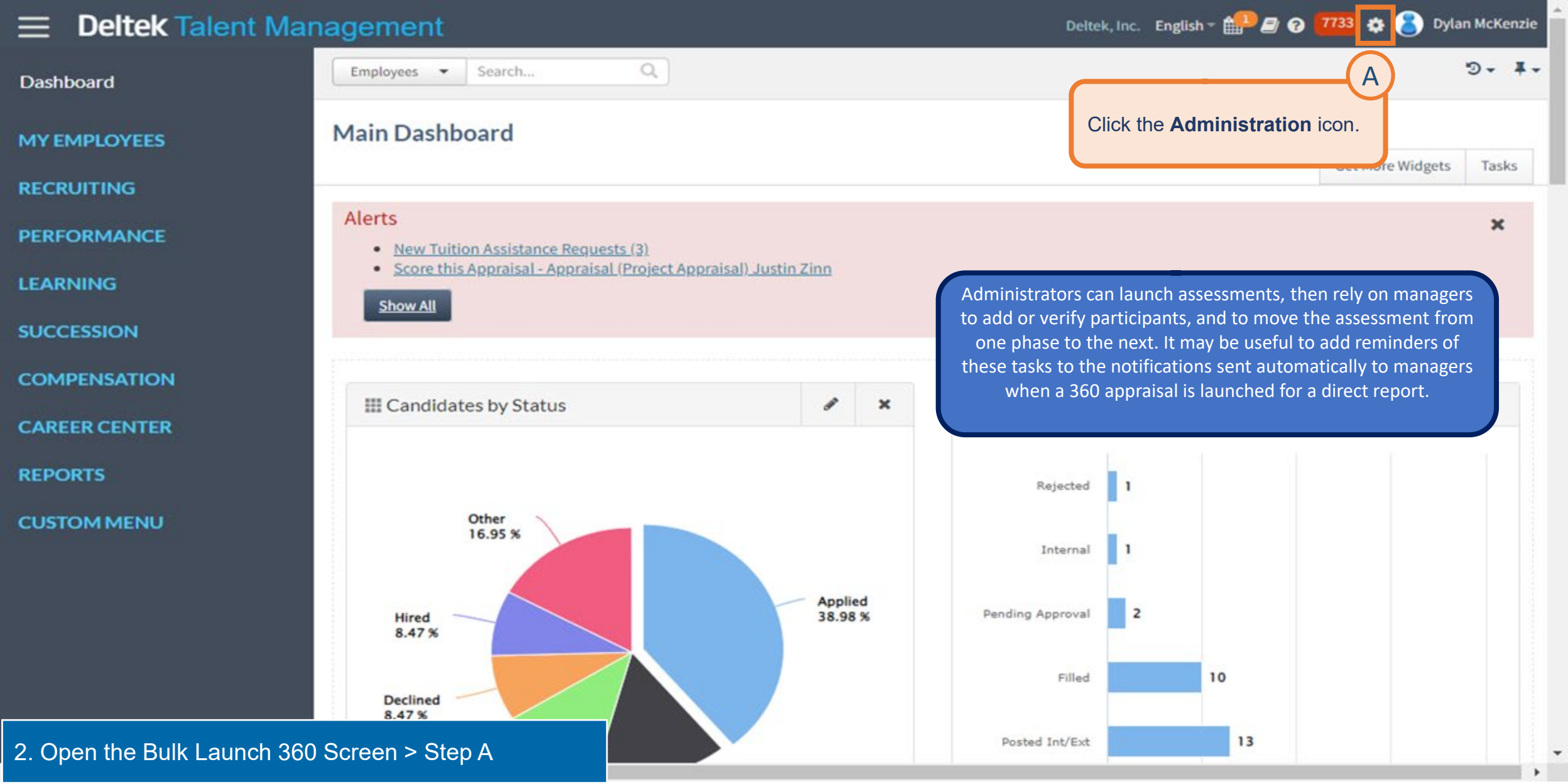


1. Enable the 360s Administration Feature for Administrators and/or HRBP > Step C


Performance
D
Expand the **Performance** section.
SORT
FILTER
360
E
Expand **360**.
Grants access to 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. Open the Bulk Launch 360 Screen > Step A

Welcome Page
Task Management
Document Library
Bundles
Recipients

Cross-Posting

Accounts
Authorization Requests
Site Selection

Manage Referral Awards
Approve Award Plans
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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]
[illegible] Events
Page Options
System Settings
License File

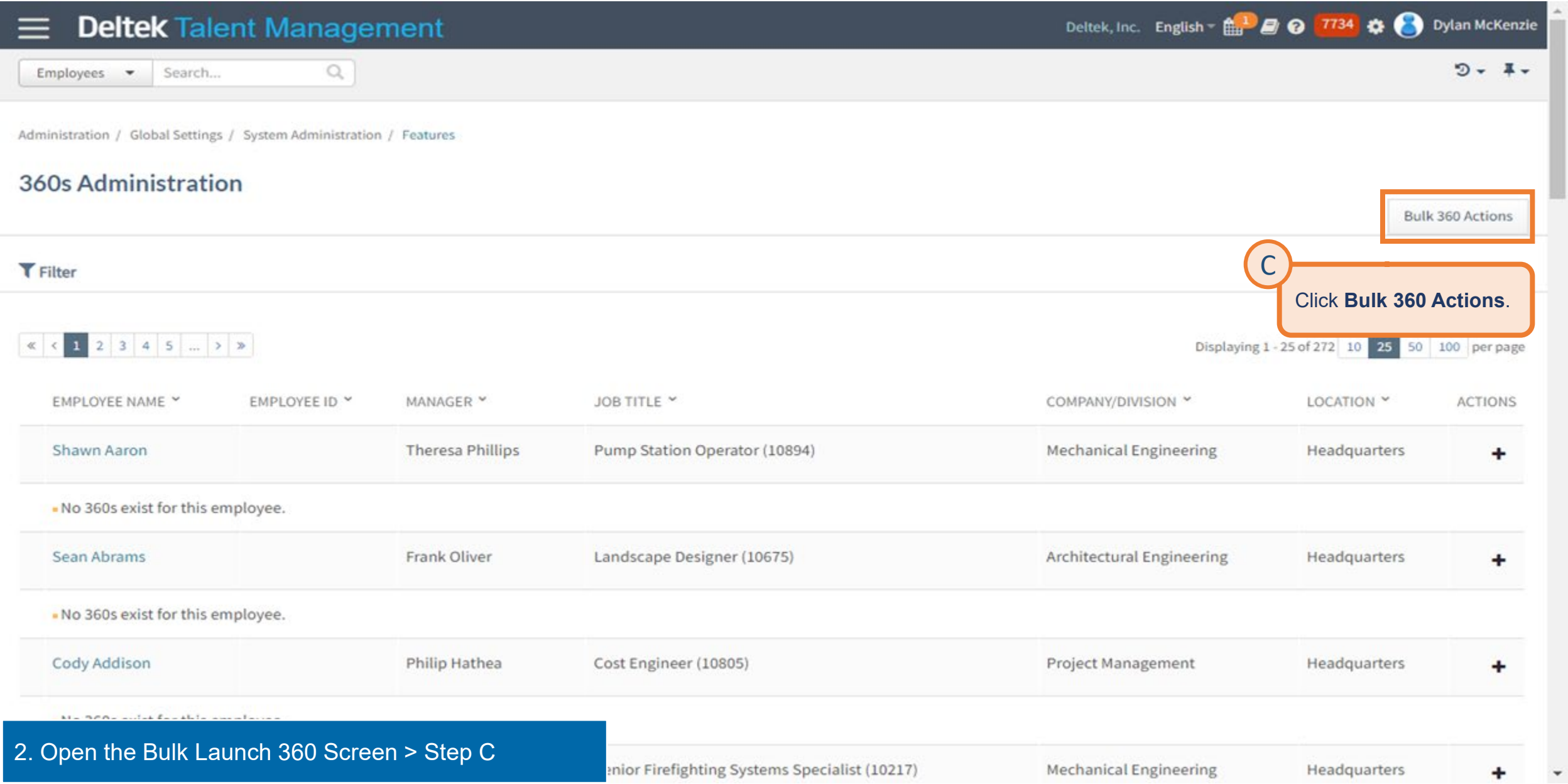
Your Organization

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

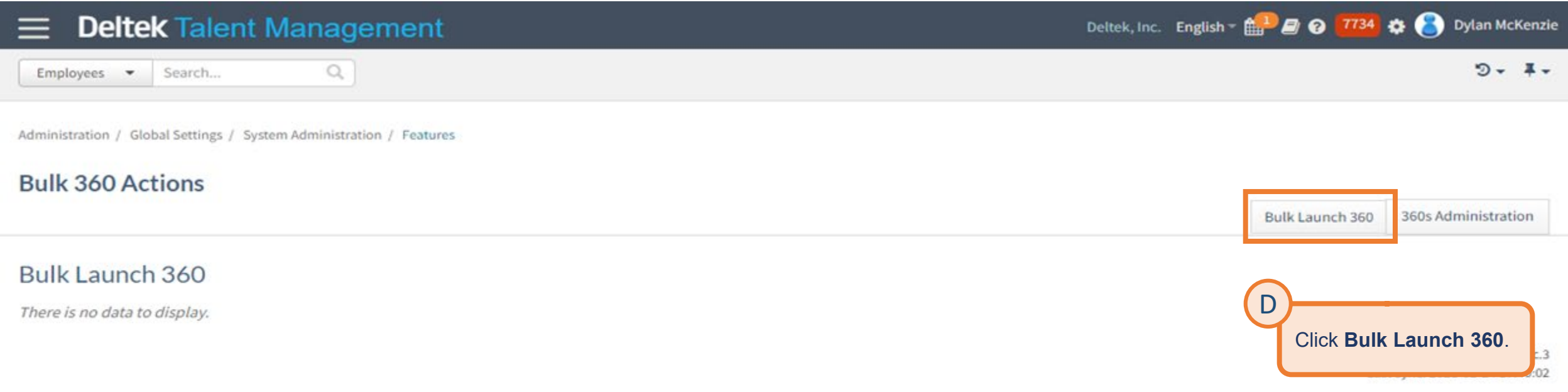
Support Tools

Integrations Setup

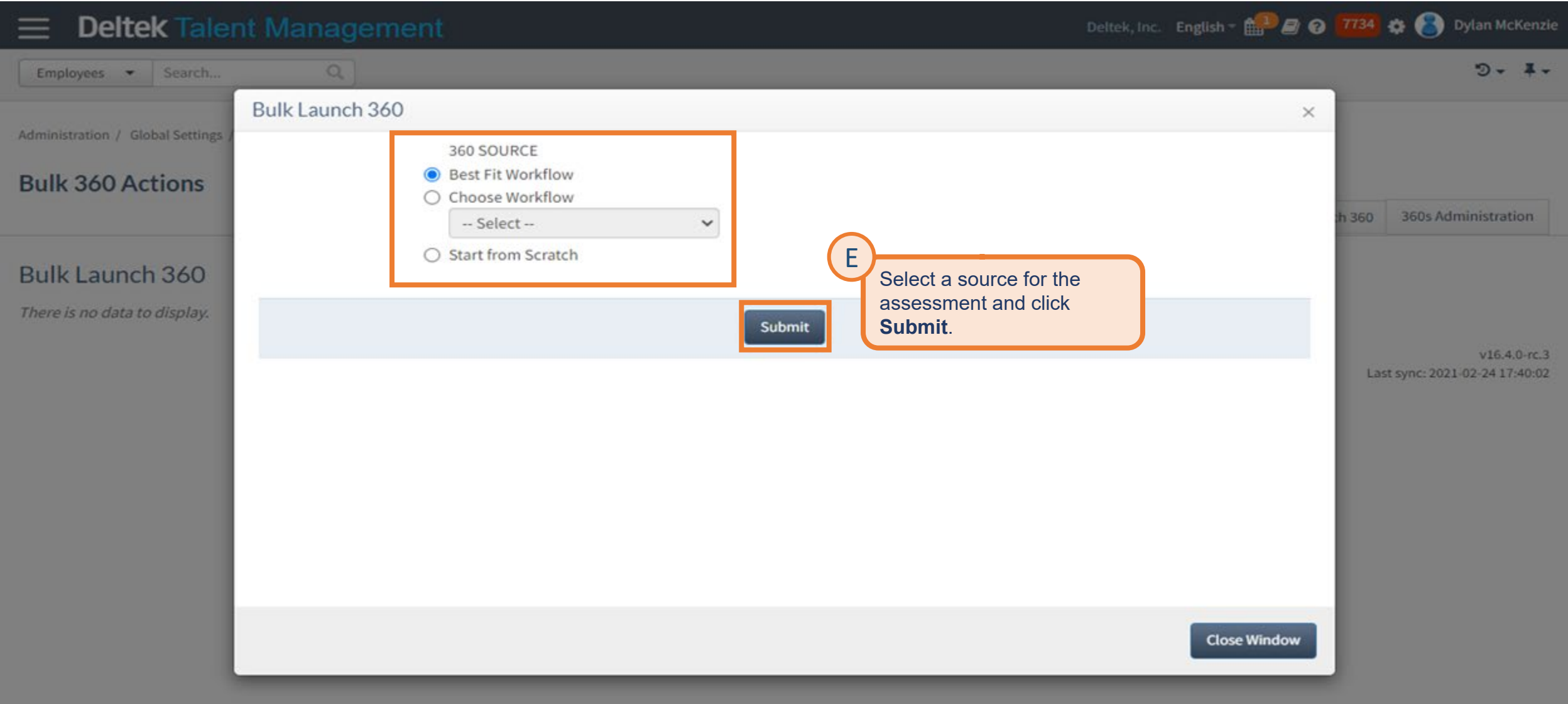
2. Open the Bulk Launch 360 Screen > Step B



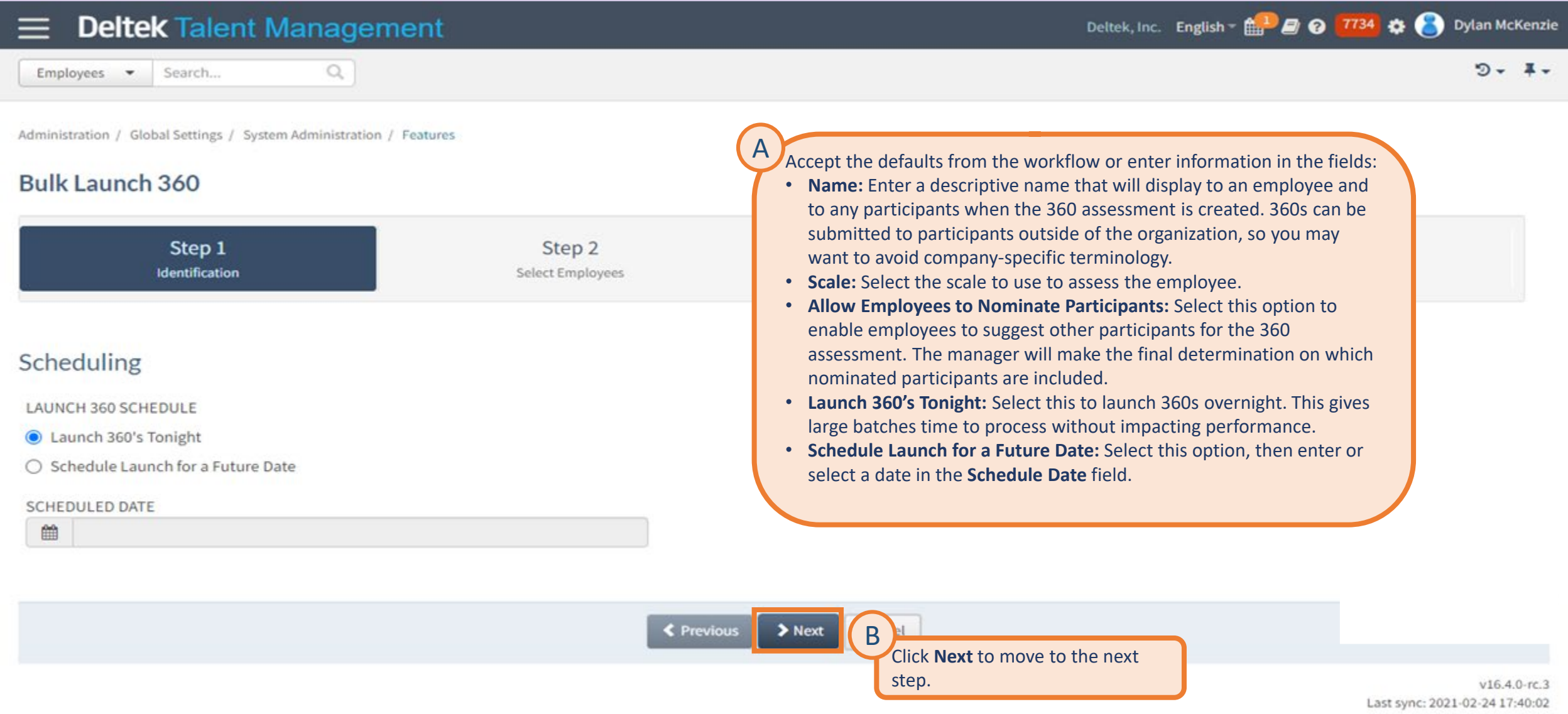
2. Open the Bulk Launch 360 Screen > Step C



2. Open the Bulk Launch 360 Screen > Step D



2. Open the Bulk Launch 360 Screen > Step E



A

Accept the defaults from the workflow or enter information in the fields:

- **Name:** Enter a descriptive name that will display to an employee and to any participants when the 360 assessment is created. 360s can be submitted to participants outside of the organization, so you may want to avoid company-specific terminology.
- **Scale:** Select the scale to use to assess the employee.
- **Allow Employees to Nominate Participants:** Select this option to enable employees to suggest other participants for the 360 assessment. The manager will make the final determination on which nominated participants are included.
- **Launch 360's Tonight:** Select this to launch 360s overnight. This gives large batches time to process without impacting performance.
- **Schedule Launch for a Future Date:** Select this option, then enter or select a date in the **Schedule Date** field.

B

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

3. Identification Step > Step A and B

Bulk Launch 360

Step 1
Identification

Step 2
Select Employees

Step 3
Select 360 Participants

Step 4
Review

COMPANY/DIVISION

Select Organizational Unit

MANAGER

Select

LOCATION GROUPS

-- Select --

LOCATIONS

-- Select --

JOB FAMILY

-- Select --

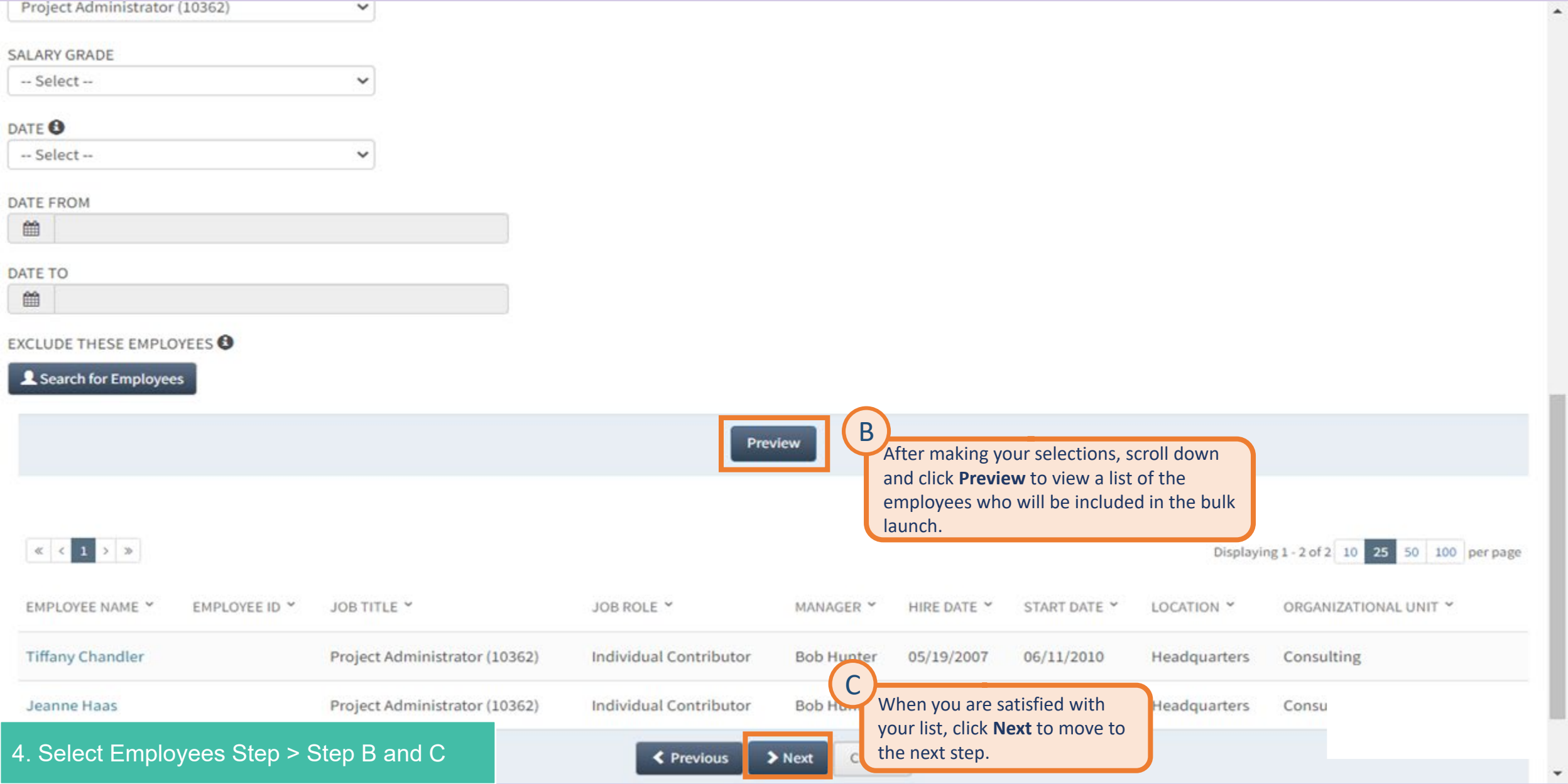
JOB ROLE

-- Select --

JOB CLASSIFICATION

A

Use the options on this step to narrow the group of employees you include in the bulk launch.



4. Select Employees Step > Step 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

5. 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)

B

Click **Finish** to launch the assessments based on the scheduling option selected.

Previous | Finish

6. Review Step > Step A and B

BUSINESS ACUMEN

50.00%

CRITICAL THINKING

50.00%

Select Employees

Edit

Employee

1. Chris Clark (10007)

Select 360 Participants

Edit

1. Sean Abrams
2. Shawn Aaron

EXTERNAL RATERS

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

This concludes the Bulk Launch 360 Assessments quick steps.

Previous | Finish | Cancel