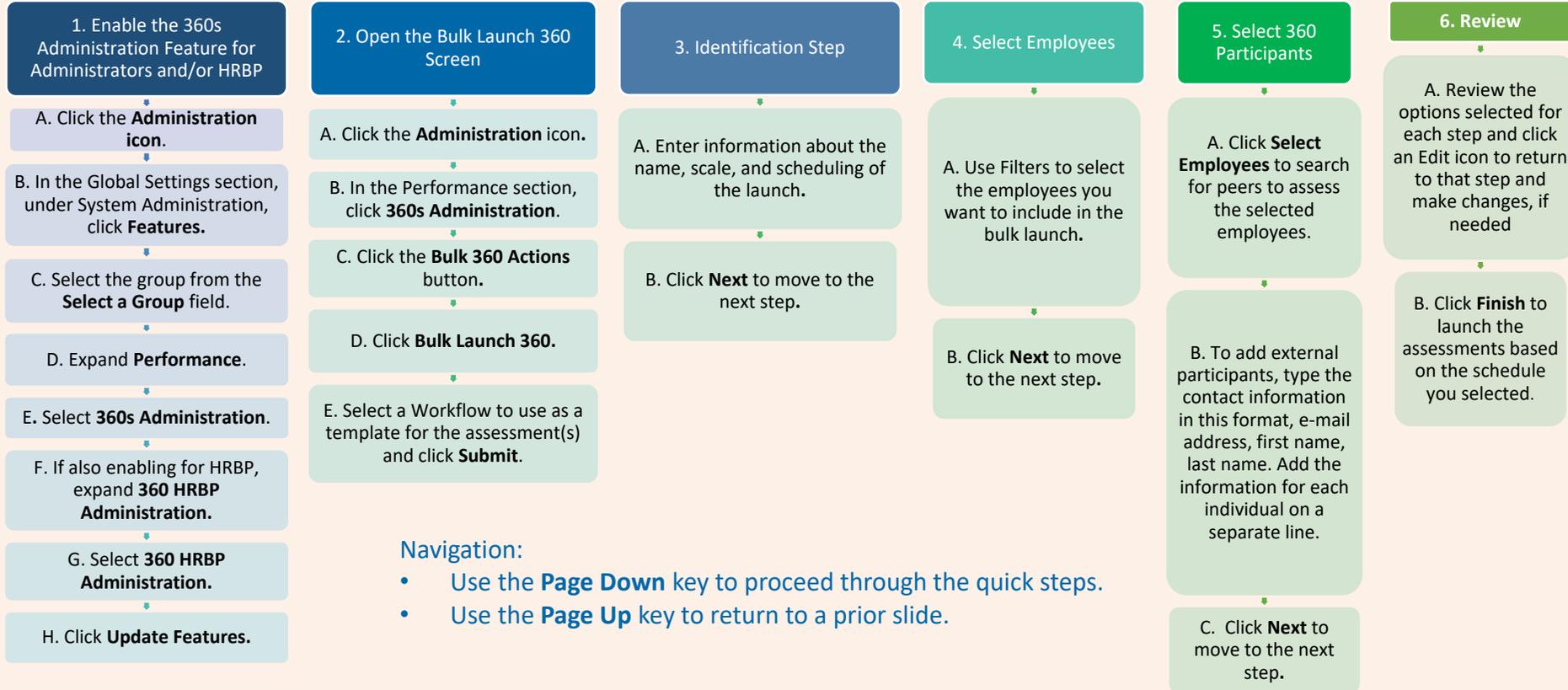


Bulk Launch 360 Appraisals

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.



- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- COMPENSATION
- CAREER CENTER
- REPORTS
- CUSTOM MENU

Employees Search...

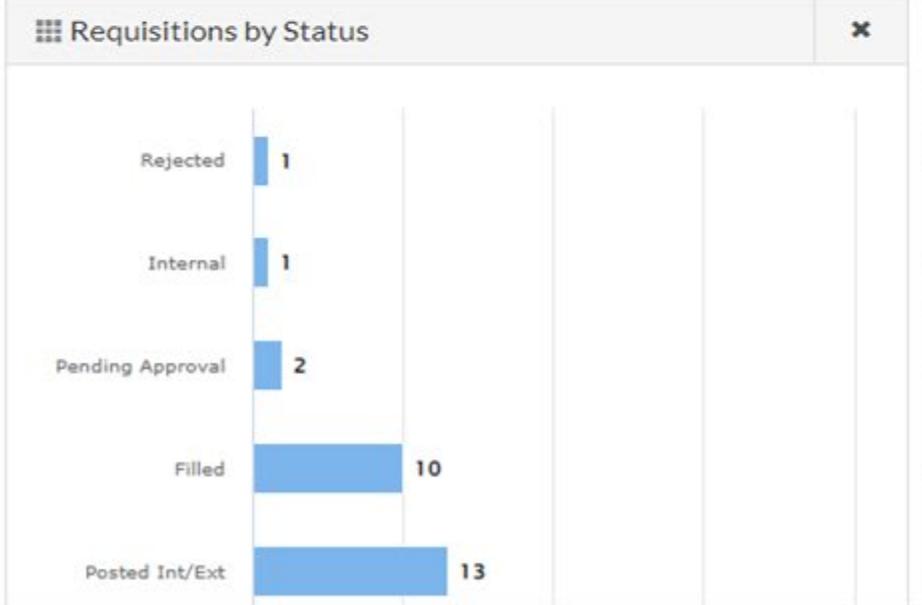
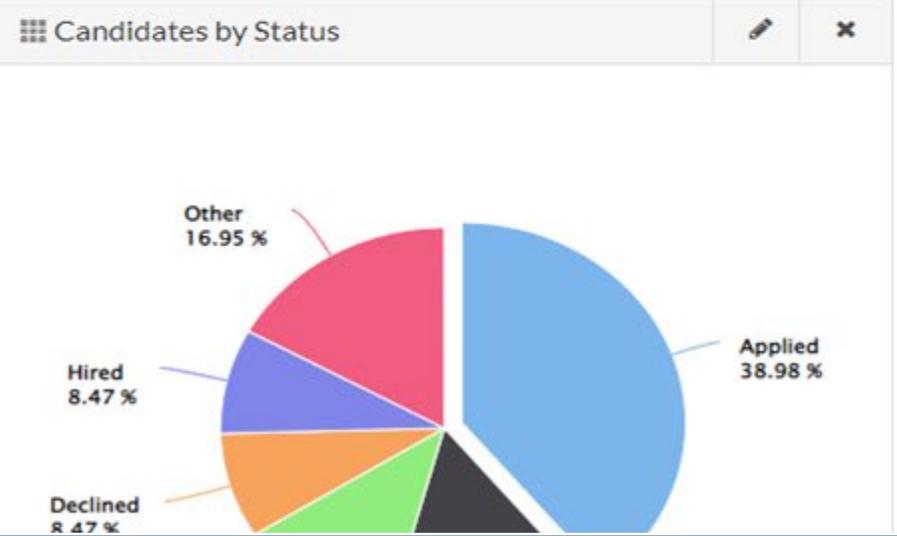
Click the **Administration** icon.

Main Dashboard

Alerts

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

Show All



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

360s

Appraisal Administration
Workflows

360s Administration
360 Workflows

Continuous Feedback

Goals

Session Meeting Reasons

Goals

Employee Recognition

Employee Recognition Badges

Learning

Courses & Classes

Logistics

Classes
Class Evaluations
Courses

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 Events
Page Options
System Settings
License File

Your Organization

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

Support Tools

Integrations Setup

B

Click Features.



Employees ▾ Search... 



Administration / Global Settings / System Administration / Features

Features

Groups

SELECT A GROUP *
-- Select -- ▾

C
Select a group to give access to bulk launch 360 assessments. For example, **Administrator**.

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

Performance

D

Expand the **Performance** section.

360

Grants access to 360

E

Expand **360**.

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

Performance Workflow 

This feature allows users to create, edit and manage existing Workflows.

Rating Gap Chart

This feature gives the user access to the Rating Gap Chart via an employee's appraisal.

Require Final Approver 

Automatically uses a special field from the set up wizard as the approver for all appraisals.

View Workflow

This feature allows users to display the details of a Workflow (including weight distribution, appraisers, etc.)

Development

Learning

Demo Site 

CoreHR

 Update Features

H

Click **Update Features**.

A

Click the **Administration** icon.

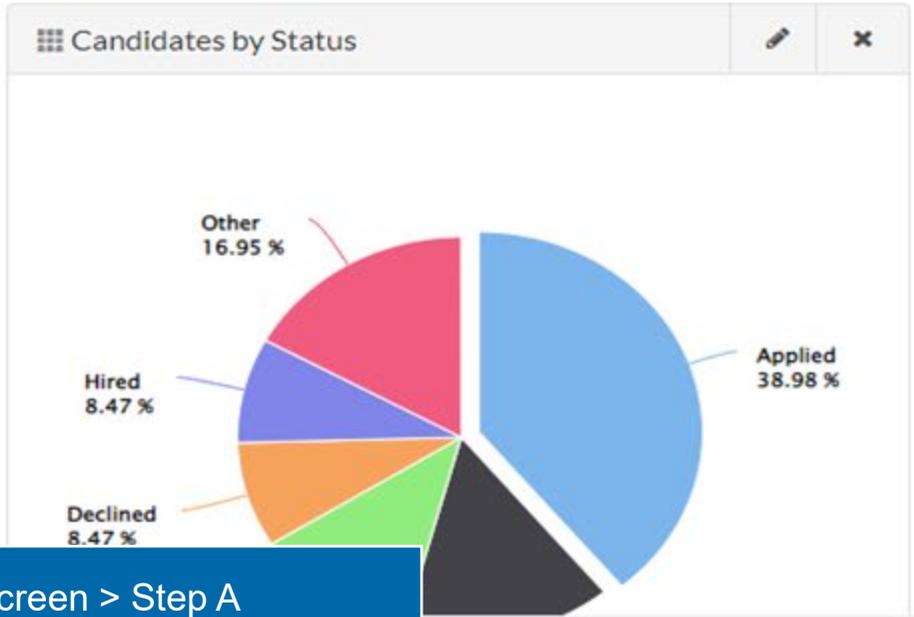
Main Dashboard

Alerts

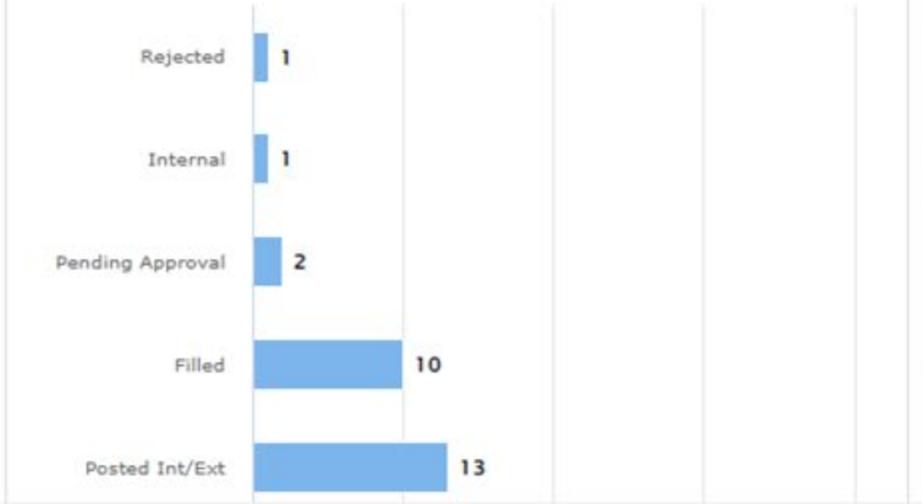
- [New Tuition Assistance Requests \(3\)](#)
- [Score this Appraisal - Appraisal \(Project Appraisal\) Justin Zinn](#)

Show All

Candidates by Status



Administrators can launch assessments, then rely on managers to add or verify participants, and to move the assessment from one phase to the next. It may be useful to add reminders of these tasks to the notifications sent automatically to managers when a 360 appraisal is launched for a direct report.



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

Manage Award Plans by Requisition

Résumés

Résumé Deletions

Benefits

Benefit Packages

Benefits

Succession Planning

Manage Succession Plans

Configure 9 Box

Global Settings

System Administration

Custom Menus

Drop-down and Multi-Select Lists

Dynamic Forms

FAQs

Features

System 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

Performance

Appraisals

Appraisal Administration

Workflows

Continuous Feedback

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

Support Tools

Integrations Setup

2. Open the Bulk Launch 360 Screen > Step B



Employees Search...



Administration / Global Settings / System Administration / Features

360s Administration

Bulk 360 Actions

Filter

C Click Bulk 360 Actions.

<< < 1 2 3 4 5 ... > >>

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	Headquarters	+
No 360s exist for this employee.						
Cody Addison		Philip Hathea	Cost Engineer (10805)	Project Management	Headquarters	+
No 360s exist for this employee.						

2. Open the Bulk Launch 360 Screen > Step C



Employees ▾ Search... 



Administration / Global Settings / System Administration / Features

Bulk 360 Actions

Bulk Launch 360 360s Administration

Bulk Launch 360

There is no data to display.

D Click **Bulk Launch 360**.

2. Open the Bulk Launch 360 Screen > Step D

Bulk 360 Actions

Bulk Launch 360

There is no data to display.

Bulk Launch 360

360 SOURCE

- Best Fit Workflow
- Choose Workflow
-- Select --
- Start from Scratch

Submit

Close Window

E Select a source for the assessment and click **Submit**.

2. Open the Bulk Launch 360 Screen > Step E



Employees Search...



Administration / Global Settings / System Administration / Features

Bulk Launch 360

Step 1 Identification

Step 2 Select Employees

Scheduling

LAUNCH 360 SCHEDULE

- Launch 360's Tonight
- Schedule Launch for a Future Date

SCHEDULED DATE

[Date field]

< Previous **> Next** [Label]

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.

Bulk Launch 360



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.

Project Administrator (10362) ▾

SALARY GRADE
-- Select -- ▾

DATE ⓘ
-- Select -- ▾

DATE FROM
📅

DATE TO
📅

EXCLUDE THESE EMPLOYEES ⓘ
👤 Search for Employees

Preview

B
After making your selections, scroll down and click **Preview** to view a list of the employees who will be included in the bulk launch.

<< < 1 > >>

Displaying 1 - 2 of 2 10 25 50 100 per page

EMPLOYEE NAME ▾	EMPLOYEE ID ▾	JOB TITLE ▾	JOB ROLE ▾	MANAGER ▾	HIRE DATE ▾	START DATE ▾	LOCATION ▾	ORGANIZATIONAL UNIT ▾
Tiffany Chandler		Project Administrator (10362)	Individual Contributor	Bob Hunter	05/19/2007	06/11/2010	Headquarters	Consulting
Jeanne Haas		Project Administrator (10362)	Individual Contributor	Bob Hunter			Headquarters	Consu

C
When you are satisfied with your list, click **Next** to move to the next step.

< Previous > Next

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:

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

FOR EXTERNAL RATERS

jd@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.

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

< Previous | **Next** >

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