

How to start 360° feedback?

Before starting 360° feedback:

1. Are you about to start 360° feedback for the first time? First, complete the training course in myFOX: PMGM – 360° Feedback manual for superiors. You can find the course and assign it to yourself in myFOX by going to Learning – Find Learning – Assign to Me.
2. Contact your HRBP and consult/confirm with them that the tool is the right fit for your needs.
3. Inform the evaluated employee that they will undergo 360° feedback. Explain the reason, what the output will be used for, etc.

Starting 360° feedback:

4. Choose evaluators (you can consult their relevancy with the HRBP or with the evaluated employee themselves, in certain cases). After that, tell the evaluators about the 360° feedback. Ask them for cooperation and tell them when the deadline for submitting the evaluation is.
5. Creation of the evaluation form for 360° feedback is managed by HRBP.
6. Nominate the evaluators in myFOX and define the period for completing the evaluation (recommended period is 14 days).

The evaluation phase of 360° feedback:

7. Evaluators will receive email notifications with requests for feedback. They can start the feedback process in myFox.
8. Although the 360° feedback evaluation is anonymous, you can use the 360° feedback evaluation form to send reminders to those evaluators who have not provided feedback.
9. Completion of 360° feedback and publishing of results is possible only after all evaluations have been completed. If an evaluator has not provided feedback, you can take them off the list of evaluators and complete the 360° feedback.



Interpretation and communication of 360° feedback results:

10. Your HRBP will help you interpret the results – the outcome of the 360° feedback can be shared via a PDF file. In myFOX, you can compare evaluations in different categories, etc.
11. Prepare resources for your meeting with the evaluated employee. At the meeting, you will communicate the 360° feedback results to them (this can be done in cooperation with HRBP).
12. Meet with the evaluated employee and give them a summary of the collected feedback in a sensitive way. After that, agree on/plan further actions based on specific results/outcomes.
13. Oversee any measures or actions that resulted from the 360° feedback.

