

PMGM – 360° review manual for superiors



NOMINATING EVALUATORS

360° review

The screenshot shows a web application interface for performance reviews. At the top, there is a navigation bar with a home icon and a 'Performance' tab highlighted with a red box. Below this, there are tabs for 'Reviews' and 'Team Overview'. The main content area is titled 'My Forms' and includes a sidebar with 'All Forms', 'In Progress', 'Inbox' (highlighted with a red box), 'En Route', 'Completed', and 'Form Status'. The main area displays a list of forms with columns for 'Form Title', 'Employee', 'Step', 'Date Assigned', 'Step Due Date', 'Form Start Date', 'Form End Date', 'Form Due Date', and 'Last Modified'. A callout box points to the 'Performance' tab with the text: '1) The 360° form can be found in the Performance section'. Another callout box points to the 'FX 360 Review for Tomáš Marný' row with the text: '2) Click on a form to open it.' The 'FX 360 Review for Tomáš Marný' row is also highlighted with a red box.

1) The 360° form can be found in the Performance section


2) Click on a form to open it.

<input checked="" type="checkbox"/>	Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified
<input type="checkbox"/>	Form Title	Employee	Step	Date Assigned					
<input type="checkbox"/>	2020 Performance for Tomáš Marný	Tomáš Marný	Goal setting & T1 assessment	03/18/2020					
<input type="checkbox"/>	2020 Performance for Cucumber Green	Cucumber Green	Goal setting & T1 assessment	01/28/2021					
<input type="checkbox"/>	FX 360 Review for Tomáš Marný	Tomáš Marný	Provide Feedback	05/12/2021					
<input type="checkbox"/>	FX 360 Review for Tomáš Marný	Tomáš Marný	Manager nominates evaluators	06/03/2021					

360° review

Reviews Team Overview

Actions History

 FX 360 Review for Tomáš Marný
Tomáš Marný

ROUTE MAP EMPLOYEE INFORMATION REVIEW DATES LIST OF EVALUATORS (1) INTRODUCTION COMPETENCY FEEDBACK SUMMARY

1 Manager nominates evaluators 2 Provide Feedback 3 Completed

EMPLOYEE INFORMATION

Last Name: Marný First Name: Tomáš
Department: Finance&Accounting (10002876) Hire Date: 11/01/2019
Job Code: Recruitment Manager (21000212) Superior: Prokop Dveře

REVIEW DATES

Originator: Markéta Vašínová
Review Period: 06/03/2021 – 07/03/2021
Due Date: 07/03/2021

The progress of 360° review in individual steps.

Here you can set the period for the review.

360° review



FX 360 Review for Tomáš Marný



Actions

History



ROUTE MAP

EMPLOYEE INFORMATION

REVIEW DATES

LIST OF EVALUATORS (1)

INTRODUCTION

COMPETENCY FEEDBACK

SUMMARY



Due Date: 07/09/2021

LIST OF EVALUATORS (1)

To adjust the list of evaluators, click on the Modify Participants button to add or remove participants.

+ Add Participants

Delete All

Employee	Email	Division	Department	Location	Manager	Category	Action
 Prokop Dveře		Central (10003432)	Finance&Accounting (10002876)	Central/Administration With holidays (CZ00)	Otakar Všemocný	Manager	

Add the evaluators here (the minimum number is 4 including you as a superior, you are added automatically).




360° review

Add Participants

Find a User

Anna jsem Fialová, Assistant

Selected Participants

Employee	Type	Email	Division	Category	Action
 Anna jsem Fialová 	Internal	afialova@zkouska.cz	Central (10003432)	Select One... Select One... Direct Report Peer Manager Other Stakeholder Self assessment	

Department : Central Admin (10004339)
Location : Central/Administration With holidays (CZ00)
Manager : Tomáš Marný

Select the corresponding category for the evaluator.

And add them to the list of evaluators and then select the next one.

Cancel

Add to List

FOXCONN

360° review

LIST OF EVALUATORS (4)

To adjust the list of evaluators, click on the Modify Participants button to add or remove participants.

[+ Add Participants](#) [Delete All](#)

Employee	Email	Division	Department	Location	Manager	Category	Action
Prokop Dveře		Central (10003432)	Finance&Accounting (10002876)	Central/Administration With holidays (CZ00)	Otakar Všemocný	Manager	
Anna jsem Fialová	afigalova@zkouška.cz	Central (10003432)	Central Admin (10004339)	Central/Administration With holidays (CZ00)	Tomáš Marrý	Direct Report	
Jana Včerejší	adousova@foxconn.cz	Central (10003432)	Maternity & HR (10004236)	Central/Administration With holidays (CZ00)	Tomáš Marrý	Direct Report	
Evžen Parták		Central (10003432)	Finance&Accounting (10002876)	Central/Administration With holidays (CZ00)	Prokop Dveře	Self assessment	

INTRODUCTION

Thank you for your assistance in providing meaningful feedback on the individual listed in this document. Please review the instructions carefully, and provide us with your most candid and honest assessment of this individual. Your comments will be instrumental in establishing development goals for the individual being reviewed.

COMPETENCY FEEDBACK

[Cancel](#) [Save and Close](#) [Next step](#)

To remove an evaluator, click on the trash icon

If you want the person who is being reviewed to evaluate themselves, you can add them to the list of evaluators. To distinguish them, choose the category **Self assessment**.

By clicking on **Next step**, you send a request for review to all evaluators. In the following step you confirm to proceed to the next step.



FILLING OUT THE REVIEW FORM

360° review

The screenshot shows a web application interface for performance reviews. At the top, there is a navigation bar with 'Performance' and a dropdown arrow. Below it, 'Reviews' and 'Team Overview' are visible. The main section is titled 'My Forms'. On the left, a sidebar lists 'All Forms', 'In Progress', 'Inbox' (highlighted with a red box), 'En Route', 'Completed', and 'Form Status'. The main content area shows 'Items per page' set to 10, 'Page 1 of 1', and 'Showing 1-5 of 5'. There are buttons for 'Create New Form' and 'Send to Next Step'. Below this is a search bar and 'Display Options' which are checked for 'Form Title', 'Employee', 'Step', 'Date Assigned', 'Step Due Date', 'Form Start Date', 'Form End Date', and 'Form Due Date'. A table lists five forms, with the last one, 'FX 360 Review for Tomáš Marný', highlighted with a red box.

<input type="checkbox"/> Form Title	Employee	Step
<input type="checkbox"/> 2020 Performance for Tomáš Marný	Tomáš Marný	Goal setting & T1 assessment
<input type="checkbox"/> 2020 Performance for Cucumber Green	Cucumber Green	Goal setting & T1 assessment
<input type="checkbox"/> FX 360 Review for Tomáš Marný	Tomáš Marný	Provide Feedback
<input type="checkbox"/> FX 360 Review for Tomáš Marný	Tomáš Marný	Provide Feedback

The evaluators find the review form in the **Inbox** folder.

360° review



FX 360 Review for Tomáš Marný
Tomáš Marný

ROUTE MAP EMPLOYEE INFORMATION REVIEW DATES INTRODUCTION COMPETENCY FEEDBACK SUMMARY

1 Sent out for evaluation 2 Provide Feedback 3 Complete

EMPLOYEE INFORMATION

Last Name: Marný
Department: Finance&Accounting (10002876)
Job Code: Recruitment Manager (21000212)

REVIEW DATES

Originator: Markéta Vašinová
Review Period: 06/03/2021 - 07/03/2021
Due Date: 07/03/2021

Evaluation View Summary View

First Name: Tomáš
Hire Date: 11/01/2019
Superior: Petr Kouřil

Now provide feedback, rate competencies, and behaviors. You can also provide specific comments that will be very helpful for the review requestor.

360° review is done in two steps:

- 1) Nominate evaluators
- 2) Give feedback.

Once everyone has provided feedback, the review is finished.

Date by which you need to provide feedback.

360° review

Flexibility / Innovation

She/he has the ability to adapt to changes in the environment on a personal and workload basis, remaining professionally focused on assignments and goals without emotional reaction and task disruption.

She/he comes up with new ideas which contribute to company culture, development of business, technology or she/he helps to simplify the processes. She/he encourages positive changes.

[Show Less](#)

Calculated Rating: Select a rating...

Flexibility / Innovation – Behavior Rating

The changes solves rationally and in tranquility.

Rating ⓘ

⊘ ★★★★★ Select a rating...

She/he can suit to new conditions.

Rating ⓘ

⊘ ★★★★★ Select a rating...

Actively comes with new ideas and is able to propose alternative solutions.

Rating ⓘ

⊘ ★★★★★ Select a rating...

For each competency, rate individual behaviors, rating is similar to PMGM.

For each competency, you can add a comment and describe personal experience.

360° review

Section Comments:

* Managers Comments

I can say that cooperation with Tomáš is...

SUMMARY

Overall Form Rating: ①
2.83/5.0

Name	Rating	Weights
Competency Feedback	2.83	
Flexibility / Innovation	3.0	
Responsibility / Integrity	3.0	
Acceptability	3.0	
Developing the self, team & organization	4.0	
Leading the self, team & organization	2.0	
Managing the self, team & organization	2.0	

Save and Close Submit Finished Form

Write a concluding summary that summarizes how you see cooperation with the given colleague (fields marked as * are mandatory).

Here you can see a summary of your ratings.

Upon completion, send the filled-out form. In the following step you can confirm the submission of the form.

Reminding evaluators to complete 360° review

Performance

Reviews Team Overview

My Forms

All Forms

In Progress

Inbox

En Route

Completed

Form Status

Items per page 10 Page 1 of 1 Showing 1–2 of 2 All My Direct Reports

Create New Form

Display Options

Form Title Employee Step Currently With Step Due Date Form Start Date Form End Date








Form Title	Employee	Step
FX 360 Review for Jana Včerejší	Jana Včerejší	Provide Feedback
FX 360 Review for Anna jsem Fialová	Anna jsem Fialová	Provide Feedback

If one of the evaluators has not completed the 360° review, you can remind them. The form can be found in the **En Route** folder.

Reminding evaluators to complete 360° review

EVALUATION SUMMARY

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<input type="checkbox"/>	Username	Category	Status	Rating	Actions
<input type="checkbox"/>	 Anonymous	Manager	Completed	2.92/5.0	
<input type="checkbox"/>	 Anonymous	Peer	Pending		
<input type="checkbox"/>	 Anonymous	Peer	Pending		
<input type="checkbox"/>	 Anonymous	Other Stakeholder	Pending		

After opening the form, you get a list of evaluators. Use this icon to send reminders to those who have not completed the review.



360° REVIEW RESULTS

Where can I find the completed form?

The completed form with feedback from all evaluators can be found in the **Completed** folder.

Performance

Reviews Team Overview

My Forms

All Forms
In Progress
Completed
Create New Folder
Un-Filed
Form Status

Items per page 10 Page 1 of 1 Showing 1–2 of 2 All My Direct Reports

Create New Folder Move to Folder: Select Folder Move Gap Analysis

Display Options

Form Title Employee Form Start Date Form End Date Form Due Date Completed On

<input type="checkbox"/>	Form Title	Employee
<input type="checkbox"/>	FX 360 Review for Anna jsem Fialová	Anna jsem Fialová
<input type="checkbox"/>	FX 360 Review for Tomáš Marrý	Tomáš Marrý

Click on the form to see details.



Results of 360° review



FX 360 Review for Tomáš Marný
Tomáš Marný

ROUTE MAP

EMPLOYEE INFORMATION

REVIEW DATES

EVALUATION SUMMARY

1

Sent out for evaluation

2

Provided Feedback

3

Completed

Now you can proceed to the overall overview of the review by all evaluators.

EMPLOYEE INFORMATION

Last Name: Marný
DEPARTMENT: Finance&Accounting (10002876)
JOB CODE: Recruitment Manager (21000212)





First Name: Tomáš
HIREDATE: 11/01/2019
Superior: Prokop Dveře

Summary of evaluators

EVALUATION SUMMARY

Overall Form Rating: ③
3.21/5.0

To see a detailed report, click here. [Open Detailed 360 Report](#)

Username	Category	Status	Rating	Actions
 Anonymous	Other Stakeholder	Completed	3.33/5.0	
 Anonymous	Direct Report	Completed	3.22/5.0	
 Anonymous	Direct Report	Completed	3.44/5.0	
 Anonymous	Manager	Completed	2.83/5.0	

Rating is anonymous, you can only see the evaluator's category, whether they completed the review, and the average rating.

Last Name: Marný
DEPARTMENT: Finance&Accounting (10002876)
JOBCODE: Recruitment Manager (21000212)

First Name: Tomáš
HIREDATE: 11/01/2019
Superior: Prokop Dveře

Results of 360° review

Home Prokop Dveře



Detailed 360 Report of FX 360 Review
Tomáš Marný



- Graphical Summary
- Gap Analysis
- Hidden Strength and Blind Spot
- Rank

You can switch between sections and analyze/compare feedback from evaluators

You can download a PDF version of the 360° review report or print it.
You can ask your HRBP to help you interpret the results.



Detailed report – Graphical summary



Detailed 360 Report of FX 360 Review
Tomáš Marný

Graphical Summary | Gap Analysis | Hidden Strength and Blind Spot | Rank

Settings

Descriptions



Comments



Rating Sources



Rating Scores

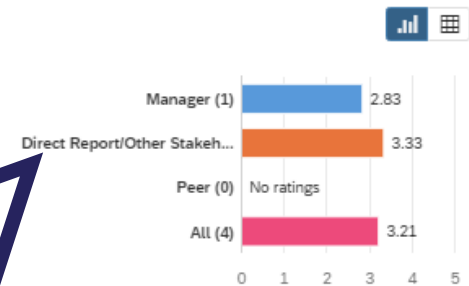


Bars to Display

Expected Rating X 4 More

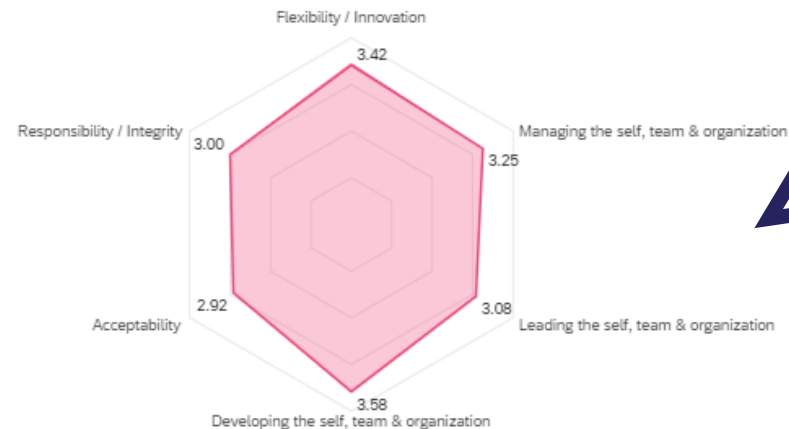
Overview

Overall Rating



Competency Feedback

1 of 1



Here you can see who rated the highest. In our example, it is the Direct Report and Other Stakeholder with an average of 3.33.

Here you can see which competency is the strongest. In our example it is Developing the self, team and organization.



Detailed report – Graphical summary

All Comments

Anonymous
I appreciate his work. Specific comments are below each competency.

Anonymous
I evaluate a cooperation with Tomáš as...

Anonymous
Tomáš is a good boss. The only thing I would recommend him is....

Anonymous
I can say that cooperation with Tomáš is...

[Close](#)

Here you can see all comments for overall evaluation.

Flexibility / Innovation

She/he has the ability to adapt to changes in the environment on a personal and workload basis,...

Evaluator Category	Count	Rating
Manager	1	3.00
Direct Report/Other Stakeholders	4	3.56
Peer	0	No ratings
All	4	3.42

Comments

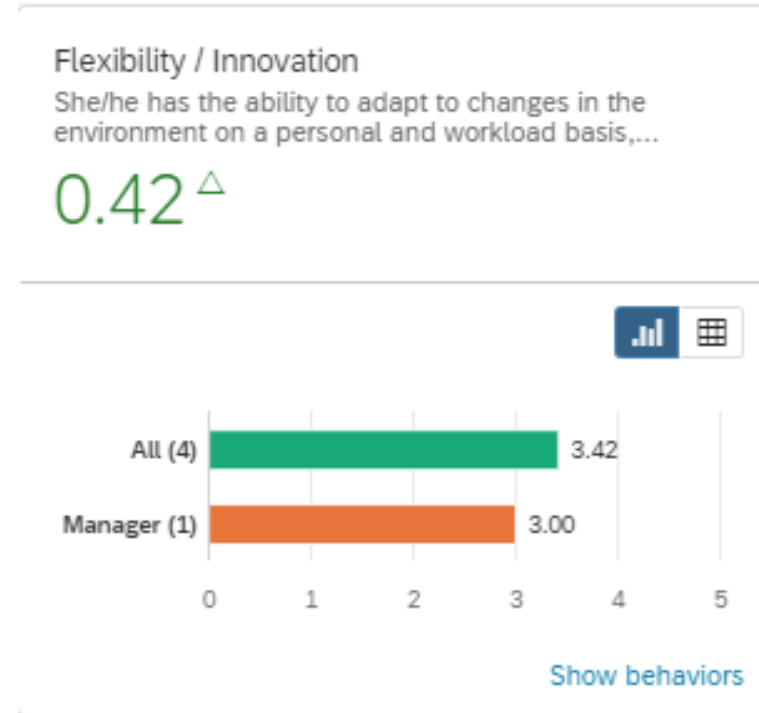
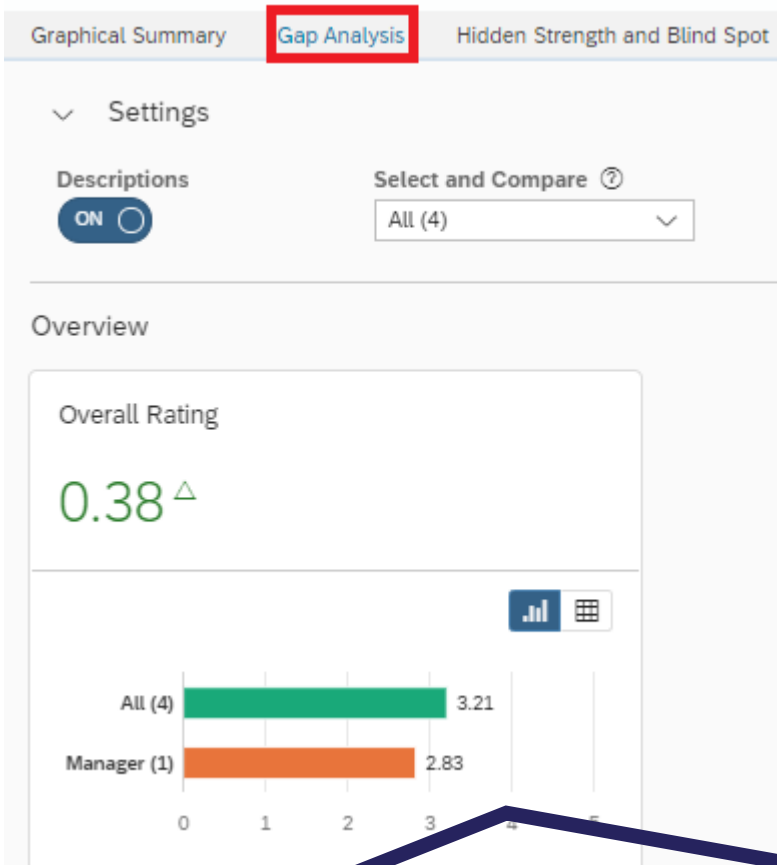
Anonymous: He is flexible, I saw that when...

Anonymous: Tomáš shows his flexibility in...

[View all comments](#) [Show behaviors](#)

Breakdown of individual competencies according to evaluator categories and comments.

Detailed report – Gap analysis



You can see a comparison of ratings for individual competencies.

The gap analysis compares the superior's rating against overall average rating. It can tell you whether you might overrate or underrate your subordinate in some areas.



Detailed report – Hidden strength and blind spot

Graphical Summary

Gap Analysis

Hidden Strength and Blind Spot

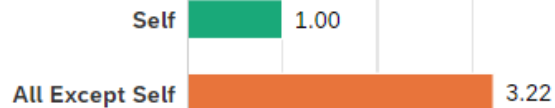
Rank

Hidden Strength ?

Flexibility / Innovation

She/he has the ability to adapt to changes in the environment on a personal and workload basis,...

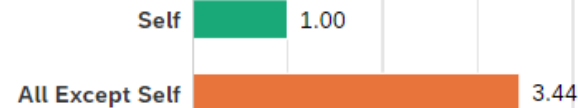
2.22 [△]



Responsibility / Integrity

Demonstrating responsible, reliable and trustworthy behaviour in all aspects of work, accepting personal...

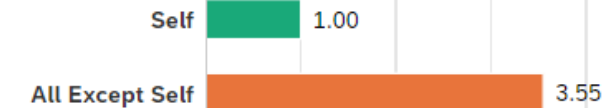
2.44 [△]



Customer approach

She/he has the ability to display positive attitudes and behaviors, which demonstrate an awareness and...

2.55 [△]



If the person who is being rated also rates themselves (which can be an interesting comparison). Here you can see whether they overrate themselves or have a hidden strength, which they do not know about (but others do).



Detailed report – Rank

Graphical Summary Gap Analysis Hidden Strength and Blind Spot **Rank**

Settings

Rank by: All (4) ▾

Bars to Display: 5 Items ▾

Rank

- Competencies
- Behaviors

Sort Order

- Highest to lowest
- Lowest to highest

On the last tab, called Rank, you can sort final ratings.

T&D team