

# **PMGM – 360° review manual for evaluators**



# What is 360° review

You may be asked to provide feedback for one of your colleagues, superiors, or even yourself. As a result, we would like to tell you about the purpose, benefit, and the way to provide feedback via myFox.

**360-degree feedback allows each individual to understand how his effectiveness as an employee, coworker, or staff member is viewed by others. The most effective 360-degree feedback processes provide feedback that is based on behaviors that other employees can see.**

The purpose of the 360-degree feedback is to assist each individual to understand their strengths and weaknesses and to contribute insights into aspects of their work that need professional development.



# Benefits of 360-Degree Feedback

Improved feedback through more sources.

Team development

Personal and organizational performance development.

Responsibility for career development.

Reduced discrimination risk.

Improved customer service.

Training needs assessment.



# PROVIDING FEEDBACK

# 360° review

The screenshot shows a web application interface for performance reviews. At the top, there is a navigation bar with a home icon, the word 'Performance', and a dropdown arrow. Below this, there are two tabs: 'Reviews' (which is active) and 'Team Overview'. The main content area is titled 'My Forms'. On the left side, there is a sidebar with a list of form statuses: '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 the following controls: 'Items per page' set to 10, 'Page 1 of 1', 'Showing 1-5 of 5', and radio buttons for 'All' (selected) and 'My Direct Reports'. There are two buttons: 'Create New Form' and 'Send to Next Step'. Below these are search and display options. A list of checkboxes is shown for various columns: Form Title, Employee, Step, Date Assigned, Step Due Date, Form Start Date, Form End Date, and Form Due Date. The table below has three columns: 'Form Title', 'Employee', and 'Step'. The last row of the table is 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 review form can be found in the **Inbox** folder.

# 360° review

Evaluation View Summary View



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

Completed

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

Date by which you need to provide feedback.

## EMPLOYEE INFORMATION

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

First Name: Tomáš  
Hire Date: 11/01/2019  
Superior: Prokop Dveře

## REVIEW DATES

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

# 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...

For each competency, rate individual behaviors.

### 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, you can add a comment and describe personal experience.

# 360° review

Section Comments:

\* Managers Comments

I can say that cooperation with Tomáš is...

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

## 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	

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.

Save and Close Submit Finished Form

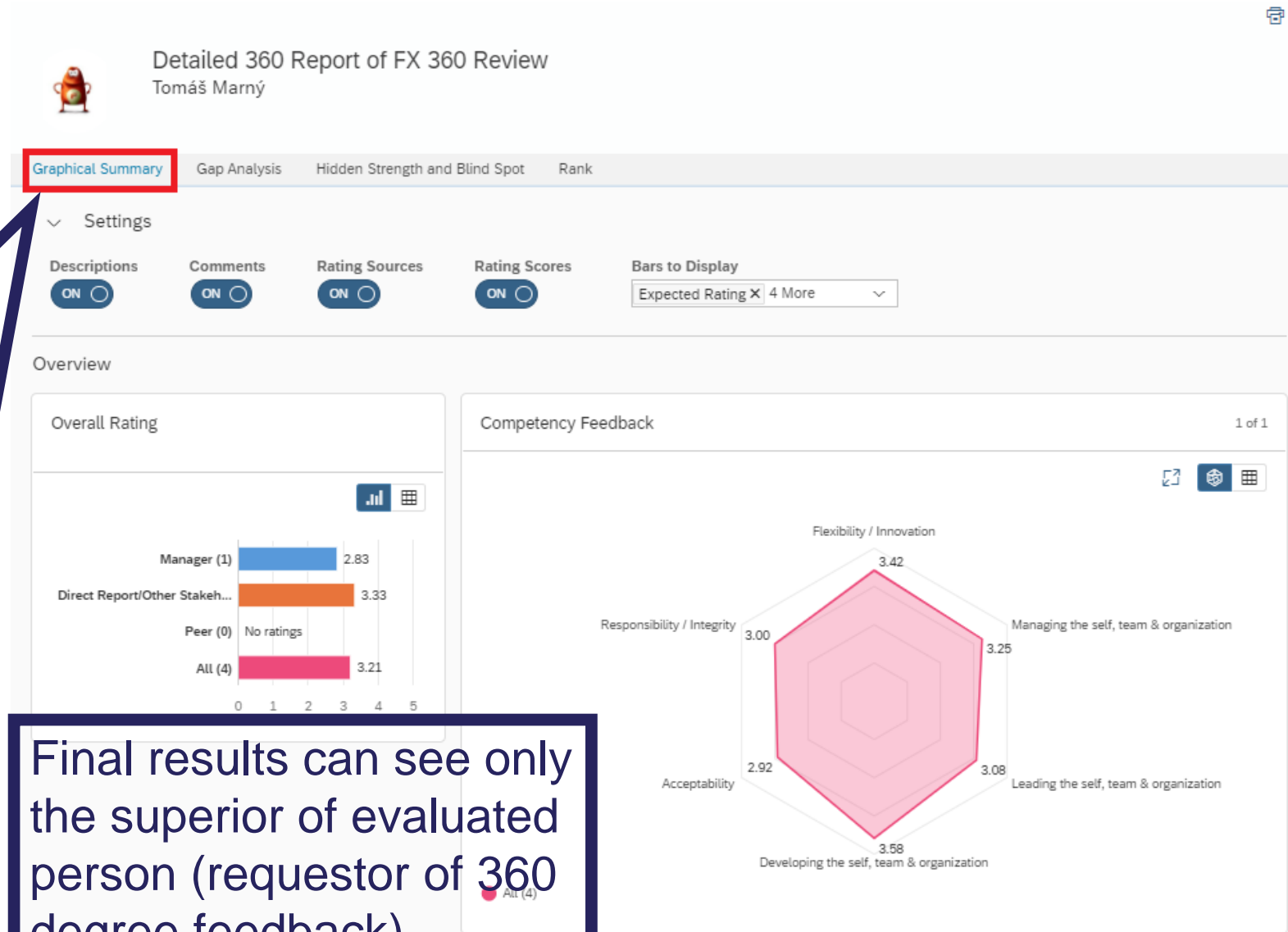




# 360° REVIEW RESULTS

# Detailed report – Graphical summary

In the results, the feedback requestor sees a summary of ratings including comments. Ratings and comments can be filtered by evaluator categories. Names of evaluators are never stated in the results, it is anonymous.



Final results can see only the superior of evaluated person (requestor of 360 degree feedback)



# Summary

Output from 360-degree feedback should be presented to the employee by a person trained to provide feedback, his or her manager or a member from Development and business support team. **One of the presumptions for effective output are frank and true answers ideally completed by own comments from practise.**

A discussion of the results allows the employee and his or her manager to identify areas where the self-appraisal responses are in alignment with the perceptions of their peers, subordinates, and managers and where they are not.

An examination of this provides the opportunity to take on areas in the employee's work behavior, skills, and performance that may need modification to bring about a desired result and can be a real motivator for change.

# T&D team