

Quick Reference Guide

360 Feedback for Staff – Last updated 1/31/19

360°feedback surveys can be created and distributed at any time within the performance plan year.

Hyperlinks:

[Intro to Accessing SuccessFactors](#)

[Intro to Initiating 360 Feedback](#)

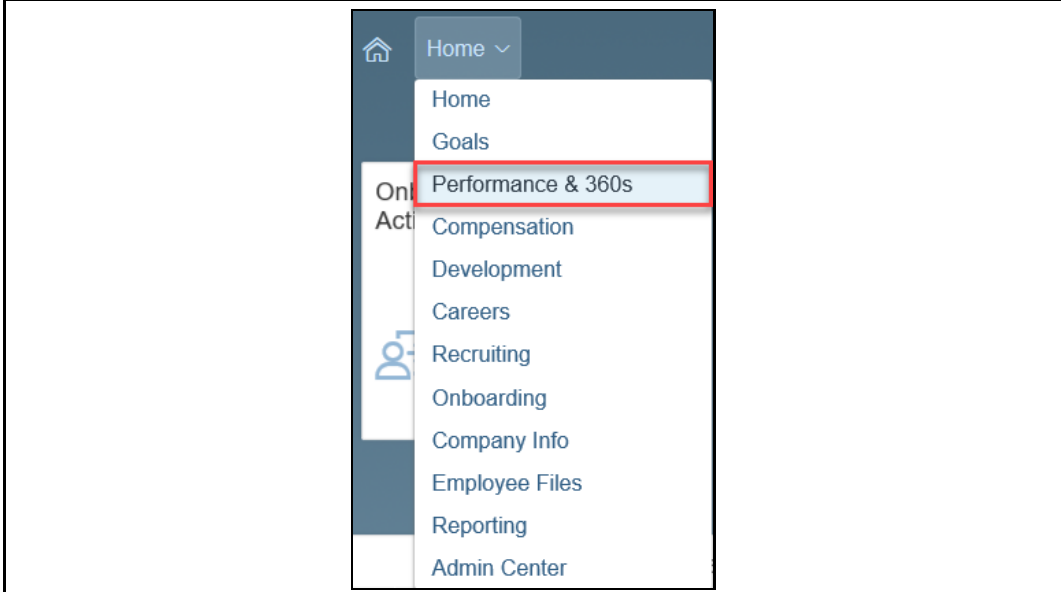
[Intro to Completing a 360 for a Colleague](#)

Access SuccessFactors

Visit **OneCampus** (<https://one.purdue.edu/>) and select **SuccessFactors**. Log in using your Purdue User ID and Boiler Key passphrase.

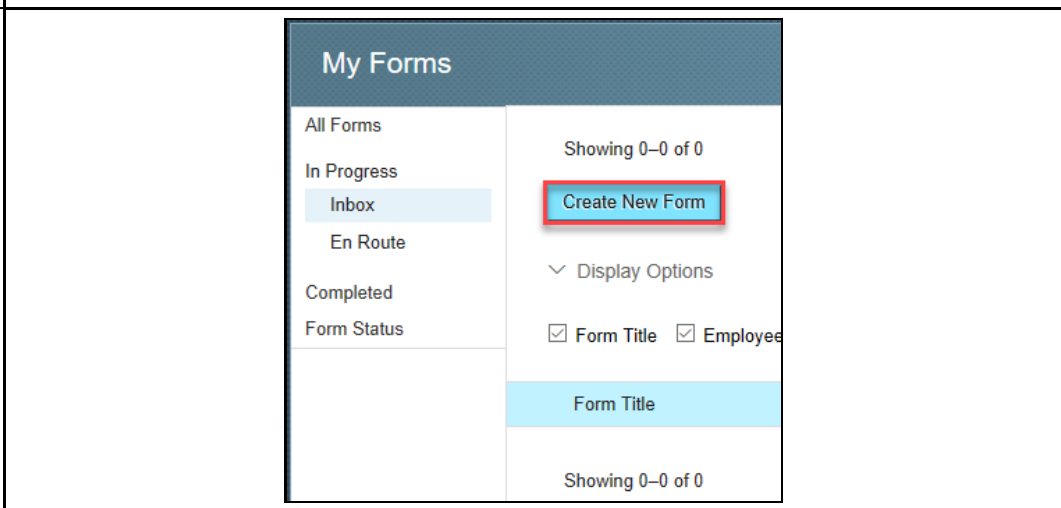
Create a 360 Feedback Form

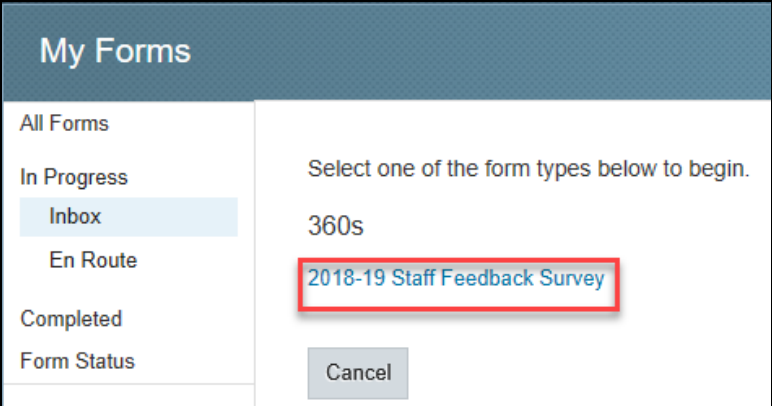
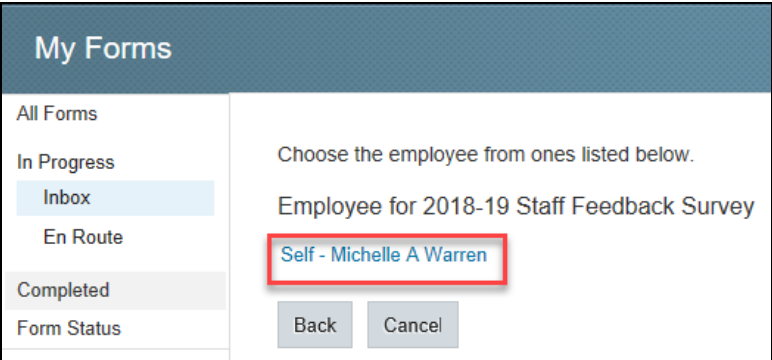
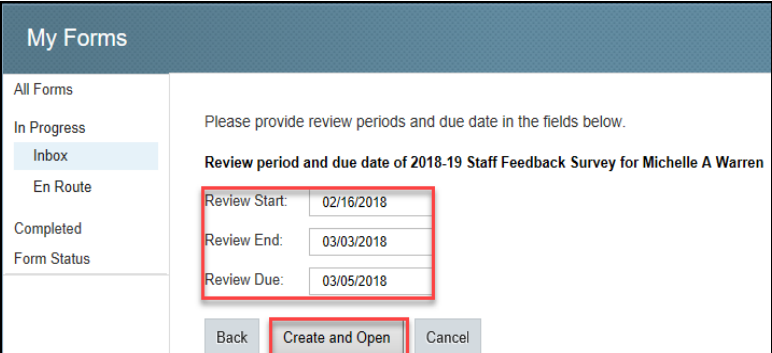
Click on **Home Menu** at top of screen and select **Performance & 360**.



The **Performance & 360** dashboard displays.

Click **Create New Form**.



<p>Click the Staff Feedback Survey.</p> <p>(Note: If you are not a manager, this is the only 360 option available.)</p>	 <p>The screenshot shows the 'My Forms' interface. On the left, there is a sidebar with categories: All Forms, In Progress, Completed, and Form Status. Under 'In Progress', 'Inbox' is selected. The main area displays '360s' and a list of survey options, with '2018-19 Staff Feedback Survey' highlighted in a red box. A 'Cancel' button is at the bottom right.</p>
<p>Select Self – Your Name.</p>	 <p>The screenshot shows the 'My Forms' interface. The sidebar is the same. The main area displays 'Choose the employee from ones listed below.' and 'Employee for 2018-19 Staff Feedback Survey'. The option 'Self - Michelle A Warren' is highlighted in a red box. 'Back' and 'Cancel' buttons are at the bottom.</p>
<p>Review default survey dates and make changes as needed. The default survey dates will be visible to participants of the survey.</p> <p>Click Create and Open.</p>	 <p>The screenshot shows the 'My Forms' interface. The sidebar is the same. The main area displays 'Please provide review periods and due date in the fields below.' and 'Review period and due date of 2018-19 Staff Feedback Survey for Michelle A Warren'. Three date fields are shown: 'Review Start: 02/16/2018', 'Review End: 03/03/2018', and 'Review Due: 03/05/2018'. These fields are highlighted in a red box. 'Back', 'Create and Open', and 'Cancel' buttons are at the bottom.</p>

Add Participants and Competencies (Employee Nominates Raters)

The 360 process begins with the employee selecting raters to complete the survey.

Scroll down to the **Rater List** section and click **Modify Participants**.



Select raters by typing name in "Find User" field. Records will populate. Select appropriate individual and click **Add to List**.

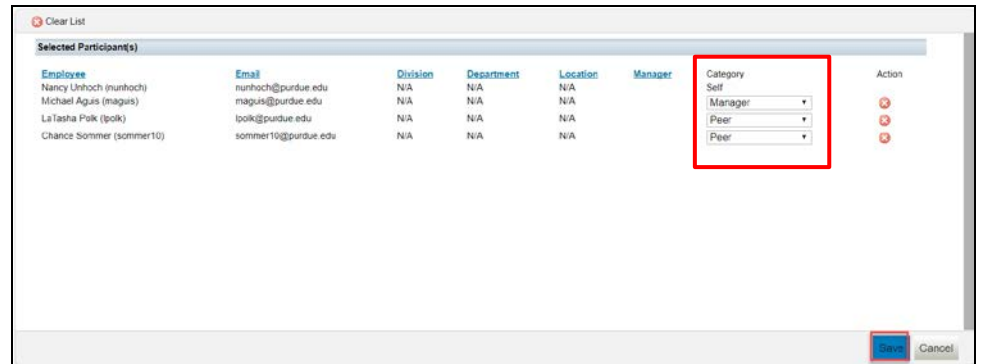
External participants can be invited by entering email address and name.



Assign rater categories.

Click **Save**.

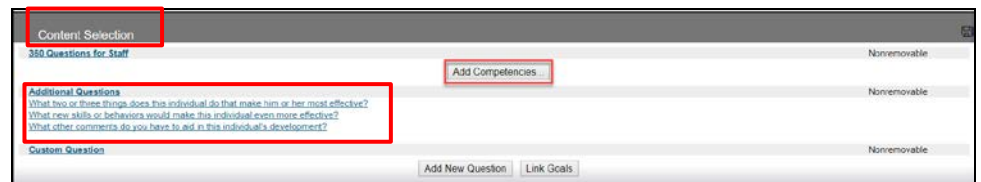
(Note: If there are less than three responses per rater category, survey results for that category will be rolled up into another respondent category in the final survey report)



One raters have been selected, scroll down to the **Content Selection**.

Three standard open-ended questions will appear on all surveys.

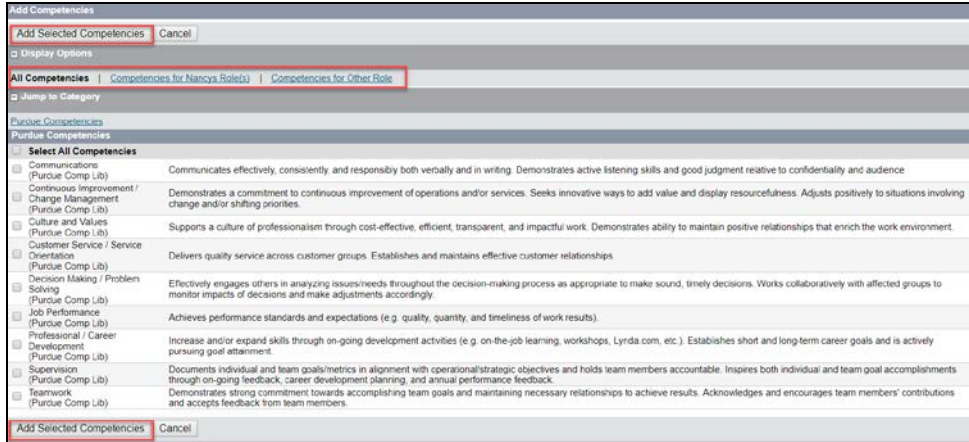
Click **Add Competencies**.



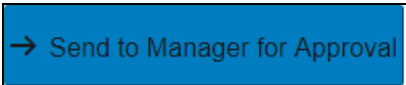
Select **All Competencies**.

Select the desired competencies.

Click **Add Selected Competencies**.

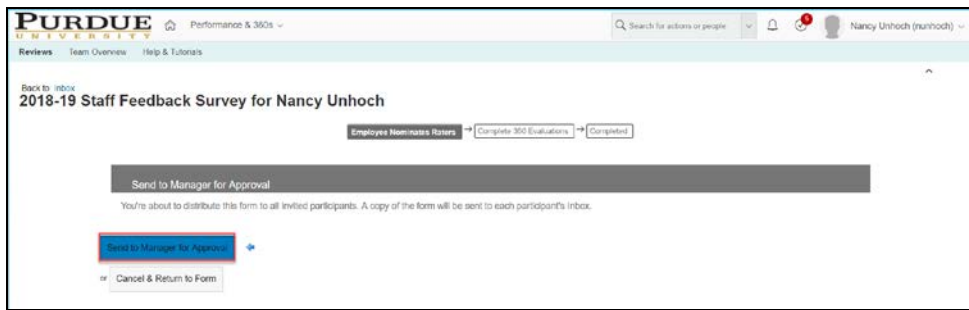


Click **Send to Manager for Approval**.



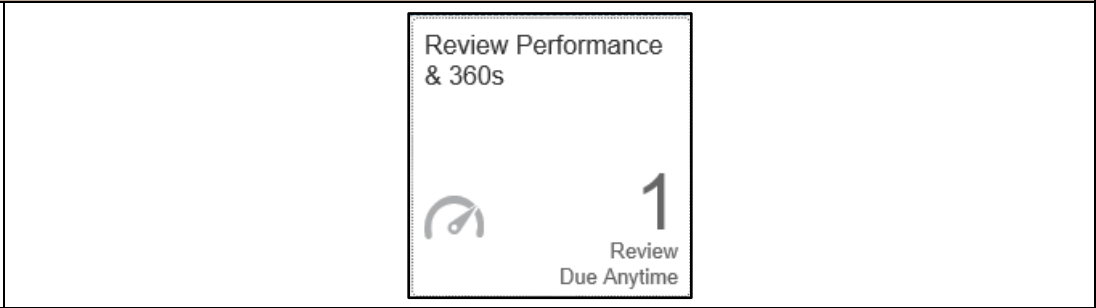
Confirm by clicking **Send to Manager for Approval** again.

Rater list and competencies must be approved by the manager. The survey will not be distributed without the manager's approval.

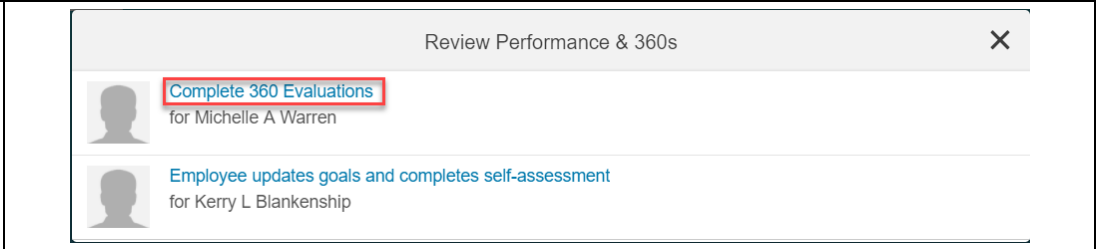


Complete 360 Review Feedback Survey

Click the **Performance & 360** tile.



Click **Complete 360 Evaluation**.

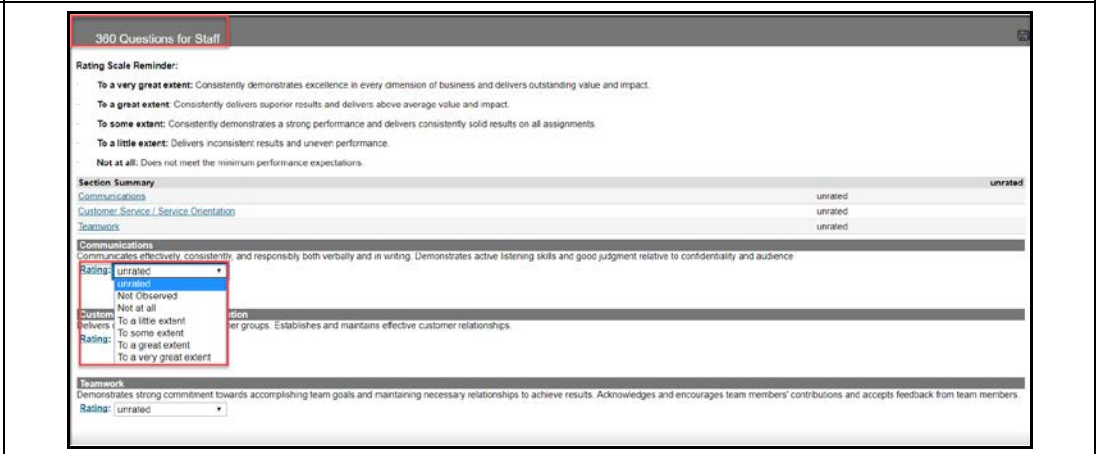


If you do not want to provide feedback, click **Decline to Participate**.

If you want to provide feedback, scroll down to the **360 Questions for Staff** section.



Select a **Rating** from the drop-down menu for each question.



Scroll down to the **Additional Questions** section.

Enter free form comments for each question.



After feedback has been provided on questions, click **Submit Finished Form**.



To confirm you want to **Submit Finished Form**, click again.

The screenshot shows the Purdue University Performance & 360s interface. At the top, there is a search bar and a user profile for Nancy Urhoch. The main heading is '2018-19 Staff Feedback Survey for Michelle A Warren'. Below this, a progress bar indicates the current step: 'Complete 360 Evaluations' (highlighted in blue), with previous steps 'Employee Nominates Raters', 'Manager Approves Raters', and 'Completed'. A dark grey box contains the text 'Submit Finished Form'. Below this box, a message states: 'You are about to submit the finished form to the Completed folder. Once you submit the form, all the content becomes read-only and can no longer be changed.' At the bottom, there are two buttons: 'Submit Finished Form' (highlighted in blue) and 'Cancel & Return to Form'.