

**Quick Reference Guide**

**360 Feedback for Supervisors – Last updated 1/31/19**

360 feedback can be created for a direct report and distributed at any time within the performance plan year. This guide contains steps to perform related tasks in the role of manager.

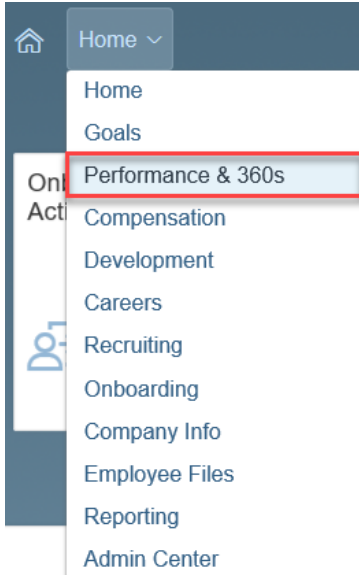
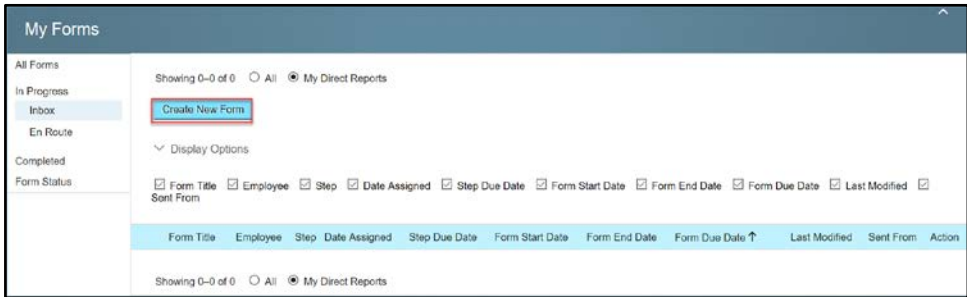
Hyperlinks:

[Intro to Accessing SuccessFactors](#)

[Intro to Initiating 360 Feedback](#)

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

[Intro to Interpreting 360 Results](#)

Access SuccessFactors	
Visit <b>OneCampus</b> ( <a href="https://one.purdue.edu/">https://one.purdue.edu/</a> ) and select <b>SuccessFactors</b> . Log in using your Purdue User ID and Boiler Key passphrase.	
Create a 360 Feedback Form	
<p>Click on <b>Home Menu</b> at top of screen and select <b>Performance &amp; 360</b>.</p>	
<p>The <b>Performance &amp; 360</b> dashboard displays.</p> <p>Click <b>Create New Form</b>.</p>	

Click to create the appropriate survey form.

If you are seeking performance feedback for an employee, **select Staff Feedback Survey**.

If you are seeking performance feedback for a manager, click **Manager Feedback Survey**.

In this example, we will select the **Manager Feedback Survey**.

The screenshot shows the 'My Forms' interface. On the left, there is a sidebar with 'Form Status' categories: All Forms, In Progress, En Route, Completed, and Form Status. The 'In Progress' section is active, showing '360s' and two survey options: '2018-19 Manager Feedback Survey' (highlighted with a red box) and '2018-19 Staff Feedback Survey'. A 'Cancel' button is at the bottom.

Click the desired subject (direct report).

The screenshot shows the 'My Forms' interface for subject selection. The 'In Progress' section is active, showing 'Subject for 2018-19 Manager Feedback Survey'. Below, a list of subjects is shown: 'Self - Cindy M Davis', 'Kerry L Blankenship', 'Cathleen R Cline', 'Aditya V Das', 'Megan E McDole', 'Rodney B McPhail', and 'Michelle A Warren'. The subject 'Michelle A Warren' is highlighted with a red box. 'Back' and 'Cancel' buttons are at the bottom.

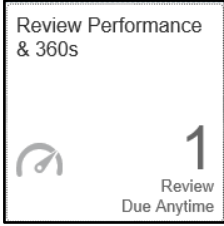
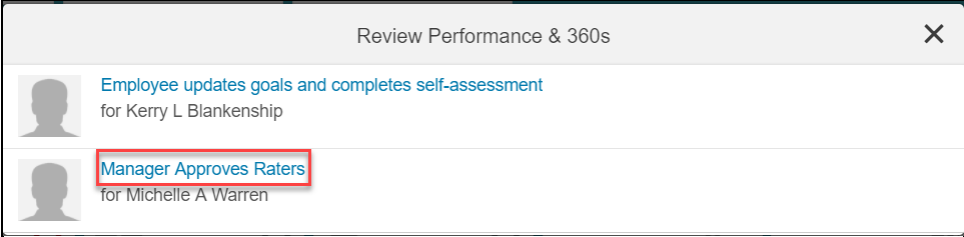
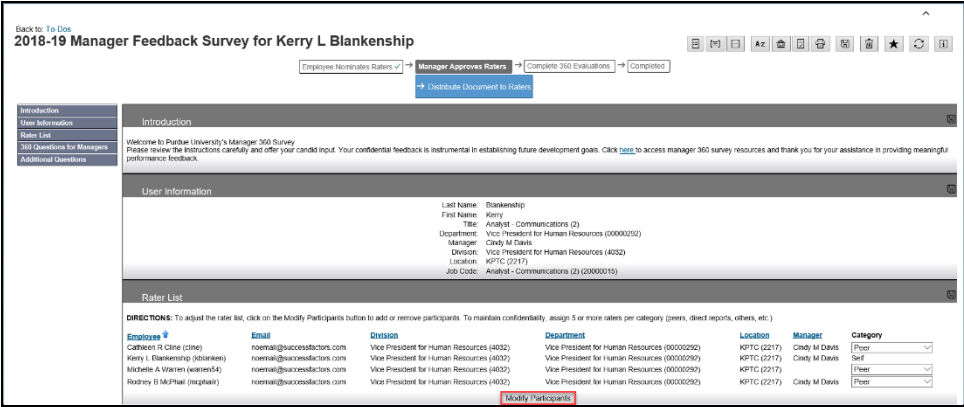
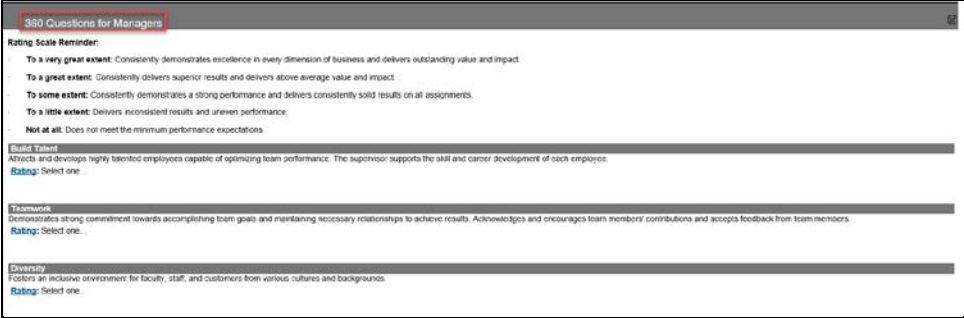
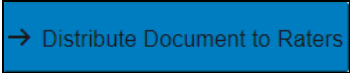
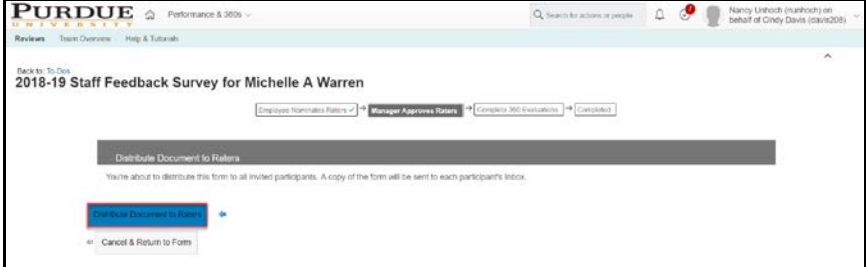
Review default survey dates and make changes as needed. The default survey dates will be visible to participants of the survey.

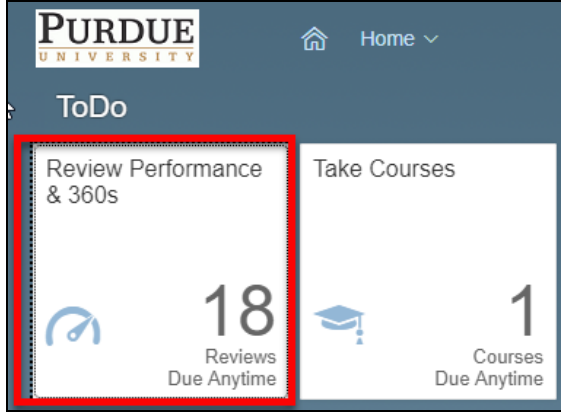
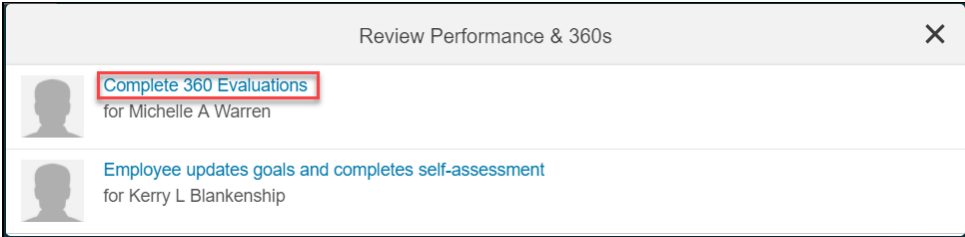
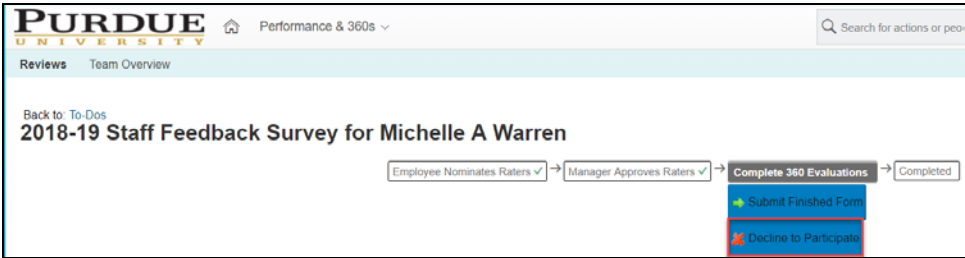
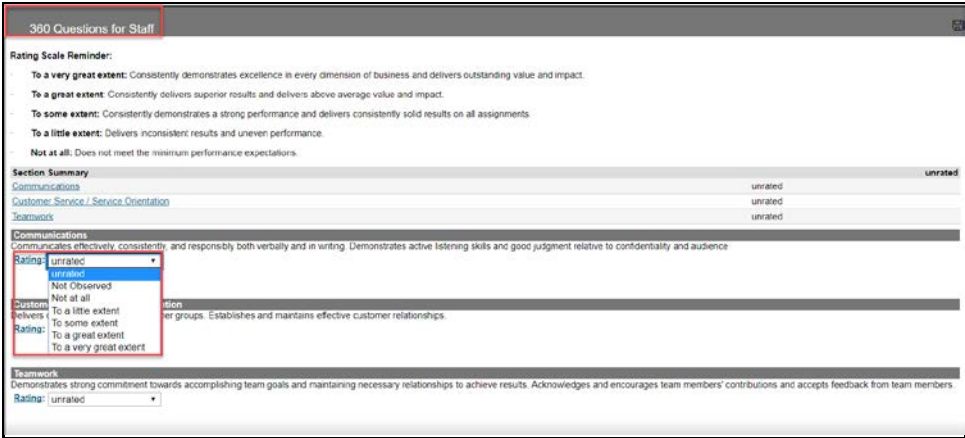

Click **Create and Send**.


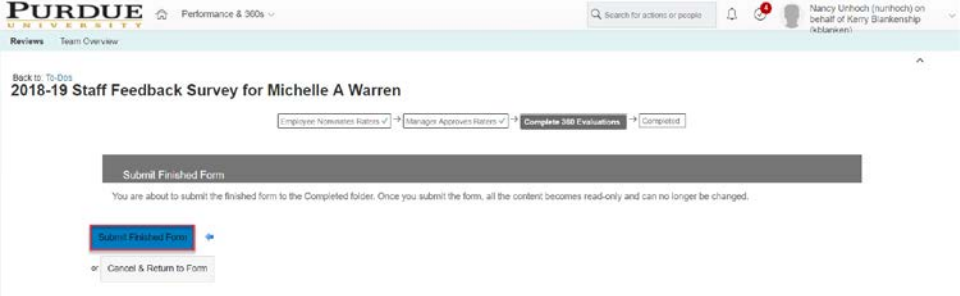
This will forward the survey form to the subject (direct report).

Your direct report completes the first step (Employee Nominates Raters) and then returns the form to you for review, approval and distribution.

The screenshot shows the 'My Forms' interface for configuring review dates. The 'In Progress' section is active, showing 'Review period and due date of 2018-19 Manager Feedback Survey for Michelle A Warren'. Below, three date fields are shown: 'Review Start: 02/14/2018', 'Review End: 03/16/2018', and 'Review Due: 03/16/2018'. The 'Review Start' field is highlighted with a red box. 'Back', 'Create and Send to Michelle A Warren', and 'Cancel' buttons are at the bottom.

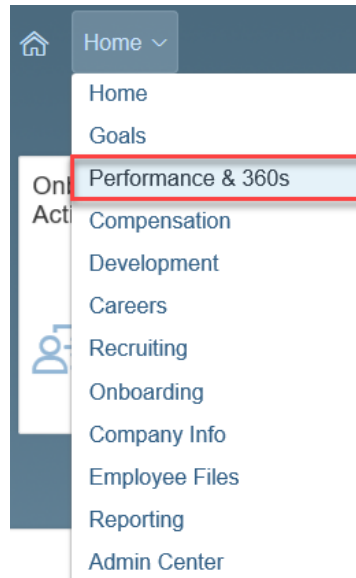
Distribute Document to Raters	
<p>Click the <b>Performance &amp; 360</b> tile.</p>	
<p>Click <b>Manager Approves Raters</b>.</p>	
<p>Review the raters chosen by the employee and modify if necessary.</p> <p>(Note: If there are less than three responses per rater category, survey results for that category will be rolled up into another respondent category in the final survey report)</p>	
<p>Scroll down to <b>360 Questions for Managers</b> to view the core competencies for managers.</p> <p>(Staff Feedback Survey allows for individual competency selection)</p>	
<p>Click <b>Distribute Document to Raters</b>.</p>	
<p>Confirm by clicking <b>Distribute Document to Raters</b> again.</p>	

Complete 360 Feedback Survey	
<p>From the <b>Home</b> page, <b>To Do</b> section, click the <b>Performance &amp; 360s</b> tile</p>	
<p>Click <b>Complete 360 Evaluation</b> to start the feedback survey.</p>	
<p>If you do not want to provide feedback, click <b>Decline to Participate</b>.</p> <p>If you want to provide feedback, scroll down to the <b>360 Questions for Staff</b> section.</p>	
<p>Select the <b>Rating</b> that best describes the extent to which the subject demonstrates each skill.</p>	
<p>Scroll down to the <b>Additional Questions</b> section.</p> <p>Enter free form comments for each question.</p>	

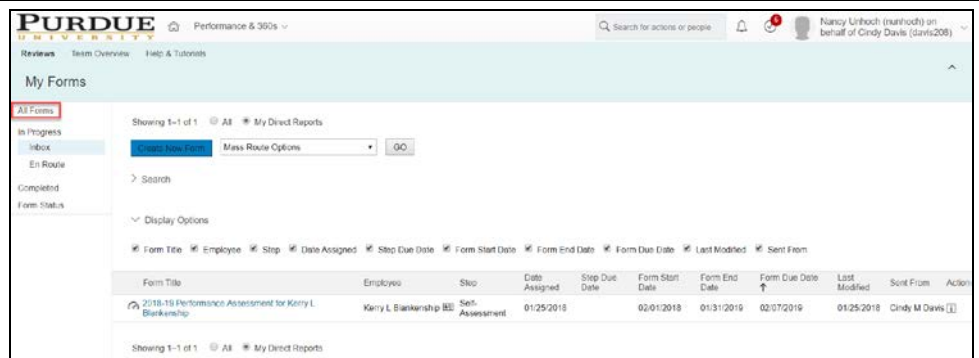
<p>After feedback has been provided, click <b>Submit Finished Form</b>.</p>	
<p>Confirm by clicking <b>Submit Finished Form</b> again.</p>	

Interpret 360 Results

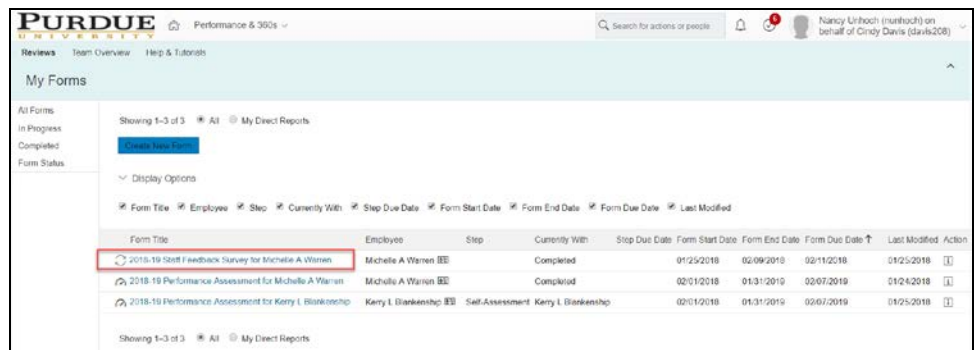
Click on **Home Menu** at top of screen and select **Performance & 360**.



If the desired employee's **360 Feedback Survey** is not displayed, click **All Forms** to refresh the **Performance & 360s** dashboard.



Click the desired employee's **Staff Feedback Survey**.



Click **Detailed 360 Report** to view the consolidate feedback summary.

The screenshot shows the '2018-19 Staff Feedback Survey for Michelle A Warren' page. At the top, there are navigation tabs: 'Reviews', 'Team Overview', and 'Help & Tutorials'. Below the title, there is a breadcrumb trail: 'Employee Nominates Raters' → 'Manager Approves Raters' → 'Complete 360 Evaluations' → 'Completed'. The 'User Information' section lists: Last Name: Warren, First Name: Michelle, Title: Analyst - Communications, Department: Vice President for Human Resources (0000090), Manager: Cindy M Davis, Division: Vice President for Human Resources (4032), and Location: RPTC - KURZ PURDUE TECHNOLOGY CENTER (2217). The 'Evaluation Summary' section contains a table with columns: Overall Rating, Username, Category, Status, and Rating. A red box highlights the 'Detailed 360 Report' link in the top right corner of the table.

Overall Rating	Username	Category	Status	Rating
unrated	Anonymous	Manager	Completed	unrated
unrated	Anonymous	Peer	Completed	unrated
unrated	Anonymous	Self	Completed	unrated
unrated	Anonymous	Peer	Completed	unrated
unrated	Anonymous	Peer	Completed	unrated
unrated	Anonymous	Peer	Completed	unrated
unrated	Anonymous	Peer	Completed	unrated

Scroll down to view feedback on **360 Questions for Staff** and **Additional Questions**.

(Note: This report should not be shared directly with the employee/subject, but rather the manager should summarize and present the results as opportunities for development.)

The screenshot shows the '2018-19 Staff Feedback Survey for Michelle A Warren' 360 Summary Report page. At the top, there are navigation tabs: 'Employee Nominates Raters' → 'Manager Approves Raters' → 'Complete 360 Evaluations' → 'Completed'. Below the title, there is a breadcrumb trail: 'Employee Nominates Raters' → 'Manager Approves Raters' → 'Complete 360 Evaluations' → 'Completed'. The 'Graphical Summary View' section includes options: 'show descriptions', 'show comments', 'show rating labels', 'show ranges', 'show rating values', 'show scales', and 'back'. The 'Legend' section lists: Direct Report (0), Manager (1), Purdue Colleague (0), External Participant (0), All Others (0), Self (0), Peer (5), and All (6). A red box highlights the 'Print PDF Print' link in the top right corner of the page.