















## Edit 360-Rater Group

**GROUP NAME**

**ANONYMOUS FEEDBACK**

Check to make all feedback anonymous

This option cannot be changed after 360-Rater feedback has been submitted.

**MANAGER INSTRUCTIONS**

Text entered here will be added to the email instructions received by each 360-Rater (optional).

**Elements to include in 360-Rater reviews**

- Core Competencies
  - Communication
  - Job Knowledge
  - Sense of Humor
  - Adaptability





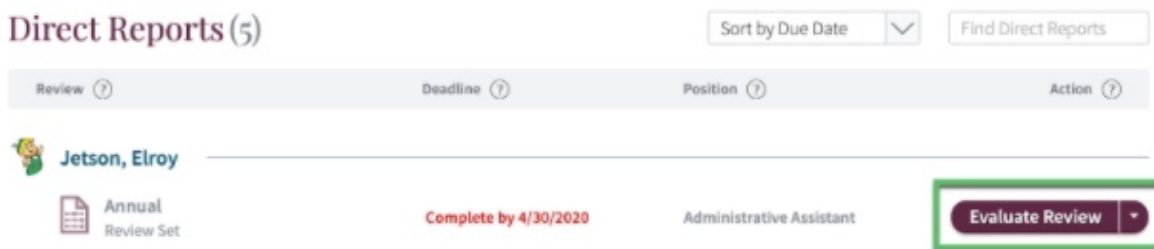







## Step 1:    t e t e    p    e e                    e t   S e    p p

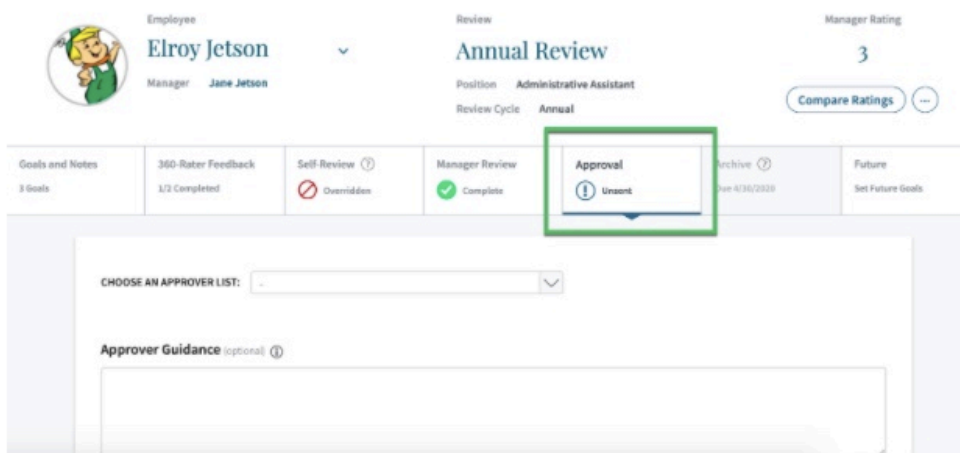
Click on the “Evaluate” button to the right of your employee’s name to open their review.



Direct Reports (5)    Sort by Due Date    Find Direct Reports

Review ?	Deadline ?	Position ?	Action ?
 <b>Jetson, Elroy</b> Annual Review Set	Complete by 4/30/2020	Administrative Assistant	<b>Evaluate Review</b> ▾

## Step 2:    t e    p p            t    t e e e    .



Employee: **Elroy Jetson**    Manager: **Jane Jetson**    Review: **Annual Review**    Manager Rating: **3**    Compare Ratings

Position: **Administrative Assistant**    Review Cycle: **Annual**

Goals and Notes 3 Goals	360-Rater Feedback 1/2 Completed	Self-Review ? Overridden	Manager Review Complete	<b>Approval</b> Unsent	Archive ? Apr 30/2020	Future Set Future Goals
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CHOOSE AN APPROVER LIST: ▾

Approver Guidance (optional) ⓘ

### Step 3:

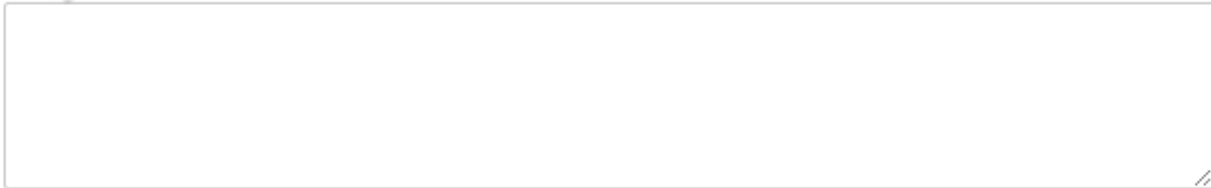
#### View Who the Review Will be Routed

This step can vary based on how your Administrators have created your Company's Review process.

### Step 4: Leave Any Notes for Approvers

ALL Approvers will receive the message saved in this box as an email notification.

#### Approver Guidance (optional) ⓘ



### HELPFUL INFORMATION

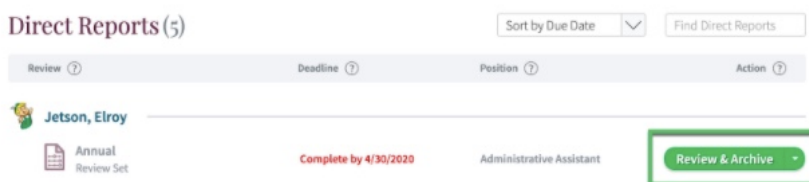
All approvers will see all submitted information including employee, manager, and 360-Rater feedback. Approvers can approve/disapprove reviews, as well as leave comments. Utilize Cancel Approval option if you chose the wrong route for approval or need to make further changes to the review.

# Archive a Review

Note: These steps are only necessary if the Auto-Archive feature is not utilized in your account.

## Step 1: Locate the Employee You Are Ready to Archive

Click on the “Review and Archive” button to the right of your employee’s name. You can only archive a Review if all required steps are complete.



## Step 2: Click Archive Review to finalize Archival

Based on your account settings, your Reviews may archive automatically allowing you to skip this step. You can also click the tabs in the Review hub to look over the review information, as well as download a PDF copy of the review.

