

360 Online Process at a Glance

Following these simple steps will ensure that you benefit from using the web survey process and get the input needed to identify strengths and areas for improvement. Ideally, the survey process should begin seven weeks in advance of the date the reports are required. The time needed varies depending on the size of the group.

Time-line	Step	Activity	Responsibility
Week 1	1	Decide on a 360 process and review with manager.	Project Coordinator
Week 2	2	<p>Project Planning: Plan details for 360-survey launch.</p> <ul style="list-style-type: none"> ✍ Identify appropriate assessment tool Determine the name list of participants/rates. ✍ What is your time-frame for data collection (should allow at least three weeks)? ✍ Review of distribution logistics (emails sent from PPI or Internal contact) ✍ How would you like to receive the results (electronic vs. hard copy)? ✍ Will you be requiring any additional services (i.e. coaching or group feedback sessions) ✍ Billing information? 	Project Coordinator
Week 3	3	<p>Order 360 from PPI: When the order form is submitted, participants are set-up in the system and will receive an email invitation to enter rater selections. **Please allow 2 business days for set-up</p>	Project Coordinator & PPI
Week 3 – 4	4	Once raters have been identified and entered, they should receive advance notice regarding the request for feedback.	Participant
Week 4 - 6	5	Survey Administration/Data collection: Raters receive email from PPI to access web and complete survey.	PPI & Raters
Week 4 - 6	6	Raters complete survey.	Raters
Week 5	7	Monitoring of response and use of communication strategies to increase response rates (reminder email and status updates are available through system)	PPI & Project Coordinator
Week 6	8	Data Processing and Analysis: Electronic reports are available immediately through the system. Hard copy reports are usually delivered within 3 to 5 business days after established cut-off date.	PPI
Week 6 - 7	9	Participant receives feedback report. Materials and guidance to help create a personal development plan.	Participant, 360 Coach or Project Coordinator

**** Please call our sales staff for more details or any questions.**

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