quick360
Document Version 3.01
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Contents:

A 360 degree appraisal report is created by asking a number of people to provide feedback, the feedback is based on a questionnaire. The questionnaire is designed to evaluate how well a person delivers the behavioural requirements of a role. It is called a 360 degree because the process typically involves asking; the **person**, their **manager**, their **peers** and people they manage (known as **direct reports**), the '360 degree all-round' perceptions are combined to produce a finished report.

Important Note:
Most of the screens have 'tips' when you run the mouse over them.

Introduction and Useful information:

The quick360 system has been designed primarily to provide an easy to understand, **fast** and **free** 360 degree appraisal. To achieve this, the system **does not** include the levels of sophistication found in reactive360. If you need higher levels of flexibility; to ***custom design questionnaires, brand the process, edit the layout of the report and more***, your quick360 account can easily be **up-graded** to the **full** reactive360 system.

The following '**terms**' are used in the system:

Appraisal: Describes the process that allows you to send questionnaires, have them analysed and then produce the **final report**.

Questionnaire: The combination of **scored questions** and free text **comments** that is most **appropriate** to the role of the person being appraised.

Report: The report is the finished document **Generated** by the system containing all the results.

Appraisee: The person who the finished report will be **on**.

Appraisor(s): The people providing feedback on the appraisee.
Each of the people involved in the process will receive **Questionnaires.** Typically the appraisal process should involve about **8 people** from different relationship groups (see below).

Relationship: Allows you to separate the relationships of the people involved to provide different perspectives.
The person who will receive the finished report = **Self**.
The manager(s) of the person being appraised = **Manager**.
People with a similar role to the person being appraised = **Peers**.
The people 'managed' by the person being appraised = **Direct reports**.
(Note: when you add peers and direct reports - try to have at least 2 people in each group - this helps protect anonymity and will help people be open with their contribution).

Feedback: The information provided by the people involved, **scored questions** and text **comments.**

Using the system – 'Screen Shots':

Step .1.

From your **Home page** in the system – click **Start a New Appraisal, Monitor existing appraisals or Up-grade your account.**

Start New

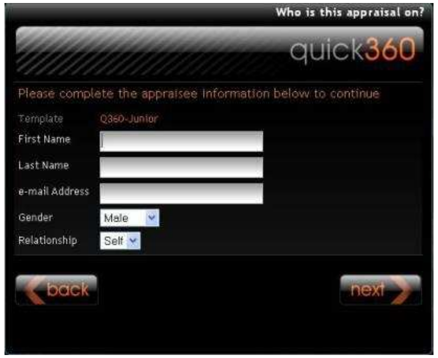
Monitor

Up-Grade

Step .2.

Select a **Questionnaire**:

From this screen you can also preview the questionnaire or a sample report.



Step .3.

Add the contact information for the person who the appraisal is on (the **appraisee**).

It is a key part of the process for the person to complete a **'self'** questionnaire – it allows the person to directly compare their scores on the finished report with those of others.

Step .4.
Once the appraisal is created – the next step is to add the other people contributing to the appraisal, click **add person**.

Step .5.
Then add the **contact information** for the people who are providing feedback (**appraisors**) on the **appraisee**. When you **save** this person – click **add person** again – continue until you have added all the people contributing.

Step .6.
Click **Send e-mails** to send each of the nominated people the link to access their **questionnaires**.

If any of the e-mail addresses fail – you will be notified by e-mail and the fix e-mail button will appear in the detail of that appraisal.

Step .7.

Log back in to your account to **monitor** the progress of the feedback on all your appraisals.
You will receive e-mail notifications when:

- All feedback is received.
- The feedback is overdue.
- An e-mail address used has failed.

Step .8.

Generate the finished report when you have received all (or sufficient) feedback, put the mouse over the % bar or where it says 100% Feedback Complete, Click **Generate**.
Allow the report to generate (usually about 20 seconds and then click **refresh**.

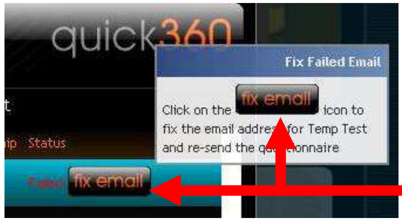
Step .9.

Download the finished report (Acrobat reader required).

‘Tips’ for using the system:

Failed e-mail:

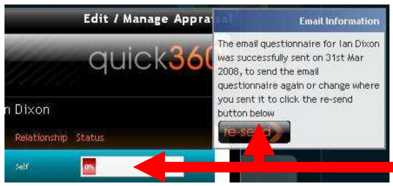
From your home page click **Manage / Monitor**.
Find the appraisal that involves the failed e-mail.
Click the **edit** icon to expand the details of the people involved. 



If the e-mail failed you will receive a notification, and there will be an indication – find the person and click **fix mail**, another screen will open, fix the e-mail and click **send.**

Re-send an e-mail:

From your home page click **Manage / Monitor**.
Find the appraisal that involves the person you need to re-send the e-mail to.
Click the **edit** icon to expand the details of the people involved. 



To then re-send an email – put your mouse over the status bar and click resend.
There is then an option to change the e-mail address of the person – finally click **send**.

Other ‘Tips’:

Adding additional **appraisors** after the launch date:

From your home page click **Manage / Monitor**.
Find the appraisal you need to **add** the person to.
Click the **edit** icon to expand the details of the people involved.
Then click **add person** when you click done the system automatically sends the additional person an e-mail.

Deleting one of the people nominated to provide feedback:

From your home page click **Manage / Monitor**.
Find the appraisal that involves the person you need to delete.
Click the **edit** icon to expand the details of the people involved.
Then click the next to the person you need to delete – **Note:** you can **NOT** delete the appraisee or the appraisal.

Notifications will be sent to you from the system:

Welcome e-mail	Contains your login information.
Failed e-mail	Indicates which e-mail(s) have failed and who the appraisal is on.
Overdue feedback	Sent to inform you the questionnaire return date has passed and that you may want to send another e-mail to the missing people.
Report Ready	Sent when all the people have completed their feedback.

Converting your account to the full **reactive** system:

From your home page click **Convert**.

Deleting your account completely:

Send an e-mail to quick360@reactive360.com and we will remove the account.

Contact us
for any additional information – e-mail us quick360@reactive360.com