

Welcome to the 360° Feedback Process

Content

Content	2
Introduction	3
Benefits of using 360°Feedback Tools	3
What can you expect from the process?	3
Who should you nominate?	3
Confidentiality	4
The Process	4
Checklist	4

Introduction

360°feedback is a form of performance appraisal which gathers feedback from a number of different sources. These sources can include peers, direct reports, line managers, more senior colleagues and customers. This feedback offers a wide-range of perspectives and helps to make performance management a more objective, fair and effective process.

Benefits of using 360°Feedback Tools

There are many potential benefits of using a 360°feedback tool. Some benefits that can be realised are:

- Improved leadership and management skills
- Greater understanding of skills and areas for development
- Improved team working
- Increased awareness of your impact on others
- More open working relationships
- Increased levels of self-confidence
- Clear understanding of areas of strength

What can you expect from the process?

At the start of the process, you will be asked to nominate 6 people. These people will be asked to complete a questionnaire, answering questions that will provide valuable feedback to you.

You will also complete the same questionnaire on yourself.

The questionnaire is based around a series of statements within a variety of different categories.

Once all participants have completed and returned the questionnaire, it will be analysed and a report will be produced outlining the findings.

The report will break down the responses from yourself and the nominated participants. Participants responses are anonymised and you will not be able to identify any individuals from the report.

Included in the report will be any comments/feedback provided by participants. This will also be anonymised.

The questionnaires are administered electronically so you will need to provide the email addresses of all nominated participants.

Who should you nominate?

It is important that you nominate a cross-section of individuals that have all had a good opportunity to see you work. To ensure that this exercise is effective, ensure you have a range of people and levels, rather than just people who may think well of you.

Some suggested nominations are shown below:

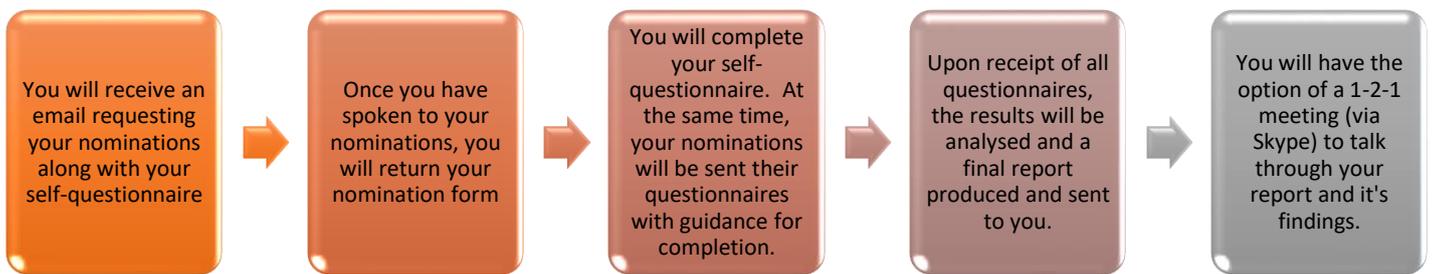
- Your line manager
- Your direct report(s)
- Your stakeholders

Confidentiality

All information provided is treated with the strictest of confidence. Only your ratings will be identifiable. All other ratings and comments will be treated in confidence and only fed back in an anonymous format.

All other information supplied will be dealt with in accordance with GDPR (General Data Protection Regulation). You can also read our [Information Security Policy](#) here.

The Process



Checklist

Activity	Check v
Received nomination email from Tracy J Barlow Consulting	
Briefed/Emailed nominated participants: <ul style="list-style-type: none"> • Speak to them face-to-face • Send them the email text provided by Tracy J Barlow Consulting • Follow-up by sending them the participant guide (which was attached to the email from Tracy J Barlow Consulting) • Thank them for agreeing to participate 	
Within 3 days of receiving the email from Tracy J Barlow Consulting, complete the respondent form and return via email to contact@tracyjbarlow.com	
Complete your self-assessment questionnaire	
Within 3 weeks of receiving the self-assessment questionnaire, send it back to Tracy J Barlow Consulting on contact@tracyjbarlow.com	
Receive completed final report from Tracy J Barlow Consulting	
Discuss results with your manager and confirm to Tracy J Barlow Consulting if you wish to arrange a meeting to talk through your results (if not already agreed prior).	

If you have any questions throughout the 360° process, please contact Tracy J Barlow Consulting on contact@tracyjbarlow.com