

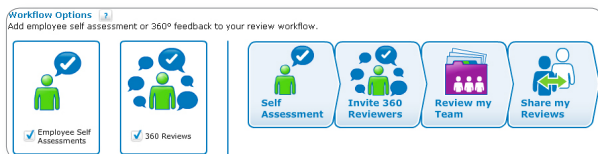
# Sonar6 360° for REALLY USEFUL performance reviews

360° reviews give you more detailed, more accurate performance feedback. By viewing information collected from a wider range of sources, you get a clearer picture of employee performance and a better foundation for decision making.

Sonar6 360° reviews are simple, straightforward and won't require you to contact hundreds of additional people or chase up outstanding forms.

## Getting Started

If you're using Quick Start, you'll see a Workflow section at the bottom of the Basic Setup screen. Tick the '360° Reviews' box and you're ready to go.



If you're using a Fully Configured version of Sonar6, please contact your Implementation Consultant.

## Managing 360° Invitations

Users will get access to a screen that allows them to invite people for their review, as well as track review progress and send email reminders (it looks something like this for a manager):

November 5th Reviews: Overdue by 41 Days, 32% Complete

1 Self Assessments 2 Invited 360° Reviewers 3 Review my team 4 Share my reviews

Person	Sharing	Done	Remind	Last action	Last
Hector Blom	Share my review with Hector				
Manager's review	shared	100%			
Self assessment	shared	0%			
John Constantine, 360 External		0%		Invited 19 Nov 2009	19 Nov
Catherine Bircher, 360 External		14%		Reminded 30 Nov 2009	10 Dec
Mike Carden, 360 Peers		0%		Invited 8 Dec 2009	
Grace Ng, 360 Peers		0%		Invited 15 Dec 2009	
Invite 360 reviewer					
Amelie Cooper	Share my review with Amelie				
Manager's review	shared	57%			
Self assessment	shared	0%			

Hector Blom - new 360 review invitation

Reviewer Details

Name: Mike Carden  
Email: mike@sonar6.com  
Type: Please select a 360 category  
Message to reviewer: Type your message here.

Clicking the 'Invite 360 Reviewer' button will give you a box where you need to enter a name, email address, select the category (eg customer, peer) and include a short invitation message. Employees as well as managers can invite reviewers!

## Giving 360° Feedback

Invitees will receive an email with some basic Sonar6 360° information and their login details.

When they click on the login link in the email they'll be presented with a simplified version of the Sonar6 rating screen, which shows the items requiring

feedback for each factor. Reviews save automatically.

4 Detail-Focused

Able to 'zoom in' to detail quickly and accurately

Not rated

- Cannot work with different levels of detail at the same time
- Can switch focus between detail and high-level, but tends to focus only on one level unless directed
- Can focus on detail where appropriate, while keeping high-level view in mind
- Is able to move from high-level review to detail-checking very quickly

Checks information, picks up inconsistencies and mistakes

Not rated

- Does not identify mistakes or inconsistencies
- Can identify mistakes and inconsistencies when directed
- Conducts independent checks of information, takes a methodical approach
- Spots errors and inconsistencies in complex data

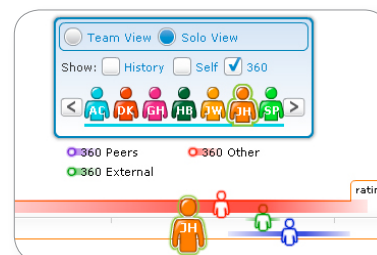
## Completing 360° requests: Sonar6 users

If you're a Sonar6 user and you have a few 360° requests, you can click on the Rating Requests menu icon and see all the reviews that you have been asked to do.

Complete 360° ratings requests

Other people may have requested your input into their reviews.

## Viewing 360° results



360° results are displayed in line on the performance review screens. The different 360° categories are displayed as color coded bars on the slider. The width of the bar shows

variation in ratings, the height of the bar shows how many people have contributed to that category. If you click on Details you can see detailed scores and comments from 360° reviewers.

## Configuration options:

You can set up one or more 360° categories (eg Peers, Customers and Staff.)

For each category, you can edit the specific required details under each factor: ie, many organizations only use competencies for 360°. The default is to use everything for everyone.

You have a choice of anonymous or attributed feedback. If feedback isn't anonymous, ratings can be viewed as they come in. Anonymous ratings can only be viewed once all ratings are complete. This option will be available in February 2010.