

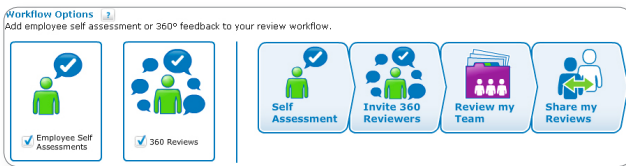
Sonar6 360° for REALLY USEFUL performance reviews

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

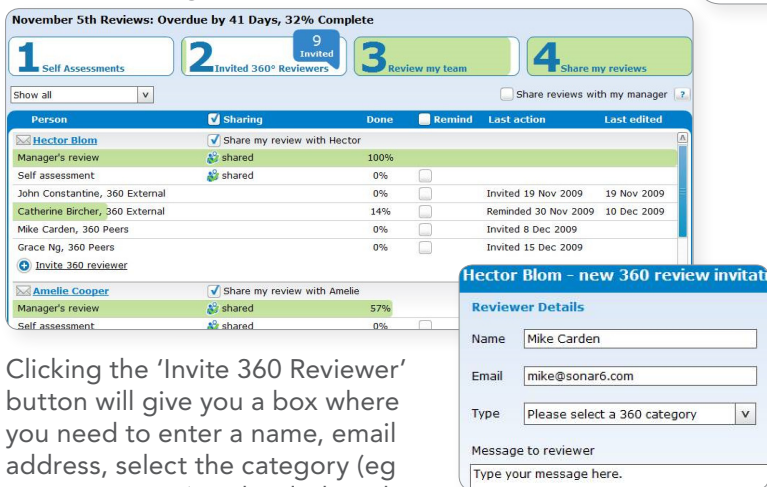
If you're using Quick Start, you'll see a Workflow section at the bottom of the Basic Setup screen. Tick the '360° Reviews' box and you're ready to go.



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 email reminders (it looks something like this for a manager:)

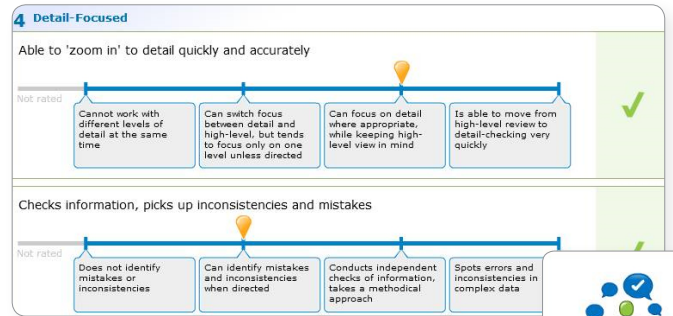


Clicking the 'Invite 360 Reviewer' button will give you a box where you need to enter a name, email address, select the category (eg customer, peer) and include a short invitation message. Employees as well as managers can invite reviewers!

Giving 360° Feedback

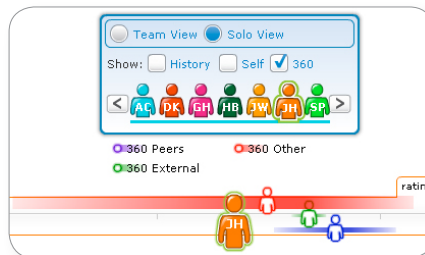
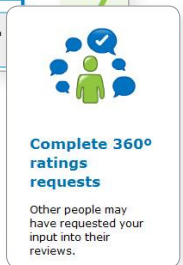
Invitees will receive an email with some basic Sonar6 360° information and their login details.

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.



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.



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 details (under each factor) that are required. For instance many organizations only use competencies for 360s. 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.