

# 360° Reviews using Sonar6

Sonar6 is a tool that gives organisations:

- online performance reviews (combining self evaluations, manager evaluations and 360°feedback)
- a central repository of performance information
- a helicopter view of the talent within the organisation to assist with talent identification and development

You can find out more about Sonar6 at [www.sonar6.com](http://www.sonar6.com)

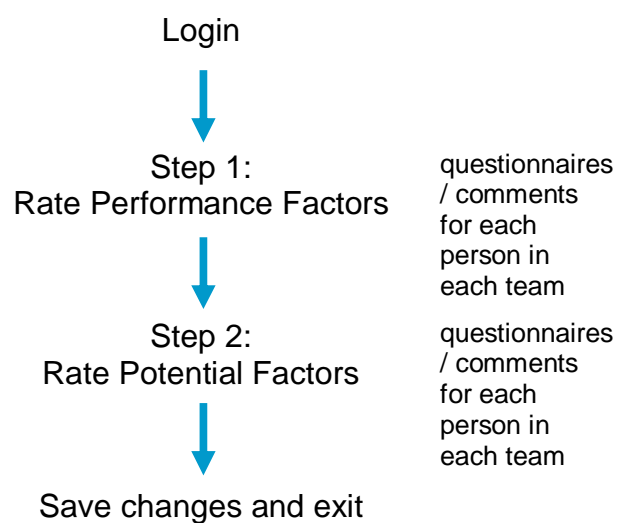
## Summary of process

You have been invited to assess a colleague/s using the Sonar6 360° Review tool. This assessment will assist the individual and his/her manager in understanding the perceptions others have of their work and help identify areas for development or focus.

Your assessment is confidential. Scores from all those reviewing the person are combined to provide an overall assessment of the individual.

There are places available if you wish to make free text comments. These are also combined to give a summary.

Thank you for your time.



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## Before you start

### Technical stuff

You will need access to a PC that is connected to the internet and has:

- a minimum screen resolution of 1024 x 768
- the Flash plugin

With some internet browsers, it is useful to view Sonar6 in Full Screen (often the F11 key will toggle this on/off).

### Time

The amount of time this will take varies depending on the number of people you have been asked to assess and how many comments you want to enter. Answering the questionnaires should take between 5-10 mins per person.

This doesn't have to be done all at once: you can save your work and come back to it later. However, the organisation may have indicated a deadline in the email invitation you received.

### Support

The email invitation should provide contact details for the key contact. If you need to contact Sonar6, you can email [support@sonar6.com](mailto:support@sonar6.com)

## Logging on

You will have received a web link and login details from Sonar6 in an email. Click on the link and a new window will pop up for you to enter your login, domain and password.

Alternatively, you can type in <http://login.sonar6.com>

If you're using Sonar6 to complete only 360° Reviews you will automatically see the 360° Review Assessment screen.






The login screen features the Sonar6 logo and a navigation bar with 'Talent Management v2.006.dev.290607' and 'www.sonar6.com'. The login form includes fields for 'Login' (userid), 'Domain' (domain), and 'Password' (masked with asterisks). There are 'Login' and 'Cancel' buttons.

**If you are using Sonar6 for your own self assessment or to assess others as well, select the 360° Review button from the main menu.**

## Step 1: Rate performance factors

The 360° Review screen will be displayed. On this screen you will assess people against performance factors (competencies) for their role.

There are questionnaires and comments and each is represented by an icon. You can access each individually or in a process flow (see **Completing the evaluation** on page 5)

-  Questionnaires that you read and answer
-  Comments that you type in

## Selecting people to assess

You may have been asked to select people who have different assessment criteria (in Sonar6 this criteria is called a *factor set*). For example, a manager may have a different factor set to a team member because they need to be assessed against different criteria.



To switch between teams, click on the **Select/Manage Teams** button above the names.



You will see the list of teams for the people you have been asked to assess.


Click on the team name to change teams. This will then change the list of names and criteria.

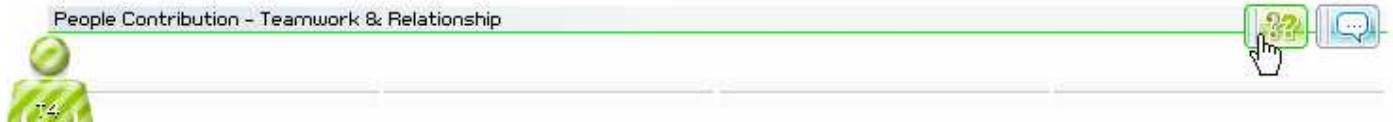
To select a person, click on their name. You are now ready to begin the assessment.



## Completing the evaluation

### Questionnaires

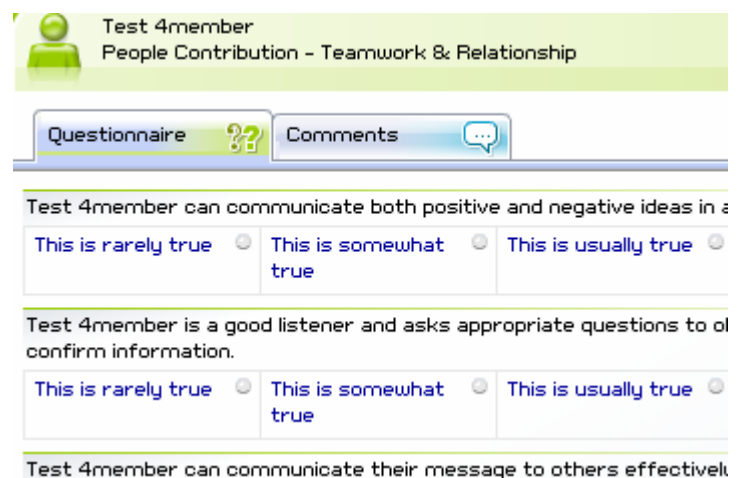
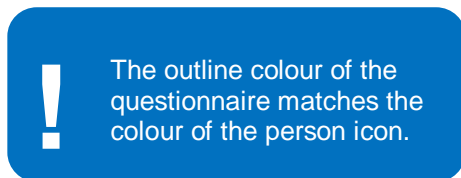
To complete the questionnaire for the person you have selected, click on the  **Questionnaire** button of the first factor in the list.



The questionnaire for that factor will appear.

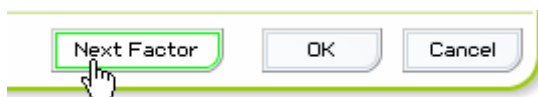
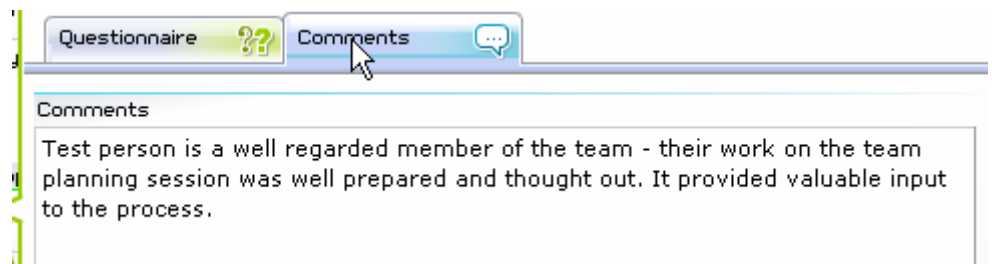
Read each question and choose the most appropriate response by clicking on the answer.

**Please note:** Not answering a question will not impact the position. If you think a question is not applicable for you to answer, leave it blank.



### Adding Comments

If you want to add comments, click on the **Comments** tab and type them in.



Once the questionnaire and comments are complete either click the **OK** button to return to the main screen or **Next Factor** to automatically go to the next factor.

Once you have completed all the questionnaires for this person in Step 1, the Next Factor button will automatically take you to the Next Person in the list. The colour of the frame around the questionnaire box and the name at the top will change to the next person.

Finish by clicking the **OK** button. People will be moved on the sliders according to the answers you have provided.

