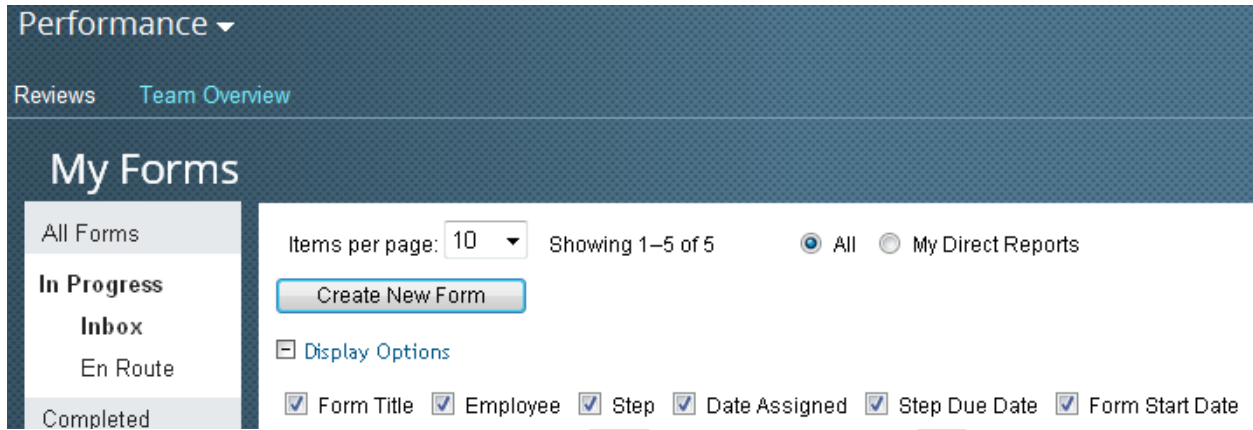


**Using the 360 module in Performance Central
to request detailed feedback for Nurse Peer Review.**



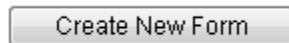
1. Getting Started

Select Performance from the drop-down navigation menu and click the Reviews tab.

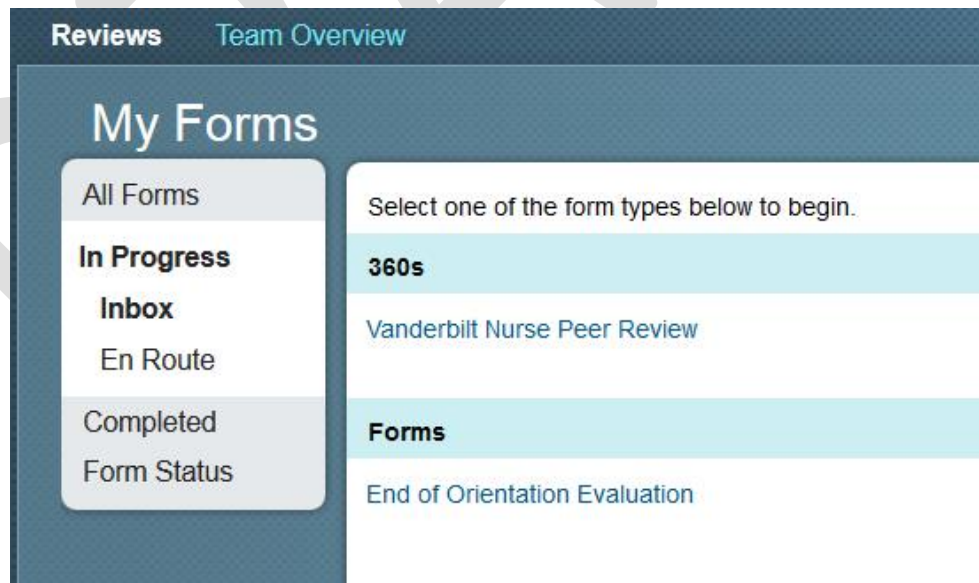
Reviews

2. Create evaluation

- a. Click 'Create New Form' button



- b. Click 'Vanderbilt Nurse Peer Review'



- c. Click staff member name to choose them to review.

My Forms

All Forms | Choose the employee from ones listed below.

In Progress

Employee for Vanderbilt Leadership Feedback

Inbox

En Route

Completed

Form Status

Self - Felicia Ford

Mike Miller Nancy Nash

- d. Specify or modify review periods and dates for which you are requesting feedback.

Please provide review periods and due date in the fields below.

Review period and due date of Vanderbilt Leadership Feedback for Mike Miller

Review Start:

Review End:

Review Due:

3. Manager nominates raters for each staff member

- a. Manager will review Rater List, add additional raters, specify the relationship of the rater to the staff member (e.g. Peer, Direct Report, Internal Customer, etc), If no changes to the list are needed, click 'Send out for Ratings'


- i. NOTE: The staff member must have at least 3 overall Raters specified on the Rater List in order to finalize and send the review form.

Back to: To-Dos

Vanderbilt Leadership Feedback for Mike Miller

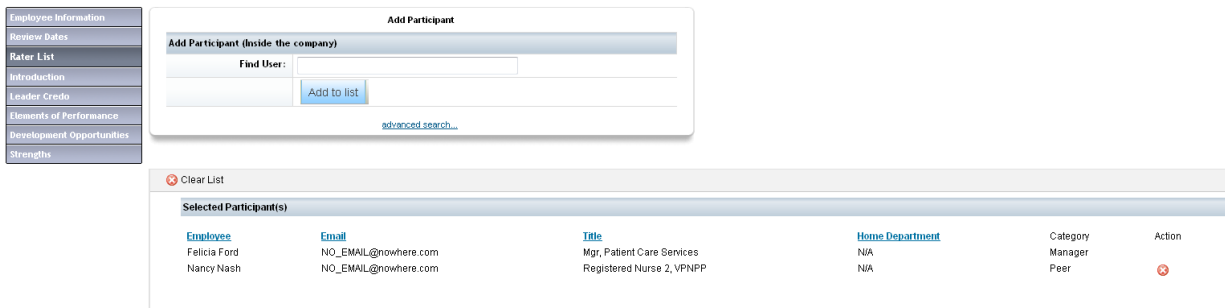
Employee Nominates Raters → Manager Approves Raters → Evaluation → Completed


Employee Information	<p>Employee Information</p> <p>Last Name: Miller First Name: Mike Title: Registered Nurse 2, VPNPP Home Department: N/A VUNet ID: mmmm Division: N/A Organization: N/A</p>															
Review Dates	<p>Review Dates</p> <p>Originator: Felicia Ford Review Period: 06/26/2015 - 07/26/2015 Due Date: 07/26/2015</p>															
Rater List	<p>Rater List</p> <p>DIRECTIONS: To adjust the rater list, click on the Modify Participants button to add or remove participants. Select employees that are capable of rating you on your performance in your job.</p> <table border="1"> <thead> <tr> <th>Employee</th> <th>Email</th> <th>Title</th> <th>Home Department</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>Felicia Ford</td> <td>NO_EMAIL@nowhere.com</td> <td>Mgr, Patient Care Services</td> <td>N/A</td> <td>Manager</td> </tr> <tr> <td>Nancy Nash</td> <td>NO_EMAIL@nowhere.com</td> <td>Registered Nurse 2, VPNPP</td> <td>N/A</td> <td>Peer</td> </tr> </tbody> </table> <p><input type="button" value="Modify Participants"/> <input type="button" value="Show Assignments"/></p>	Employee	Email	Title	Home Department	Category	Felicia Ford	NO_EMAIL@nowhere.com	Mgr, Patient Care Services	N/A	Manager	Nancy Nash	NO_EMAIL@nowhere.com	Registered Nurse 2, VPNPP	N/A	Peer
Employee	Email	Title	Home Department	Category												
Felicia Ford	NO_EMAIL@nowhere.com	Mgr, Patient Care Services	N/A	Manager												
Nancy Nash	NO_EMAIL@nowhere.com	Registered Nurse 2, VPNPP	N/A	Peer												
Introduction	<p>Introduction</p>															

- b. You may edit the Rater List, by clicking 'Modify Participants' , to ensure a well-rounded view of the staff member is provided.

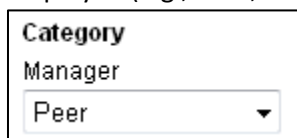
Back to: [Inbox](#)

Vanderbilt Leadership Feedback for Mike Miller




Employee	Email	Title	Home Department	Category	Action
Felicia Ford	NO_EMAIL@nowhere.com	Mgr, Patient Care Services	N/A	Manager	
Nancy Nash	NO_EMAIL@nowhere.com	Registered Nurse 2, VNP	N/A	Peer	

- c. Consider nominating the staff member's peers, cross-functional team members, direct reports, and external customers as feedback providers. For each participant added to the list, use the Category drop-down menu to identify their relationship to the employee (e.g., Peer, Direct Report, or Internal Customer).




- d. Remove Feedback Providers:
- If needed, click  to remove a participant from the list or click Clear List


 Clear List

to clear the entire list of participants.

4. Kickoff the Feedback Process

- Once the participants meet your approval, click 'Send out for Ratings' to distribute the Feedback document. 
- NOTE: After this step, the participants names will no longer be visible and will show as 'Anonymous' to all users viewing the Rater List

5. Managing the Process

- NOTE: The manager role is included by default to ensure that the manager can review the rater list before feedback requests are sent. Open the document in your Inbox and click  to remove yourself [as Manager] from the rater list.
- During the Evaluation step, access the form in your En Route folder to track the status of each participant's form, review participant's individual feedback, and take action to keep the process on track.
- Once all raters have completed their review the form moves into the Completed status.



Employee Nominates Raters → Manager Approves Raters → Evaluation → Completed

Employee Information	
Last Name:	Miller
First Name:	Mike
Title:	Registered Nurse 2, VNP
Home Department:	N/A
VUNet ID:	mimm
Division:	N/A
Organization:	N/A

Review Dates	
Originator:	Felicia Ford
Review Period:	06/26/2015 - 07/26/2015
Due Date:	07/26/2015

Evaluation Summary	
<input type="button" value="Search"/> <input type="button" value="Remove Selected Participants"/> <input type="button" value="Add New Participants"/> <input type="button" value="Send Reminder to All Participants"/>	
Username	Category
Anonymous	Manager
<input type="checkbox"/> Anonymous	Peer
<input type="checkbox"/> Anonymous	Peer
<input type="checkbox"/> Anonymous	Peer

6. Detailed 360 Report

- After everyone has submitted their feedback, the employee's Feedback document is sent to your Completed folder.
- Open the form and click the Detailed 360 Report link [Detailed 360 Report](#) to view a consolidated report containing participants' feedback.
 - How to Use the Detailed 360^o Report
 - General Perceptions: Review the Overall Performance Rating as well as anonymous comments for general trends in the employee's behavior and performance. Be conscious of outlying ratings and comments that can skew general scores.
 - Hidden Strengths & Blind Spots: Ratings can be displayed by Category (e.g. Peer, Internal Customer, etc.) and compared. If one group gives a lower assessment on an item than that of the rest of the reviewers, the employee may have proficiencies that the rest of the organization values and the low-rating group has not observed. This pattern may indicate a hidden strength that can be cultivated through stretch assignments or development activities. If there is a pattern of low ratings, the employee should be encouraged to develop and strengthen these areas of potential weakness.

7. Use of Feedback

- Consider this feedback when providing your ratings & comments in the Performance Evaluation document, and when conducting the performance discussion.
- You may also choose to review some or all of this feedback directly with your employee. It is important that you maintain the confidentiality and anonymity of the sources of feedback. Discuss general themes, be honest and open, making sure to exclude any examples that might identify the reviewer. Focus on the employee's top strengths and development opportunities. It is not necessary to discuss every detail included in the feedback.