

PPR – 360 Feedback Questionnaire in Web Kiosk - Instructions

How did I get nominated?

Generally speaking you are nominated by either

1. the person seeking the feedback; or
2. by their immediate supervisor.

You are chosen on the basis of the knowledge you may have about the person seeking feedback from your day to day interactions with them. You may not be able to respond to all of the questions because you may not have direct experience of the person with regard to the content of the question. This is quite acceptable and none of the questions require mandatory responses.

Can I be identified in the report?

Your feedback is anonymous and you cannot be identified in the report. All responses are collated under the heading "Selected Employee". The only exception to this is where the person being reviewed chooses to review themselves or their supervisor uses the questionnaire to provide feedback. In these two instances the report itemises these responses under the headings "Self" and "Supervisor".

What type of feedback should I provide?

You are encouraged to provide candid and honest feedback in a constructive and helpful manner. Write your feedback so that it is

1. specific – factual, specific information rather than just general comments and opinions
2. balanced – let them know what they do well and not just what they can improve
3. constructive – suggest alternative positive behaviours / actions – what the person could do and why this would be an improvement

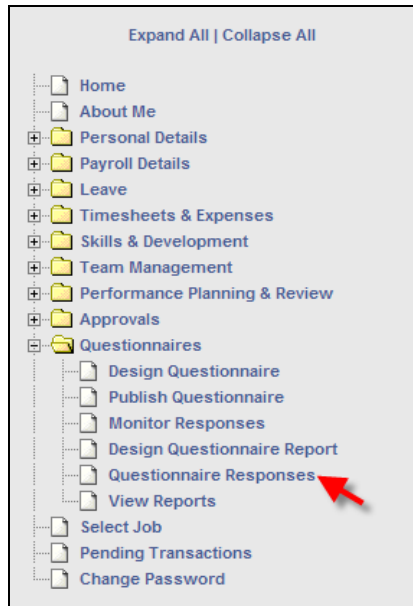
How do I complete the questionnaire?

Once nominated to provide feedback you will receive the following:

1. A detailed email from Kay Hemsall indicating the open and closing dates for the questionnaire and brief instructions on how to respond to the questionnaire. This email will have two attachments: this document and the 360 feedback guidelines which provides further information on the question categories.
2. An automated email generated by Web Kiosk that alerts you to the fact that the questionnaire is open and that you have been nominated to provide feedback for a designated person.
3. Automated reminder emails until you complete the questionnaire or until the closing date. Once the closing date has passed you will not receive any further reminders.

When you receive the automated email request from Web Kiosk to access the questionnaire you need to:

1. Log into Web Kiosk: [https://admin.une.edu.au/pls/wss_HRPRO/wk8003\\$.startup](https://admin.une.edu.au/pls/wss_HRPRO/wk8003$.startup)
2. If you have forgotten your password please contact hr-support@une.edu.au
3. Then click on the Questionnaires menu and click on Questionnaire Responses:



4. This will open a search window (below). You do not need to enter any search data just simply click on "Find":

Questionnaire Selection

Enter query criteria

Questionnaire Category	<input type="text"/>
Questionnaire ID	<input type="text"/>
Description	<input type="text"/>
Start Date	<input type="text"/> to <input type="text"/>

5. You will then see a list of all questionnaires that you are being asked to complete:

Questionnaires

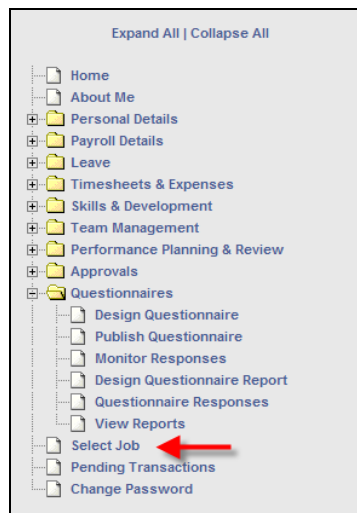
Performance Review Questionnaires

Distribution	ID	Description	Employee	Available From	Available To	Recurrent	Anonymous	Action	
	30	360 Deg	15.10b 360 Degree Feedback - Senior Staff	Name	09-MAR-2009	24-MAR-2009	N	Y	Respond
	34	360 Deg	15.10b 360 Degree Feedback - Senior Staff	Name	18-MAR-2009	02-APR-2009	N	Y	Respond
	33	360_Managers	360 Feedback for Managers and Supervisors	Name	17-MAR-2009	31-MAR-2009	N	Y	Respond

Records 1 to 3 of 3

Click on "Respond" to the right of the person's name to access the questionnaire.

6. If you cannot see any names and you have more than one current **Job No** you may need to change your Job No using the menu item indicated by the red arrow:



If you still cannot see any names then please contact Kay Hemsall on extension 2541 or by email kay.hemsall@une.edu.au for assistance.

7. The questionnaire screen looks like this:

Questionnaire Header Information	
Questionnaire No:	21
Questionnaire ID:	360 Deg
Description:	15.10b 360 Degree Feedback - Senior Staff

Preamble

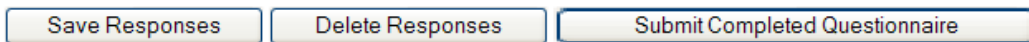
The feedback resulting from this process will inform the Performance Review discussion that takes place between the senior staff member and their supervisor. Assessor confidentiality will be maintained throughout the process. It is recognised that your experience and knowledge of the assessee's performance may be limited in scope. Therefore, you are only required to comment on the criteria (from the list below) that you have sufficient knowledge about to make a meaningful and informed response. For the purposes of this process, the assessor is the person providing the assessment and the assessee is the senior staff member being assessed. Should you have any questions regarding the 360 Degree Review Process, please contact Kay Hemsall, Manager Organisational Development on 02 6773 2541 or via email kay.hemsall@une.edu.au.

Note: Questions marked as (Required) must be completed before submitting.

Overview of Achievements

1. Please comment on the outcomes and achievements of the senior staff member during the past twelve months. Comment on how they are fulfilling the objectives of their position. Where applicable, identify factors that may have hindered or prevented the achievement of desired outcomes.

PLEASE NOTE: At the bottom of the questionnaire there are three buttons:



You do not have to complete the questionnaire in one sitting but before logging out of Web Kiosk make sure you click on "Save Responses" first.

Also to make sure that you don't lose any responses you have already completed (due to system failures, etc) it is strongly advised that you periodically click on the "Save Responses" button.

You can also delete all responses if you choose to do so by clicking on "Delete Responses".

When you are completely satisfied that you are finished you should click on "Submit Completed Questionnaire". You will get a warning message advising you that you will not be able to make any further changes, click "OK" to continue, or "Cancel" to return to the questionnaire.

