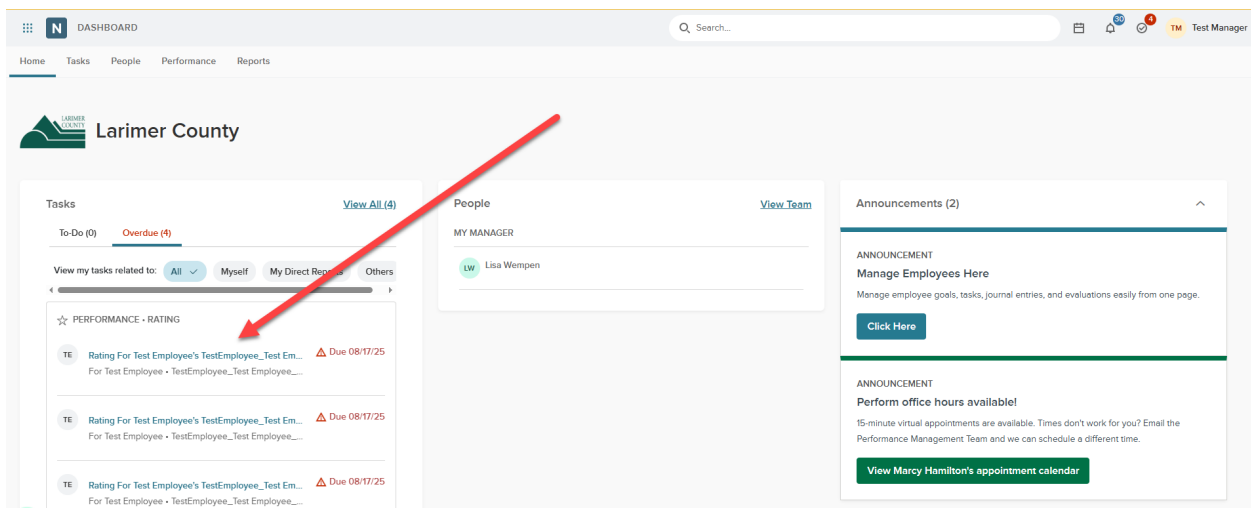


Adding a 360° to an Evaluation

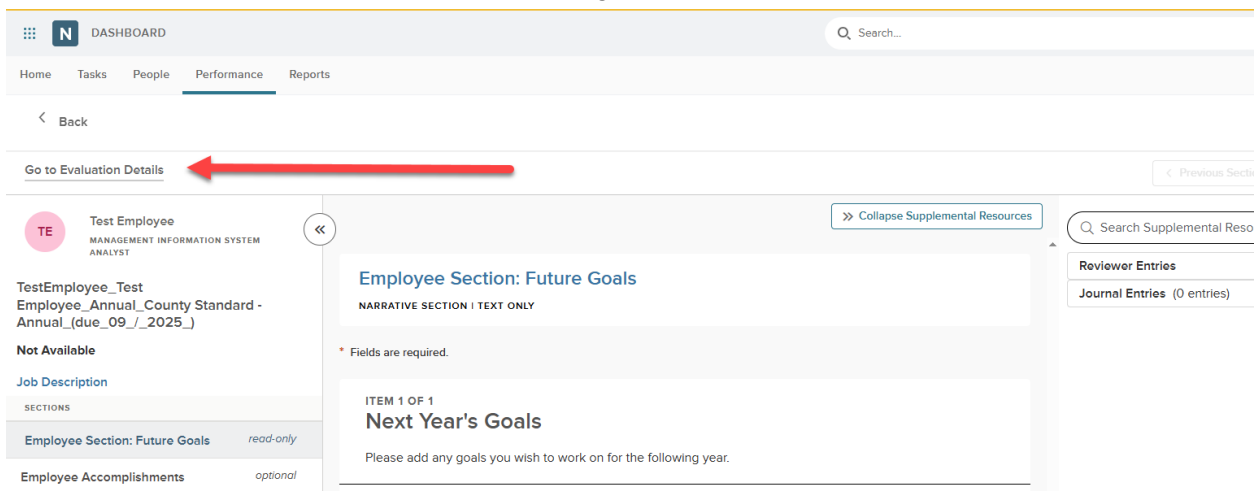
Launching the 360

IMPORTANT: Prior to launching the 360 feedback, please make sure that you know everyone you are going to send it to and when you would like the responses due. Once you launch the survey, you cannot add additional reviewers to comment or change the expiration. At this time, they are only able to be sent to employees, they cannot be sent to anyone that is not an employee.

1. Click on the evaluation for which you are wanting to collect 360 feedback from your Perform dashboard. You may need to go click on View All Tasks if you do not see it on your dashboard.



2. Switch from the evaluation rating view to the Evaluation Details by clicking on “Go to Evaluation Details” at the top of the page.



3. Click on the Launch Survey button.

The screenshot shows the 'PERFORMANCE' dashboard. On the left, there's a sidebar for 'TEST EMPLOYEE' with details like Position: Management Information System Analyst and Department: Health and Environment. The main area displays 'TestEmployee_Test Employee_Annual_ (due_12/_04/_2025_)'. Below the title are buttons for Copy, Print, Pause, and Launch Survey. A red arrow points to the 'Launch Survey' button. Other sections include 'EVALUATION DETAILS' (Current Status: Before Ratings, Type: Periodic, Evaluation Program: Larimer County Sheriff), 'SCORES' (OVERALL RATING: Pending), and 'EMPLOYEE DETAILS' (Position: Management Information System Analyst, Department: Health and Environment). There's also a 'Manager(s)' section and an 'Add Task' button.

4. Choose the survey you would like to send. The preview button will be available once a survey is selected if you want to confirm the one you are sending.

The screenshot shows the 'Launch Survey' page. It has a progress bar with two steps: '1. CHOOSE SURVEY' (active) and '2. INVITE PARTICIPANTS'. Below the progress bar, there's a section for 'EVALUATION: TestEmployee_Test Employee_Annual_ (due_12/_04/_2025_)' and 'EMPLOYEE: Test Employee'. A dropdown menu for selecting a survey is open, showing options: 'Human Services 360 Feedback', 'Larimer County 360 Feedback Survey', and 'evaluation is released?'. A red arrow points to the dropdown menu. There's also a 'Preview' button. At the bottom, there are settings for 'Survey expiration based on' (set to 'Launch Date') and 'Hide respondents' identities?' (set to 'No').

5. Set the expiration date based on the timeline for your evaluation due date. Confirm whether or not you want all responses visible to the employee and whether or not you want to hide the respondents identities. These are both set to "No" so only you will be able to view everything, then summarize any feedback for the evaluation. You cannot exclude any information if you select yes, so it is recommended to keep at "No".

Launch Survey

EVALUATION: TestEmployee_Test Employee_Annual_(due_12/_04/_2025_)

EMPLOYEE: Test Employee

1. CHOOSE SURVEY

2. INVITE PARTICIPANTS

* Fields are required.

* Survey

Larimer County 360 Feedback Survey <

Preview

Make survey results visible to employee after evaluation is released?

☒ No

☐ Yes

Survey expiration based on

☒ Launch Date

2 Weeks from survey launch date

☐ Fixed Date

Hide respondents' identities?

☒ No

☐ Yes

- Invite any participants you want to include. There is no limit to the number of reviewers, but **as a reminder, you cannot add any participants after you click the Launch button**. Once you have added everyone from which you wish to ask for feedback, click on the green Launch button.

[Back to Evaluation Details](#)

Launch Survey

EVALUATION: TestEmployee_Test Employee_Annual_(due_12/_04/_2025_)

EMPLOYEE: Test Employee

1. CHOOSE SURVEY

2. INVITE PARTICIPANTS

Who would you like to invite as a participant for this Survey ?

You may invite existing Perform employees using employee lookup on the left or invite employees by their email address on the right.
At least one person must be selected before the "Launch" button becomes active.

Note: You will not be able to invite additional participants, once the survey is launched.

Invite Participants by Name

Lisa W

Name	Employee #	Agency	Division
Lisa Wempen	57240	Human Resources	

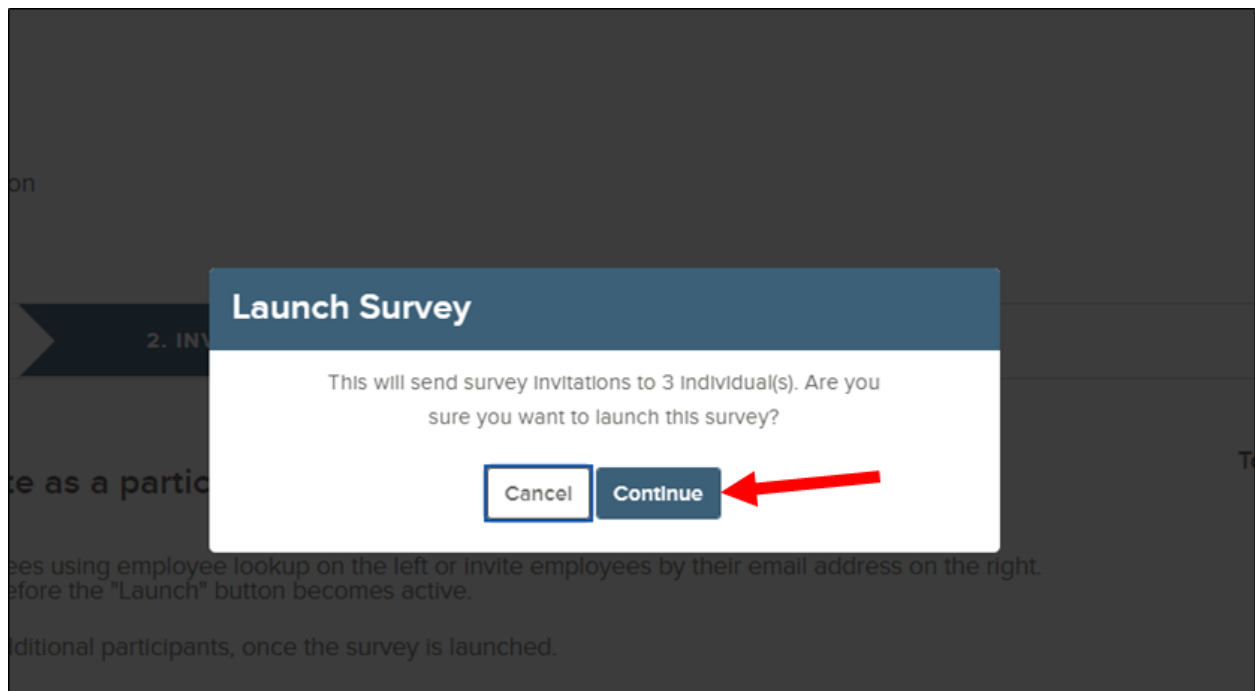
Invite Additional Participants by Email

+ Add Email

Total Participant Count: 0

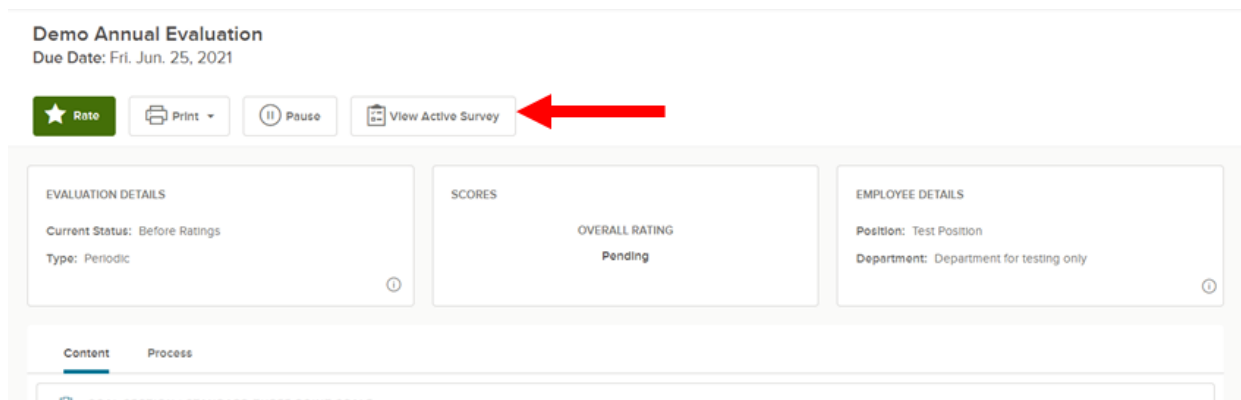
Launch

- Click on the Continue button to launch the survey.



Reviewing the Feedback and Response Status

8. You can View Active Survey from the Evaluation Details page by clicking on the View Active Survey button.



9. This provides you details on completion, gives you the ability to resend the invite if someone can't find the email, and also shows the expiration date. Click on the Back to Evaluation Details link to go back to the previous page.

← Back to Evaluation Details

Larimer County 360 Degree Feedback on Co-Workers

EVALUATION: Demo Annual Evaluation
EMPLOYEE: Test Employee

Preview Survey Close Survey

Survey Details
EXPIRES ON JUL. 5, 2021

Survey Participant Name	Invited C	Invited By	Status	Actions
Marcy Hamilton	06/25/2021	Test Manager	Sent Invite	Resend Invite
Lisa Wempen	06/25/2021	Test Manager	Sent Invite	Resend Invite
Eileen Brittingham	06/25/2021	Test Manager	Sent Invite	Resend Invite

Showing 1 - 3 of 3 items

10. You can access results from the Evaluation details and from within the evaluation once the 360 survey closes.

< Prev Next > Done

View Survey Results

11. View summary or individual responses, as well as response rates. You can scroll down the page to view graphs of responses. You can also click on Export All Responses or Search for a specific respondent to help you review feedback.

Question Summary View

Dashboard Employees Performance Evaluations Library Reports Help

PEER SURVEY REPORT

Larimer County 360 Degree Feedback on Co-Workers

Question Summary Individual Responses

PARTICIPANT METRICS

Participants Invited

1

Participants Completed

1

SURVEY METRICS

Total Responses

1

Completion Rate

100%

Avg. Time Spent

39s

1. Is the employee a good steward of public resources?

ANSWERED: 1 SKIPPED: 0

Response	Count	Percentage
Strongly Agree	1	100.0%
Agree	0	0.0%
Disagree	0	0.0%
Strongly Disagree	0	0.0%
Don't Know	0	0.0%

Individual Response View

PEER SURVEY REPORT

Larimer County 360 Degree Feedback on Co-Workers

Question SummaryIndividual Responses

Export All ResponsesSearch for a respondent1 of 1PrevNext

RESPONDENT INFO

Name: Marcy HamiltonCompleted on: 06/25/2021, 03:41 pm

1. Is the employee a good steward of public resources?

Strongly Disagree

Disagree

Agree

Strongly Agree

Don't Know

2. Does the employee promote innovation and continuous improvement?

Strongly Disagree

Disagree

Agree

Strongly Agree

Don't Know

3. Does the employee cultivate partnerships through collaboration?