

Process and guidance for group registrations

Steps	Guidance	Timeframe
01	<p>Contact your group participants</p> <ul style="list-style-type: none"> • Contact group participants to gain their agreement to participate in the 360° Reflection Tool. • Use the activities (available here) to prepare participants to seek feedback on their leadership capacity. • Refer participants to the <i>Process and guidance for participants</i> (available here). Important: participants should NOT complete Step 1 'Register' of the process in the <i>Process and guidance for participants</i>. 	Day 1
02	<p>Register</p> <ul style="list-style-type: none"> • Click here to register as a group leader after all group members have agreed to participate. • Provide the name and email of the group participants. • Make payment using a credit card. • Receive tax receipt via email within five business days. 	Day 1
03	<p>Participants receive their login</p> <ul style="list-style-type: none"> • Our partner, Korn Ferry, will email the group leader and group participants a login and password within five days of payment. • Ensure the participants know to check their email spam folder. • Email Korn Ferry at AU.Assessment@KornFerry.com if you don't receive an email. 	Week 1
04	<p>Participants nominate their raters</p> <ul style="list-style-type: none"> • Participants login and nominate their raters. • Guidance to select and contact raters is (available here). • Raters receive their login and password as soon as the participant has entered the raters' details. 	Weeks 1-2
05	<p>Participants and raters complete the survey</p> <ul style="list-style-type: none"> • Participants and raters complete the survey and reflective comments. • The survey takes approximately 45 minutes to complete. Participants and raters can logout at any time and return later to continue the survey. • Participants can login to check the completion status of raters at any time. 	Weeks 2-5
06	<p>Survey closes</p> <ul style="list-style-type: none"> • The survey will be closed after four weeks. • If participants have not received the minimum amount of rater feedback required in a nominated category, they will be asked to combine rater categories. If applicable, participants are responsible for completing this step prior to survey close. 	Week 6
07	<p>Participants receive their individual reports</p> <ul style="list-style-type: none"> • Approximately one week after the survey closes, participants will be emailed a NEW login and password to access and download their reports. • Participants should access the <i>Unpacking your feedback</i> guide (available here) for help to interpret their feedback and plan their development. 	Week 6
08	<p>Receive the group summary report</p> <ul style="list-style-type: none"> • After the participants have received their individual reports, the group leader will be emailed a NEW login and password to access and download the group summary report. 	Week 6
09	<p>Professional learning and development</p> <ul style="list-style-type: none"> • Understand the group's strengths and improvement areas (refer to the <i>Unpacking your feedback</i> guide). • Share group feedback with the participants and together set professional learning goals. • Offer continuous development support and feedback – at a group and individual level. • Register the group to re-take the 360° Reflection Tool after 12–18 months to formally track development. 	Week 6 onwards