

Steps	Guidance	Timeframe
01	<p>Register</p> <ul style="list-style-type: none"> • Click here to register and start your 360° Reflection Tool journey. • Make payment using a credit card (those who are participating as a group, your group leader has already made payment). • Receive tax receipt via email within five business days. 	Day 1
02	<p>Select and contact your raters</p> <ul style="list-style-type: none"> • Click here to access guidance materials to <i>Select and contact your raters</i>. It is important you communicate with your raters in advance of nominating them. The materials contain a sample email you can send. • Refer your raters to the <i>Process and guidance for raters</i> (link included in the sample email). 	Days 1-5
03	<p>Receive your login</p> <ul style="list-style-type: none"> • Our partner, Korn Ferry, will email you a login and password within five days of your payment. • Ensure you check your email spam folder. • Email Korn Ferry at AU.Assessment@KornFerry.com if you don't receive an email. 	Day 5
04	<p>Nominate your raters</p> <ul style="list-style-type: none"> • Login and nominate your raters (ensure you have your raters' correct email addresses). • Raters receive their login and password as soon as you have finished entering their details. 	Day 5
05	<p>Complete the survey</p> <ul style="list-style-type: none"> • Complete the survey and reflective comments. • The survey will take approximately 45 minutes to complete and you will be able to login and out at your leisure. • Your raters will also complete the survey during this period. • You can login to check the completion status of your raters at any time. 	Weeks 1-4
06	<p>Survey closes</p> <ul style="list-style-type: none"> • The survey will be closed after four weeks. • Before the survey closes, if you have not received the minimum amount of rater feedback required in a nominated category, you will be asked to combine rater categories. If applicable, you are responsible for completing this step prior to survey close. 	Week 5
07	<p>Receive your report</p> <ul style="list-style-type: none"> • Approximately one week after the survey closes, you will be emailed a NEW login and password to access and download your report. 	Week 5
08	<p>Develop your practice</p> <ul style="list-style-type: none"> • Read your report in conjunction with the <i>Unpacking your feedback guide</i> (available here) to help you to understand your strengths and areas for improvement. Specifically, make sure you: <ul style="list-style-type: none"> • identify themes and key messages, and develop an action plan • thank your raters and have a debrief with your Line Manager • find opportunities to develop the 360° attributes and monitor your progress • re-take the 360° Reflection Tool after 12–18 months to formally track your development. 	Week 5 onwards