

Steps	Guidance	Timeframe
01	<p>Contact from the school leader</p> <ul style="list-style-type: none"> You are asked to participate in the 360° Reflection Tool as a rater (via email or a discussion). Confirm your participation with the school leader. 	Day 1
02	<p>Understand the 360° Reflection Tool</p> <ul style="list-style-type: none"> Click here to browse resources to develop your understanding of the 360° Reflection Tool, including the: <ul style="list-style-type: none"> <i>Australian Professional Standard for Principals</i> 360° Reflection Tool Attributes Model Exemplar feedback report (includes reference to the survey items). Click here to find more about the confidentiality and privacy policy of the survey. 	Days 1-7
03	<p>Receive your login</p> <ul style="list-style-type: none"> After the school leader formally nominates you, our partner, Korn Ferry Hay Group, will email you a login and password. Ensure you check your email spam folder. 	Day 8
04	<p>Complete the survey</p> <ul style="list-style-type: none"> Login and complete the survey and reflective comments. Your feedback is confidential, however, your comments in the 'reflective comments' section will be reported to the school leader as you have written them. The survey takes approximately 45 minutes to complete. You can logout at any time and return later to continue the survey at your leisure. 	Weeks 2-5
05	<p>Survey closes and feedback report generated</p> <ul style="list-style-type: none"> The survey will be closed after four weeks. Your school leader will receive their feedback report a week after the survey closes. Only the school leader will receive their report. 	Week 6 onwards
06	<p>Provide ongoing support and feedback</p> <ul style="list-style-type: none"> Be supportive to your school leader as they take time to reflect and digest their feedback. Depending on your relationship with them, they may ask for your additional support. Be open in providing ongoing feedback to your school leader. Make sure the feedback is constructive, and provide specific examples of strengths and development areas that will help them understand the feedback. 	Week 6 onwards