**ASSESS 360° FEEDBACK/DEVELOPMENT TOOL**

Generally, use of 360° tool will be identified in response to

* Difficulty in pinning down a specific performance issue or development need
* Need for an individual to gain better insight to a specific development gap
* An agreed approach to identifying development needs in relation to a future or planned career role

* 360° provides the individual with an opportunity to learn how different colleagues perceive them, leading to increased self-awareness.
* It encourages self-development.
* It increases understanding of the behaviours required to improve personal and organisational effectiveness.
* It promotes a more open culture where giving and receiving feedback is an accepted norm.
* It increases communication within the organisation.
* It can be a powerful trigger for change
* Should originate from performance/development discussions and ideally should be explicit on PDP
* Must have manager buy in
* Must have reviewed other options and have a rational for identifying 360° as best option
* Must be requested via OD adviser who in turn must raise with HOD for approval
* Ensure awareness of tool and appropriate use within area of remit
* Act as focal point for requests
* Ensure discussion with manager/individual re appropriateness of tool
* Consider associated costs and that option has best value
* Ensure approval via HOD
* Once approved ensure individual and manager understand process and timelines
* Ensure 360° is requested following agreed process
* Ensure external feedback is arranged in line with agreed process
* Ensure follow up to post feedback and ensure any identified and agreed development activities are captured to PDP

**OD Adviser role**

**Criteria and Approval**

**Why 360° in preference to other approaches (see over for further information)**

**Identifying the Need**