Subject FAQs

A guide for Hogan 360 Subjects

Hogan 360
POWERED BY **PBC**

GATHERING EVALUATOR DETAILS

A Subject is an individual participant undertaking the Hogan 360.

The Subject will need to consider which groups will apply to their 360. They will be required to select up to 5 groups from the following preset list of categories:

- Manager
- Peer
- Direct Report
- Stakeholder
- Other
- Manager 2
- Client/ Customer
- Supervisor
- Colleague
- Director
- Indirect Report
- Board
- Partner

PBC recommend nominating a minimum of 3-4 people per group to keep the feedback anonymous. The exception is for the 'Manager' group, where a single person is acceptable. Note, this means feedback is NOT anonymous for managers.

Subjects can upload their own list of evaluators via the online form process, and PBC recommend that subjects first discuss their list of evaluators with their manager/sponsor before submitting.

Alternatively, a pre-approved list can be uploaded by the sponsor/ordering administrator.

PBC recommend that subjects let their nominated evaluators know that they will be invited to the 360-feedback process. A communication template is available for guidance.

DATA COLLECTION PERIOD

- PBC recommend a 2-week survey open period to gather the evaluators' feedback.

- Automated reminders will be sent every 3 business days to prompt outstanding evaluators.

- Once the survey has been launched, a minimum of 5 evaluator responses are required to close the survey and generate a valid Hogan 360 report.

- Feedback from a minimum of 2 evaluators are required per group to close the survey, otherwise all group feedback is compiled into a single 'Other' rater group.

- PBC will not close surveys or generate reports until completion rates are reviewed to ensure a total of 5 evaluators plus the self-assessment have submitted their feedback.

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FREQUENTLY ASKED QUESTIONS

Are the responses confidential?
Responses are confidential for all non-manager categories. Data for those categories (e.g. peers and direct reports) will not be presented if there is only one evaluator in that group; however, the data will be included in the overall item ratings and theme scores.

What is the minimum number of evaluators required?
PBC recommend nominating a total of 10-16 evaluators per subject. Evaluators should know the subject well enough to be able to comment on their day-to-day behaviour in the workplace. They can also be internal or external to the organisation. It is important to select evaluators who have a day to day working relationship with the subject they are providing feedback on, otherwise evaluators may not have the in-depth knowledge required to answer the questionnaire.

If a subject or evaluator begins a survey and is unable to finish (interrupted, etc), can they log back in to complete?
The survey automatically saves the last page. Once logged into the survey platform the subject or evaluator will be able to resume incomplete evaluations from this point. Please ensure you record your password as you will be asked to re set this when you log on for the first time.

How will evaluators be contacted?
All email correspondence will be sent from either support@pbcsurveys.com or support@hogan360degree.com depending on location.

How long does it take to complete the survey?
Each survey takes 15 to 20 minutes to complete.

Are evaluator comments able to be divided into evaluator groups (peers, direct reports, etc.)?
Yes, this is a standard feature for 2 or more responses in each group.

When the subject only has one evaluator from a group provide feedback (e.g. 1 direct report) will their open-ended comments be provided?
Yes, open-ended comments are always provided verbatim, they are also broken down by group. Where there is only one evaluator in a non-manager evaluator group (such as 'direct report') all non-manager comments will be compiled into a single "Other"group.

Are the open-text comments edited before the report is generated?
No. The open-text comments are included in the report verbatim. The evaluators are encouraged not to use personal names in the open text comments or inappropriate language