Evaluator FAQs
A guide for Hogan 360 Evaluators

Hogan 360
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GATHERING EVALUATOR DETAILS

Evaluators are the colleagues nominated to rate the Subjects (colleagues) on their behaviour in the workplace. This is referred to as 360 feedback. An evaluator will be from one of the following groups:

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

Evaluators should know the subject well enough to be able to comment on their day-to-day behaviour. They can also be internal or external to the organisation.

Evaluator feedback is anonymous unless you are the Manager. Manager feedback is NOT anonymous.

The subjects will advise the evaluators prior to any surveys being released that they will be invited to the 360-feedback process.

DATA COLLECTION PERIOD

- An evaluator is issued an invitation from the survey platform and the survey will remain open for a 2-week 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 feedback is compiled into a single 'Other"group.

> *"The good news is that leadership can be learnt. It takes focus, motivation, deliberate practice and support. The Hogan 360 is critical to starting with focus."*
>
> **Peter Berry**

FREQUENTLY ASKED QUESTIONS

Are the responses confidential?
Responses are confidential for all non-manager categories. Data for these 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.

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. Please ensure you do not use personal names in the open text comments or inappropriate language.

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