360 Assessment Instructions

You can also watch the short instructional video on our Virtual Tour page here:
https://www.assessments24x7.com/virtual-tour# **The 360 video is located under the "Additional Videos" section.**

360 Assessment Access Links will be set up for the Main User (person that will be observed by others), just as you set them up for other for assessments. There will only be **one additional setting for Observer inviting**. Please refer to the **Assessment Access Link** instruction guide on the **Manage Assessment Links** page if you have not created an Assessment Access Link before.

1. Create your **360 Assessment Access Link**. When creating your link, leave the **Assessment User will Manage their Own Observers** check box **unchecked** if you want to invite Observers on behalf of the Main User. Check this box (**box will turn green**) if you would like the Main User to be able to invite their own Observers.

2. NOTE: The "**Email a Copy of**" check box, as well as the "**Send Report to**" field, will **NOT** work for 360 assessments when creating your **Assessment Access Link**. The system has no way of knowing how many Observers you want to complete assessment. You can download the report within your account.

3. Once you have created the link for the Main User, you can send the user an invitation as you usually do.

4. If you have decided to **let the Main User invite their own Observers**, the Main User will simply follow the 3 Observer steps on their own assessment page (shown in the screenshot below), and you can **skip to step 7**. If you have decided to invite the Observers on behalf of your Main User, please continue with the next step.

5. Once the Main User has been registered for the assessment, go to your **Assessment Users** page. Find the Main User's name and select the **gear icon** to the left of their name. Then select **Impersonate User** from the pop-up menu. This will log you into their assessment, but ONLY YOU as the admin will be able to see their Observer portion.

6. On this page, you will see the Main User's assessment, as well as the **Invite Observers** section below their assessment, with 3 easy steps on completing the **Observer Invite** process. You will have the option to **copy and paste the Observer link to Observers through your own email**, or you can **register and email Observers right from this page by entering their names and email addresses.** You even have a section to monitor your Observers in step 3.

7. Your final step will be downloading the report. The Main User, if granted access when you created the link, can download their report right from their assessment page. Or you, as the Account Admin, can go to your **Assessment Users** page, select the **gear icon** to the left of the Main User's name, and select **View Reports**. NOTE: 360 reports can take up to 30 seconds to download.

NOTE: DISC 360 and **EIQ 360** require a minimum of 3 Observers to complete the assessment for any Observer data to show on the report. **Leadership Effectiveness 360** requires 2 Observers in a category for those categories to show on the report. The Supervisor category only requires 1 Observer.

A key element of 360° feedback from observers is that it is *optional* and *anonymous*. While our assessment allows for a lower minimum number of observers, we highly recommend closer to 10-20, if possible. The more observers invited, the more candid observers will be with their feedback, as anonymity is protected."