

Top Tips for making the most of your FMLM 360 Feedback

1. **Setup** - FMLM will set up an account for you in the 360 system and this will generate an email to you requesting for you to manage your 360 and to choose your raters.
2. **Choosing your raters** - Before you start working with the 360 system take some time to think about who you are going to invite to provide your feedback.

Each rater you invite will receive an initial email to inform them you have added them as a rater. They will then receive a weekly reminder to complete their report until they do so. The initial invite comes from great with talent so could end up in junk or be missed – ***We recommend making your raters aware of this and telling them when the invite was sent so they can look out for it.***

3. **Who do you need to invite?** You will need to receive the following feedback as a minimum:
 - One Manager (This should be in the first instance your immediate line manager)
 - Two Direct Report (People you lead, manage or supervise)
 - Two Peers (people who work closely with you but do not report to you.)
 - Two External Stakeholders (people that you work with who are external to your practice or organisation)

We advise you to invite more raters than are required, e.g. don't ask two peers and presume they will both complete feedback, it is better to invite more than the minimum amount with the assumption that not everyone will complete your feedback. Then if you receive more than the minimum feedback required this will only strengthen the quality of the feedback you receive.

4. **A guide on who to choose as a rater**
 - Be sure to invite raters who will provide you with a good range of feedback, think about inviting people who have worked with you from a variety of backgrounds and different work settings.
 - To get the most out of the process you should consider who will provide you with useful feedback to aide your development rather than who will provide you with 'good' feedback.
 - The people you select should be able to comment on your work in a number of different areas (for example, how you approach your work, how you deal with others/work in a team, how you make decisions and how you deal with difficult situations). They should all have had a relevant amount of contact with you in a work context, they can be from a range of backgrounds, especially the external stakeholders, and do not need to work with your currently or work for the same organisation.
5. **Managing your raters** - You will receive a notification when a rater completes their feedback. This will allow you to look at your rater responses to see who has/hasn't completed their feedback.
6. **Finalising your report** – Once completed your finalised report will be made available to you via the 360 system, should you be struggling to get enough feedback for a completed report within the timeframe FMLM will be in touch with you via email to help you finalise your report.

If you are having any technical issues with the system or invites not being received etc then please contact support@greatwithtalent.com – they are very responsive.