

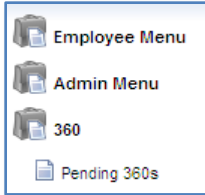
---



## 360 Executive Leadership Instructions





---





### Accessing the Evaluation

- 1) Access <http://one.drexel.edu> and log in using your Drexel domain user ID and password
- 2) Select the Employees tab
- 3) Select More BannerWeb Employee Services
  - a. Select Performance Management.
- 4) Select the 360 menu on the left
  - a. Select Pending 360s



- 5) Select the  icon under the Actions column to open the evaluation; once you have completed and submitted a 360 evaluation, the icon  will display.

 You have been selected to participate in the following 360 Assessments.  
 To complete an Assessment, click on the  icon. Once completed, the edit icon will change to the  icon.

Employee	Workflow Name	Date Issued	Actions
Lindsay Snyder	Executive Leadership 360	Oct 9, 2009	
Megan Weyler	Executive Leadership 360	Oct 9, 2009	
Lindsay Snyder	Executive Leadership 360		
Lindsay Snyder	360 Executive Leadership Assessment		

**Completed 360 Evaluations**

**360 Evaluations Pending Completion**

- 6) This system allows two options for completing an assessment: **Tabbed View** or **Total View**

## Completing a 360 Evaluation in Tabbed View

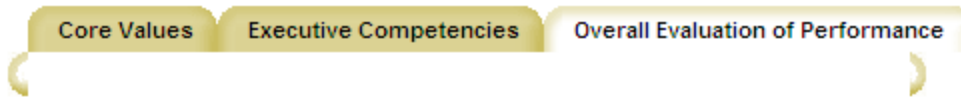
- 1) Select the first tab, Core Values, to display the assessment page.

The screenshot shows the '360 Executive Leadership Assessment' interface. At the top, there are two tabs: 'Core Values' and 'Assessment'. The 'Core Values' tab is selected. Below the tabs, there are three sub-tabs: 'Core Values', 'Executive Competencies', and 'Overall Evaluation of Performance'. The 'Core Values' sub-tab is selected. In the top right corner, there is a print icon and a status indicator 'Exempt'. Below the sub-tabs, there is a table with columns 'Name', '360 Assessment', and 'Action(s)'. The table contains two rows, each with a description of a core value and an 'Evaluate' button. A red box labeled 'Evaluate Button' points to the 'Evaluate' button in the first row.

- 2) Select the Evaluate button to display the rating scale; use the radio buttons to select the appropriate rating for this Core Value/Competency. You may also add comments. Click Evaluate when done.

The screenshot shows the 'Assessment Rating' section. It includes a heading 'Assessment Rating' and a bullet point: 'Enter your assessment for this competency or attribute.' Below this is a table with columns 'Name', 'Description', and 'Comments'. The 'Name' column contains 'Excellence (Quality)'. The 'Description' column contains a list of bullet points: 'Achieves, and in most cases, exceeds goals successfully.', 'Translate broad strategies into clear objectives and practical action plans.', 'Steadfastly pushes self and others for results.', 'Measures and evaluates progress of self and others towards agreed upon goals and objectives.', and 'Rewards and recognizes success and addresses performance shortcomings directly and immediately.' The 'Comments' column is empty. A red box labeled 'Enter your comments regarding the Executive's performance' points to the 'Comments' column. Below the table is the 'Your Rating' section. It contains five radio buttons with labels: 'Does Not Demonstrate', 'Partial Demonstration', 'Consistent Demonstration', 'High Level Demonstration', and 'Exceptional Demonstration'. Below each radio button is a description of the rating level. A red box labeled 'Select a rating for Core Value/Executive Competency.' points to the radio buttons. At the bottom of the page, there are two buttons: 'Evaluate' and 'Cancel'. A red box labeled 'Select the Evaluate button when finished.' points to the 'Evaluate' button.

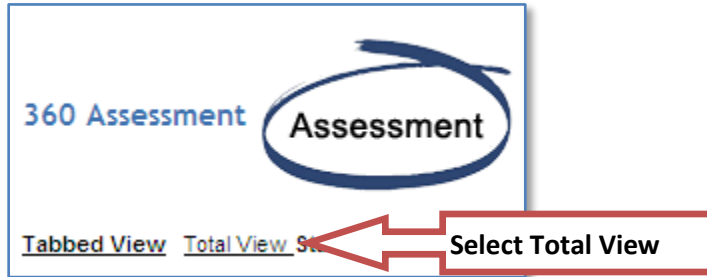
- 3) Repeat Step 2 for each Core Value and Executive Competency. When are you finished, select the **Overall Evaluation of Performance**, review your scores, and select the Submit Assessment button to complete the 360 Evaluation.



Ratings Summary	
<b>Megan Weyler</b>	
<b>Submitted on</b>	Incomplete
<b>Executive Competencies</b>	
Communication - High Impact Delivery	Consistent Demonstration
Managerial Courage	Partial Demonstration
Learning from Experience	High Level Demonstration
Leading Change	Consistent Demonstration
Communication - Fostering Open Dialogue	Consistent Demonstration
Strategic Agility	Consistent Demonstration
Business Perspective	Partial Demonstration
Developing Others	High Level Demonstration
Financial Acumen	Consistent Demonstration
Inspiring Commitment	Exceptional Demonstration
Interpersonal Savvy	High Level Demonstration
Sound Judgment	Consistent Demonstration
<b>Core Values</b>	
Excellence (Quality)	Consistent Demonstration
Diversity	High Level Demonstration
Service (From Mission Statement)	High Level Demonstration
Honesty/Integrity	Partial Demonstration
<b>Submit Assessment</b>	Select Submit Assessment button when finished.

## Completing a 360 Evaluation in Total View

1. To view all of the Core Values and Executive Competencies on one page, select Total View.



2. Enter your rating and comments for each Core Value/Executive Competency.

Core Values	
Name	Action(s)
<b>Excellence (Quality)</b> <ul style="list-style-type: none"><li>• Achieves, and in most cases, exceeds goals successfully.</li><li>• Translate broad strategies into clear objectives and practical action plans.</li><li>• Steadfastly pushes self and others for results.</li><li>• Measures and evaluates progress of self and others towards agreed upon goals and objectives.</li><li>• Rewards and recognizes success and addresses performance shortcomings directly and immediately.</li></ul>	
<b>360 Assessment</b> - Enter your assessment for this competency or attribute.	
<b>Comments</b>	
<input type="text"/>	
<b>Your Rating</b>	
Does Not Demonstrate <input type="radio"/>	Partial Demonstration <input type="radio"/>
Consistent Demonstration <input type="radio"/>	High Level Demonstration <input type="radio"/>
Exceptional Demonstration <input type="radio"/>	
<b>Diversity</b> <ul style="list-style-type: none"><li>• Understands and emphasizes with people and cultures.</li><li>• Respects different value sets.</li><li>• Effectively leverages different skills, opinions and viewpoints achieve outcom.</li></ul>	
<b>360 Assessment</b> - Enter your assessment for this competency or attribute.	
<b>Comments</b>	
<input type="text"/>	

- When you are finished rating all of the Core Values and Executive Competencies, select the Evaluate button at the bottom of the screen to save your ratings and comments. Once you select the button you will receive the following message:

**Evaluate** Please wait while your information is saved. You can then review and select Submit Assessment at the bottom of this page.

- Your page will refresh with the ratings you saved. Review your ratings and then select Submit Assessment to complete the 360 Evaluation.

Overall Evaluation of Performance	
Ratings Summary	
	<b>Megan Weyler</b>
<b>Submitted on</b>	Incomplete
Executive Competencies	
Communication - High Impact Delivery	Consistent Demonstration
Managerial Courage	Partial Demonstration
Learning from Experience	High Level Demonstration
Leading Change	Consistent Demonstration
Communication - Fostering Open Dialogue	Consistent Demonstration
Strategic Agility	Consistent Demonstration
Business Perspective	Partial Demonstration
Developing Others	High Level Demonstration
Financial Acumen	Consistent Demonstration
Inspiring Commitment	Exceptional Demonstration
Interpersonal Savvy	High Level Demonstration
Sound Judgment	Consistent Demonstration
Core Values	
Excellence (Quality)	Consistent Demonstration
Diversity	High Level Demonstration
Service (From Mission Statement)	High Level Demonstration
Honesty/Integrity	Partial Demonstration
<b>Submit Assessment</b>	<b>Select Submit Assessment button when finished.</b>