360 Feedback Module
A Faster, Easier Way To Deliver Richer, More Accurate Employee Feedback

The **HRToolbench©** 360 Feedback Module enables a supervisor or HR to request performance feedback on a subordinate employee's performance and competencies from others within the organization at any time. A supervisor is not always able to make firsthand observations of a subordinate employee's daily performance and interactions with others. Ultimately, the performance coaching and evaluation process is enhanced by the ability to gather multiple perspectives from others who regularly work and interact with an employee.

Job Description

Candidate Selection

Performance Management

Compensation

Succession Planning

360 Feedback

Feedback ratings are gathered from multiple feedback providers using pre-defined performance criteria. The overall average rating for each question is calculated automatically. A full report of all feedback responses is available on demand.

Competency ratings are gathered from multiple feedback providers based on the employee's observed performance during specific projects or engagements. Competency deficiency gaps are automatically identified and can be addressed early, before they become problematic.

Integration with Other Modules

The HRToolbench Job Description module serves as the source document to electronically pull core (general) and functional (job-specific) competencies and target proficiency levels for display on the 360 feedback form. This integration ensures that providers' feedback reflects the specific competencies displayed on the employee's own job description, thus personalizing each employee's feedback form.

The HRToolbench Performance Management module provides performance evaluation forms that reflect the same competencies contained on the employee's 360 feedback form. This approach enables the employee's supervisor to refer to feedback providers' perceptions of the employee when completing the employee's performance evaluation form.

The HRToolbench Succession Planning module incorporates the employee's overall feedback rating as one of multiple informational components used to predict an employee's readiness for promotion or transfer.

About HR Technology Solutions and HRToolbench

HR Technology Solutions, Inc. was founded in 2002 to deliver superior, affordable, Web-based tools that enable organizations to attract, retain and motivate employees more effectively and profitably. We focus primarily on serving small to mid-size organizations.

Our flagship product, HRToolbench, is an integrated suite of HR modules that promotes organizational success by sharing information uniquely among six HR functions and processes, including Job Descriptions (competencies), Candidate Selection, 360 Feedback, Performance Management, Succession Planning, and Compensation. HRToolbench reduces the administrative time required to perform critical HR processes, encourages frequent and high quality communications between employees and managers, and supports strategic management of the workforce.

Our unique combination of HR consulting and Web technology expertise allows us to build and deploy "best practices" human resource management tools that embody the features, flexibility and affordability typically unavailable to small and mid-size organizations from competitor systems. We also provide HR consulting services, if desired, to develop custom competencies, design compensation and reward programs, and restructure organizations.

HR Toolbench

360 Feedback

Features	Functionality	Benefits
Built-in library of pre-configured feedback form templates	• Select a pre-configured feedback form from among the HRToolbench templates. • Clone an existing feedback form to customize. • Develop a new feedback form from scratch.	Feedback forms can be built easily and tailored to any industry, employee group, or business situation.
Rich array of feedback information (measuring employee performance and competence)	• Ratable questions related to job performance such as meeting time and quality measures. • Assessment of demonstrated proficiency levels related to core (general) and functional (job-specific) competencies. • Feedback providers' written comments used to supplement or explain feedback ratings.	The perspectives of multiple feedback providers create a richer and more accurate assessment of an employee's performance.
Supervisors able to use pre-configured feedback forms or customize their own forms	• Feedback providers can be selected from employee's superiors, peers, or subordinates. • Initiate feedback requests at any time using a pre-configured feedback form. • Create custom feedback questions.	Templates ensure consistency in the use of feedback questions, and individual feedback forms can be automatically customized for each employee.
Feedback requests can be linked to specific projects or engagements and time periods	• Feedback can be requested covering an employee's performance for a specific project or client engagement as the work is completed. • Detailed feedback can be gathered and monitored frequently over the course of an extended performance review period – not just at the end.	Performance issues can be identified and addressed on an ongoing basis.
Ensure timely feedback through automatic email requests and scheduled reminders	• Automatic emails requests and reminders are issued on a timely basis to each provider. • Completion status of feedback submissions on any employee can be viewed instantly. • Submission timeliness reports track the actual number days a provider takes to respond to each feedback request.	Automatic reminders eliminate the time-consuming process of administering the feedback process.
Instant access to view feedback responses	• View the latest submitted feedback responses on an employee at any time. • Feedback submissions are archived and can be retrieved on demand. • Employees can be given access to view their own feedback results.	Feedback can be gathered and viewed quickly and easily.
Feedback reports	Generate comprehensive feedback reports for each employee based on the feedback providers' responses gathered over the entire performance review period. An average rating is calculated for each feedback question, as well as each feedback provider's overall feedback rating of an employee. All feedback providers' responses are displayed on the report for comparison purposes, and each feedback provider's written comments on the employee are also displayed.	Comprehensive feedback reports provide new and richer information than previously available. You can easily identify and address any proficiency gaps.
360 feedback responses result in more accurate performance evaluations of employees	Use the aggregate feedback results gathered on an employee as source information when completing the employee's performance evaluation for the performance review period. Feedback helps define how well the employee performed his or her job, as well as the demonstrated competency levels of the employee, as perceived by feedback providers.	Identify issues or competency gaps early in the review period and address problems before they become bigger.