360 Program Launch Checklist

- ✓ Send Internal Communication
  - Preparing your participants, their raters and their managers is critical to launching a successful 360 program. These communications should cover the basics of why your organization is doing a 360, the value it will bring, how the data will be used for development, what the participant is responsible for and outlining what they should expect during the process (see Participant & Rater Announcement docs).
  - It is also recommended to address frequently asked questions in these communications. (see our Project Kick-off PPT for more ideas on what can be covered in Internal communications.)

- ✓ Complete Tech Readiness.
  - It is strongly recommended to use our tech readiness site to ensure that emails will make it through firewalls and to the Participants and Raters. http://www.truscore.com/techready/index.html
  - It is also recommended that your IT department adds *@truscore.com* to the email white list.
  - Provide TruScore with an IT contact to troubleshoot potential email or access issues.

- ✓ Gather Participant names and email addresses.
  - Make sure all names are spelled correctly and all email addresses are correct before submitting or creating a project.
  - If Participants are inviting their own raters, emphasize the need to enter correct rater email addresses into the system.

- ✓ Establish a resource or method for internal questions and internal support
  - Make sure you have a contact and a backup contact within the organization who can answer questions from Participants and Raters about the process, deadlines, when reports will be received, and how coaching is scheduled.
  - This person should also monitor progress and follow up with participants to help ensure timely completion of the 360s.

- ✓ Feedback Report recipients and report distribution
  - Establish who on the team will have access to the feedback reports and how the reports will be distributed to Participants. Will Participants receive their feedback report through their TruScore portal, will it be forwarded by a project contact, or will it be printed and given to the Participant during the coaching session?

- ✓ Establish a coaching schedule
  - Check with coaching attendees for open one hour or 90 minute slots in their schedule.
  - Encourage coaching attendees to make sure their Self survey is completed and that raters have responded so that the feedback report can be processed before the coaching session.

- ✓ Consider how you will sustain on-going development
  - Build plans for reassessing your leaders. Research has shown that managers who reassess are more likely to show strong positive results in their development. Ask about our automated reassess reminders which make the reassessment process simple and efficient.
  - Implementing 360s as part of an annual cycle. Integrating your 360 program into your existing schedule of people process or HR cycles can help bolster a culture of development and can help make 360's part of your corporate culture.