

Thank you for your interest in the Edge 360 assessment process. Within two business days from the date you purchase your online assessment, you will receive an email from [webcontact@edgetraining.com](mailto:webcontact@edgetraining.com) with your credentials to access this assessment.

If you don't receive this email within two business days from your credit card being processed, please contact Edge Training Systems, Inc. at (800) 476-1405 or [webcontact@edgetraining.com](mailto:webcontact@edgetraining.com)

This document was created to provide you with information on the process and navigating our website. The following is included:

- Determining who to select as raters
- Adding your raters in the website
- Completing your self-assessment
- Monitoring the progress of your raters
- Once ratings are completed – what comes next

While you are waiting to receive this access, you can begin gathering the information you will need to begin this process.

You will need the following:

- Rater names, email addresses, and rater relationships – *you will be able to add up to 15 raters*

## **Determining Who to Select as Raters**

### ***When selecting potential feedback providers, please ask:***

- What feedback provider group is this person a part of? (manager, direct report, peer, customer or other)
- Is this someone you would value receiving feedback from?
- Would you take action based on their feedback?
- Have they had the opportunity to observe your leadership behaviors for the past several (minimum of 6) months?

### ***Please remember that the 360 feedback process protects feedback provider anonymity, so please do not attempt to find out "who said what"!***

- **Manager:** The person or people you report directly to. This can be a straight line or dotted line reporting relationship.
- **Direct Report:** The person or people who report directly to you. This can be a straight line or dotted line reporting relationship.
- **Peer:** The people who are in leadership positions similar to your own. They should have no direct reporting relationship with you. They do not need to be from your functional area or have the same title as you do to be considered a peer.

- **Customer:** The people that you or your area provides materials, service or information to. They may be internal or external customers. They may be true end customers or a part of the customer-supplier chain.
- **Other:** This is a person that does not fit in the other rater categories.

**With the exception of your self-assessment and your manager, responses are confidential, so when using a rater category, please select at least three people for that category.**

## Adding Your Raters in the Website

You will receive a userid and password to access: [www.edgetraining.com/LearningPortal](http://www.edgetraining.com/LearningPortal)

The first time you login, you will complete an information/demographics page and then be directed to your homepage. On subsequent accesses, you will be taken directly to the homepage.

To add these individuals as raters for your assessment, please select the “Update 360 Feedback List” link in the left menu bar. (#1 in image below)

Then you will select the “add a rater” link next to the Edge 360 for Leaders assessment and the rater page will open. (#2 in image below)

The add rater page will then be displayed (#3 in image below)

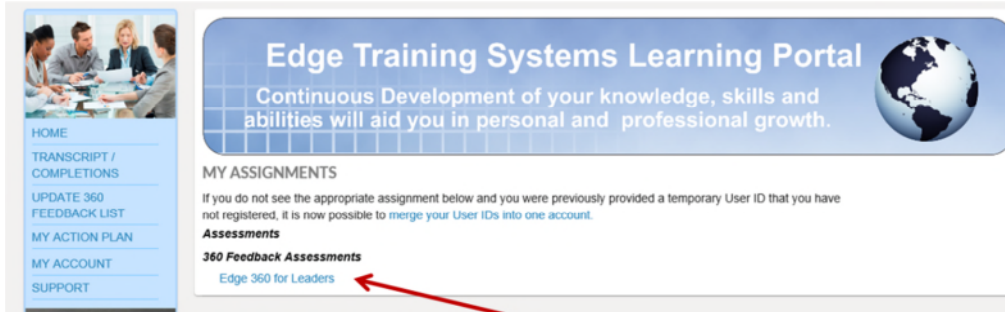
The image contains three screenshots illustrating the process of adding raters:

- #1:** A screenshot of the website's left-hand navigation menu. The menu items include HOME, TRANSCRIPT / COMPLETIONS, UPDATE 360 FEEDBACK LIST (highlighted with a red arrow and #1), MY ACTION PLAN, ACT 365 VIDEOS, MY ACCOUNT, and SUPPORT. The logo 'Excellence' is visible at the bottom of the menu.
- #2:** A screenshot of the 'UPDATE 360° FEEDBACK PROVIDER (RATER) LIST' page. It prompts the user to 'Please select a 360° assessment option to continue:' and shows 'Edge 360 for Leaders (2017):' with two links: 'Add a Rater' (highlighted with a red arrow and #2) and 'Rater Status'.
- #3 – add rater page:** A screenshot of the 'EDGE 360 FOR LEADERS' page. It contains the heading 'ADD EDGE 360 FOR LEADERS FEEDBACK PROVIDERS' and instructions: 'Please Select 10 Feedback Providers' and 'Prior to adding a feedback provider, please verify that the email address you provide is correct.' A 'Please note' section states: 'You will only be able to add 10 people. Please review your list prior to beginning.' Below this is a form titled '- Enter Rater Information -' with fields for '\* First Name:', '\* Last Name:', '\* This rater is:' (a dropdown menu), and '\* Valid Email Address:'. An 'Add a Rater' button is located below the form. At the bottom of the page, the text 'HOW SHOULD YOU SELECT YOUR FEEDBACK PROVIDERS?' is visible.

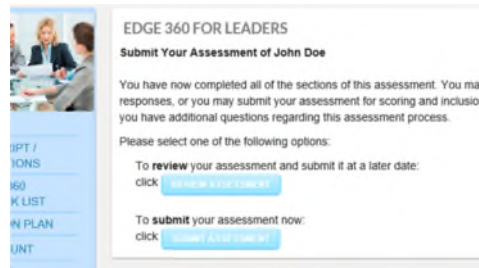
As your raters are added, they will be sent an email requesting that the assessment be completed. It is recommended that you notify your raters prior to adding them that you have requested them to complete an assessment for you and to look for the email from Edge Training.

## Completing Your Self-Assessment

At the homepage, you will find your self-assessment under the list of 360 Feedback Assessments. This link will appear here until you submit your self-assessment as completed.



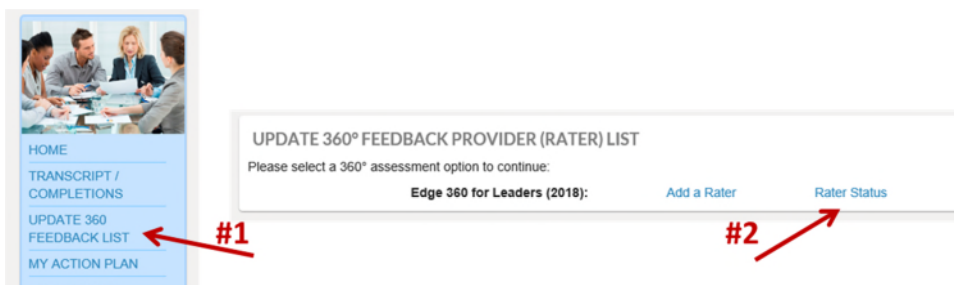
Your assessment will not be submitted as completed until you reach this page and select the “submit assessment” link.



## Monitoring The Progress of Your Raters

You can view how many ratings have been completed. During the active 360 feedback process, Edge Training will be sending reminders to your raters, you also have the ability to send reminders.

To view the status, please select the “Update 360 Feedback List” link and then the “Rater Status” link.



# Edge 360 Assessment Process

The following page is displayed. To correct and incorrect email address, please email the change to [webcontact@edgetraining.com](mailto:webcontact@edgetraining.com) and the change will be made.

**Shows how many raters have completed**

EDGE 360 FOR LEADERS

TOTAL FEEDBACK PROVIDERS SELECTED 4 OUT OF 15  
Please refer to additional 360-rater information below

**RATER ASSESSMENT STATUS**  
 Supervisor/Manager: 0/1 Completed  
 Direct Report: 1/3 Completed  
 Peer: 0/0 Completed  
 Internal/External Customer: 0/0 Completed  
 Secondary Supervisor: 0/0 Completed  
 Other : 0/0 Completed  
**Total Selected: 4**

**Send reminders**

[Email Participants Now \(incomplete 360s\)](#)

Name	Email	Relationship	Approved	Date Added
John Doe Jr.	EdgeDoe.Jr.JohnQ@edge.com	Supervisor/Manager	Yes	02/21/2018
Jane Doe	Jane.Doe@e.edgetraining.com	Direct Report	Yes	02/21/2018
John Doe	John.Doe@e.edgetraining.com	Direct Report	Yes	02/21/2018
Joe Doe	leadership@edgetraining.com	Direct Report	Yes	02/21/2018

**Lists who you have selected as raters**

! A selected feedback provider's email address may be incorrect. Please refer to the highlighted row for details. Please contact Edge Training if you would like to update or remove a feedback provider from this list.

In order to protect the confidentiality of your selected feedback providers, we do not provide individual completion information. Group rater status will only be displayed if you have met the anonymity threshold of two or more feedback providers selected for your Direct Report, Peer, & Internal/External Customer group. \* Your rater assessment status reflects feedback providers that have been selected and approved by you and your organization.

We do not provide the information on specific people who have completed if they are in a confidential rater category. Your supervisor is not confidential and will show whether he/she has completed.

## Once Ratings are Completed – What Comes Next?

Once all your raters are completed, Edge Training will generate the Individual 360 Feedback report and assign your account to an Edge Training Coach. The Coach will contact you via email to schedule your one hour results interpretation call. During this call, you will review your results and discuss next steps for your development. Prior to the call, the coach will provide you with an electronic copy of your results.

In several cases, all selected raters do not complete – in this case, Edge Training will contact you (or you may contact us) regarding closing out the report without all the feedback providers completing. In the event that confidential rater groups do not have enough feedback providers, we may combine rater categories.