**Info for Leadership Fellows:**

**Healthcare Leadership Model 360 Appraisal process**

**What do I need to do if I want to undergo a 360 appraisal?**

1. Contact one of the healthcare leadership model facilitators – you need to have a brief chat about how to get the most out of the 360 process and what to do, as well as to check availability to do your feedback appraisal session (2 hours) once all your online data is in and your report is ready
2. Contact Chloe Anderson so she can give you the purchase order you will need to buy the online tool.
3. Log in: <http://www.leadershipacademy.nhs.uk/discover/leadershipmodel/model-tools-and-resources/model-360/>. The process is managed through an online ‘hub’. All the info you need is on there, plus there are FAQs, and a helpline number. You must select Health Education England as the organisation when you enter the PO number.
4. Create a new questionnaire
5. Complete the questionnaire yourself, rating yourself against the HLM. This is your self-assessment report which is available immediately to you once you complete the questionnaire. You can also revisit this at a later date.
6. Invite your raters – you have to have at least one line manager to make the process work. Aim for at least 3 in each of the other categories (peers, direct reports, others)
7. It is your responsibility to track your progress and check your raters are responding. If they don’t then get in touch with them and ask them more politely! You can send them reminders from the hub at any time.
8. Make contact with your facilitator, to arrange the feedback session.
9. Log on and request your report. It then gets sent to your facilitator. You can’t download your report yourself, and you are not allowed to receive your report without a facilitated feedback session.
10. Attend your feedback session at the agreed time/date. Your facilitator will give you a hard copy, and then after the session email you the electronic pdf. Once you confirm receipt of it the facilitator will delete their copy. Facilitators do not hold spare copies for governance and confidentiality reasons.

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