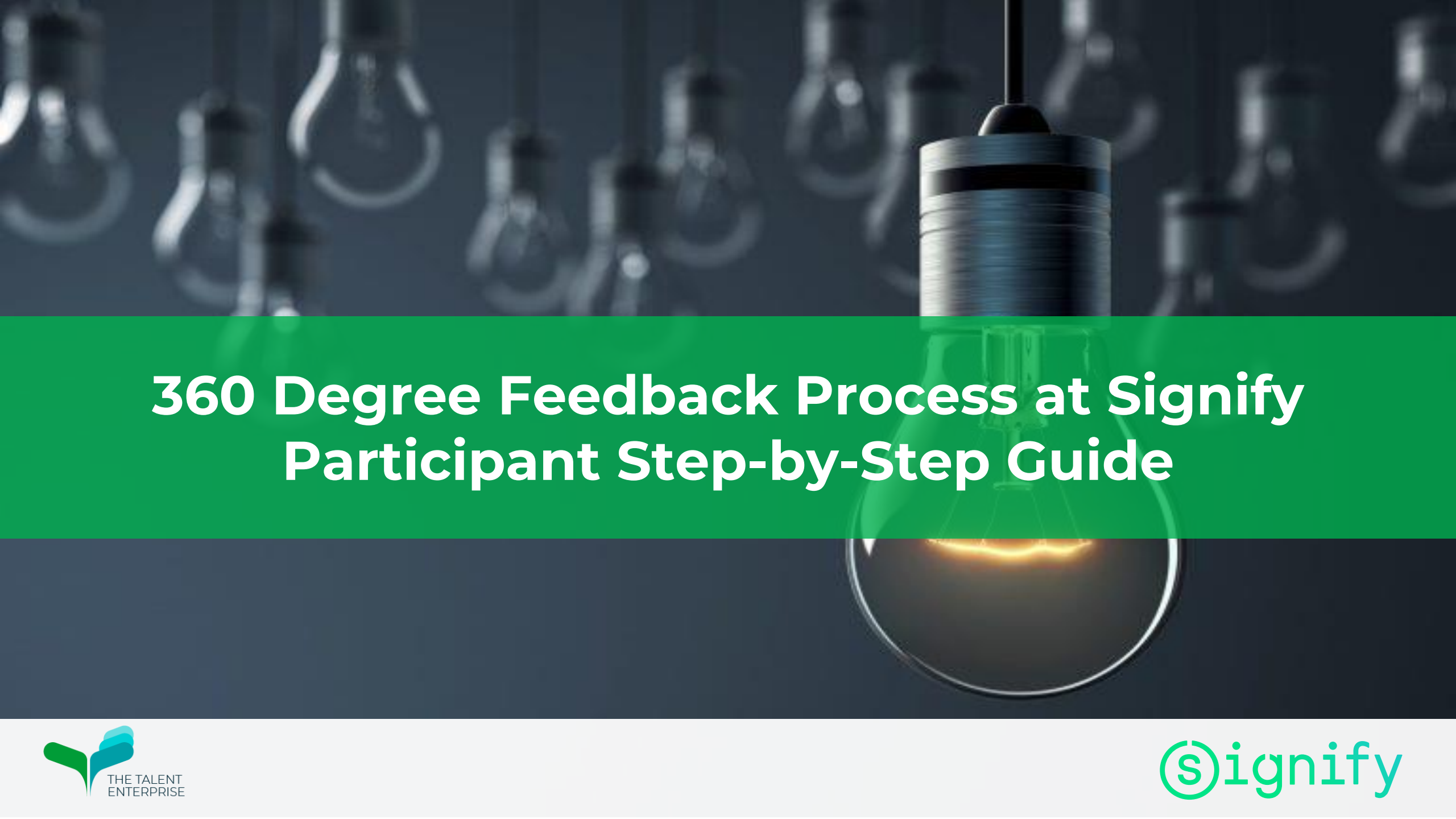




360 Degree Feedback Process at Signify Participant Step-by-Step Guide

360 Degree Feedback Process for Signify: Key Process Steps



Logging In & Dashboard

Receive an invite email and click on the [Join the evaluation](#) link and login to your account and into your dashboard as shown

Participant Nomination

Add feedback givers'

There are 2 sections in the dashboard. Nominations and Evaluations, and in every section, there is an option below:

Nominate feedback givers' for Yourself is where you enter the person's details who you would want to be evaluated by.

Evaluate Yourself is the Feedback Process for you that you must complete.

Report is the overall presentation of your self-evaluation, the feedback giver's and manager's Feedback Process to you

NOTE: The Report section will only be available once all nomination criteria is met and also the evaluations are complete

Remind feedback givers'

Participant Evaluation

Welcome to 360 Degree Feedback Process at Signify. This feedback process has been designed to support your development at Signify

Step One: Please nominate your feedback givers', together with your manager from whom you wish to receive feedback before you complete your self-evaluation. To support your feedback nominate a variety of feedback givers, remembering you must receive feedback from at least three **feedback givers** in each category (apart from your direct manager). Please review the feedback givers nomination guidelines* below in more detail.

Step Two: Please complete your self-evaluation only after you have completed the nomination process.

If you have any questions regarding the 360 Degree Feedback Process, please visit www.signify360.com or contact signify360@thetalententerprise.com

Thank you for your participation!

Feedback Givers Nomination Guidelines* for the Guide Level

GUIDE: Standards and behaviours relevant for employees who manage teams and or are expected to influence and contribute through others; develops, implements and manages the outcomes of strategic initiatives and has impact across team/ function/ country boundaries

Self	This is you. Your name is pre-populated	Mandatory response from yourself
Direct Manager	Your direct supervisor whose name will be pre-populated	Mandatory response from your direct manager
Matrix Manager	The manager, other than your direct manager, to whom you report from business, market or functional perspective	Optional category. Need a minimum of 1 response for this category
Other Manager	Someone to whom you report that is not your direct manager or your previous manager	Optional category. Need a minimum of 1 response for this category
Peer	Colleagues with whom you work closely who do not report to you	Mandatory category. Need a minimum of 3 responses for this category to report category-specific feedback. No cap on maximum peers you can invite.
Direct Reports	Colleagues who report directly to you	Optional category. Need a minimum of 3 responses for this category to report category-specific feedback. No cap on maximum customers you can invite.
Customer	Your internal and external customers	Optional category. Need a minimum of 3 responses for this category to report category-specific feedback. No cap on maximum customers you can invite.
Other Stakeholders	Other key stakeholders not defined by the above relationships	Optional category. Need a minimum of 3 responses for this category to report category-specific feedback. No cap on maximum stakeholders you can invite.

Total progress 0%

N

Nominations

0 of 1

?

Set up nominations

☐ Yourself

E

Evaluations

0 of 1

?

Evaluations

☐ Yourself

360 Degree Feedback Process for Signify: Key Process Steps



Logging In & Dashboard

Participant Nomination

Add feedback givers'

Remind feedback givers'

Participant Evaluation

Click “Yourself” under the nomination section and you will be redirected to a page as shown

Please nominate your feedback givers. In order to obtain comprehensive and useful feedback, nominate a broad range of Peers, Direct and Indirect Reports, and other Internal Stakeholders.

Please ensure you select a minimum of three feedback givers (apart from your direct manager) from each of these groups. If needed, discuss and agree your evaluators with your direct manager before entering them on the system

If you have any questions regarding the 360 Degree Feedback Process, please visit www.signify360.com or contact signify360@thetalententerprise.com.

For any questions regarding Signify's Privacy policy please [click on this link](#)

For any questions regarding The Talent Enterprise's Privacy policy please [click on this link](#)

In case you experience any technical difficulties, please contact signify360@thetalententerprise.com

Nominate Evaluators to Yourself



Manager Exactly 1	Evaluation	Nomination
 No Data		

[+ Add Manager](#)

Peer At least 3	Evaluation	Nomination
 No Data		

[+ Add Peer](#)



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360 Degree Feedback Process for Signify: Nomination Criteria



Logging In & Dashboard

Participant Nomination

Add feedback givers'

Remind feedback givers'

Participant Evaluation

You can also select other relation options based on your day to day working. You can view the entire list once you login to the portal

Apply Level

- 1 - Self
- 3 - Peers
- 1 - Manager

Guide Level

- 1 - Self
- 3 - Peers
- 1 - Manager

Shape Level

- 1 - Self
- 3 - Peers
- 3 - Direct Reports
- 1 - Manager



360 Degree Feedback Process for Signify: Key Process Steps



Logging In & Dashboard

Participant Nomination

Add feedback givers'

Remind feedback givers'

Participant Evaluation

From here, you can add your feedback giver based on your relationship with your feedback giver (e.g. Customer, Direct Report, Manager, Peer).

Please nominate your feedback givers. In order to obtain comprehensive and useful feedback, nominate a broad range of Peers, Direct and Indirect Reports, and other Internal Stakeholders.

Please ensure you select a minimum of three feedback givers (apart from your direct manager) from each of these groups. If needed, discuss and agree your evaluators with your direct manager before entering them on the system

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Nominate Evaluators to Yourself

X

type name or email...

Q

as my

Select Relationship ^

Nominate

Select Relationship

Manager Exactly 1

Manager

Peer

Direct Report

Matrix Manager

Other Manager

Customer

Other Stakeholders

Nomination

+ Add Manager

Peer At least 3

Evaluation

Nomination

No Data

+ Add Peer

360 Degree Feedback Process for Signify: Key Process Steps

Logging In & Dashboard

Participant Nomination

Add feedback givers'

Remind feedback givers'

Participant Evaluation

Set name for Evaluator davidson@thetalententerprise.com

* First Name:

* Last Name:

Submit

After clicking the nominate button there's a pop – up message showing to add the first name and last name of the email that you added as your feedback giver



360 Degree Feedback Process for Signify: Key Process Steps



Logging In & Dashboard

Participant Nomination

Add feedback givers'

Remind feedback givers'

Participant Evaluation

You can also send reminders to your feedback givers' by clicking on the **Remind All Button** (green button) in the right side of the screen

Click on the **Back to task** button on the upper-left side of the screen to return to the dashboard

1 Reminders sent to evaluators who haven't completed the evaluation

Please nominate your feedback givers. In order to obtain comprehensive and useful feedback, nominate a broad range of Peers, Direct and Indirect Reports, and other Internal Stakeholders.

Please ensure you select a minimum of three feedback givers (apart from your direct manager) from each of these groups. If needed, discuss and agree your evaluators with your direct manager before entering them on the system

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Nominate Evaluators to Yourself

Remind All

Manager Exactly 1	Evaluation	Nomination
Shuja S (shuja@tte.email)	Waiting	Approved X

Peer At least 3	Evaluation	Nomination
User Subject (franz@tte.email)	Waiting	Approved X

Direct Report	Evaluation	Nomination
Gianne Carlo Arrozo (gianne@tte.email)	Waiting	Approved X

Confirmation notification will show once you click the remind all button

360 Degree Feedback Process for Signify: Key Process Steps

Logging In & Dashboard

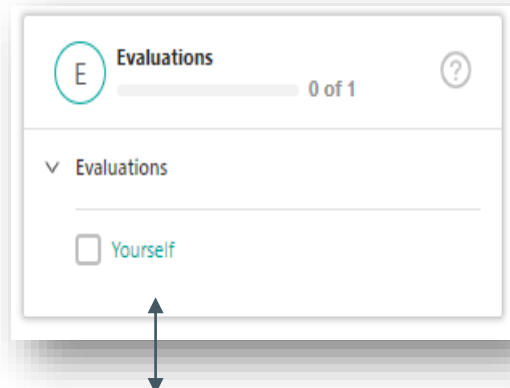
Participant Nomination

Add feedback givers'

Remind feedback givers'

Participant Evaluation

On the dashboard, under Evaluations, click on **Yourself** (refer on the first screenshot on the first slide). And you will proceed on your self-evaluation.

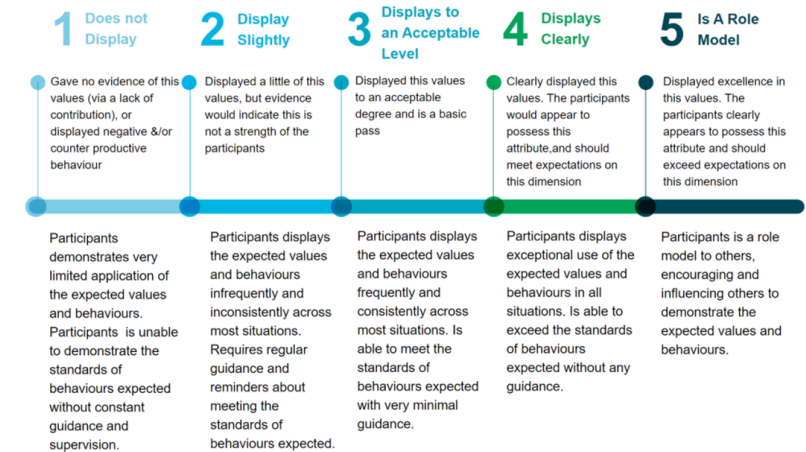


To start the self evaluation

Welcome to the self-evaluation as part of the 360 Degree Feedback Process at Signify.

In the survey, you will be asked to rate yourself on how clearly and consistently you believe you demonstrate Signify's values and behaviours at your level of seniority and role within the organisation. Here are some things to keep in mind:

- Please ensure you complete your nominations for feedback before commencing with your self-evaluation.
- Please keep aside approximately 15-20 mins to complete the survey, and we encourage you to complete it in one go, without any distractions.
- Please respond to the questions openly and honestly as possible. The results of your self-evaluation will be compared to the feedback you receive from your direct manager, peers and other feedback givers you have nominated.
- All quantitative ratings that you provide will be on a 5-point rating scale as explained below. Please do take time to read each of the descriptors prior to starting the survey. Please remember that you're rating yourself on how clearly and consistently you believe you demonstrate Signify's values and behaviours.



- Please rate yourself at your current level of seniority and impact. Signify's expectations of whether you are expected to be at the Applying, Guiding or Shaping level of the Values will be clearly marked on each page of the survey.

Thank you for your participation!

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NEXT >

360 Degree Feedback Process for Signify: Key Process Steps

Logging In & Dashboard

Participant Nomination

Add feedback givers'

Remind feedback givers'

Participant Evaluation

Select your desired response and click on the **Next** on the lower-right side to proceed to the next page until you complete the evaluation

[← Back to tasks](#) **Evaluate: Yourself**

Customer First

Integrating insights on customers, competitors, and markets and act to ensure we achieve winning customer-centric strategies. Carefully understanding customer and market insights to gain competitive advantage and focus on making a difference for our customers.

Expected Level	Applying		Guiding		Shaping	
	Does not Demonstrate	Sometimes Demonstrates	Often Demonstrates	Always Demonstrates	Is a Role Model	No Evidence
Fosters and strengthens long-term customer and partner relationships by presenting a unified 'one-Signify' solution	☐	☐	☐	☐	☒	☐
Actively translates customers needs into action by creating customer centric strategies and delivering highly competitive business plans	☐	☐	☐	☐	☒	☐
Identifies new opportunities to drive greater customer impact by pro-actively integrating market intelligence, trends and competitor activity	☐	☐	☐	☒	☐	☐
Builds appropriate, broad, cross-boundary and strategic networks with key players, including customers, business partners and regulators	☐	☐	☐	☒	☐	☐
Responds flexibly to shifting market conditions and changing customer needs, adjusting own and others plans accordingly	☐	☐	☐	☐	☒	☐
Supports others in relentlessly taking a customer perspective and adjusting their goals and actions accordingly	☐	☐	☐	☐	☒	☐

Next

360 Degree Feedback Process for Signify: Key Process Steps



Logging In & Dashboard

Participant Nomination

Add feedback givers'

Remind feedback givers'

Participant Evaluation

After you have completed the evaluation you can now logout from you account by clicking the upper-right logo on the screen and click **Logout**



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Total progress: 100%

N Nominations 1 of 1

E Evaluations 1 of 1

R Reports 1 of 1

Set up nominations

- ☒ Yourself

Evaluations

- ☒ Yourself

☒ View My Report



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