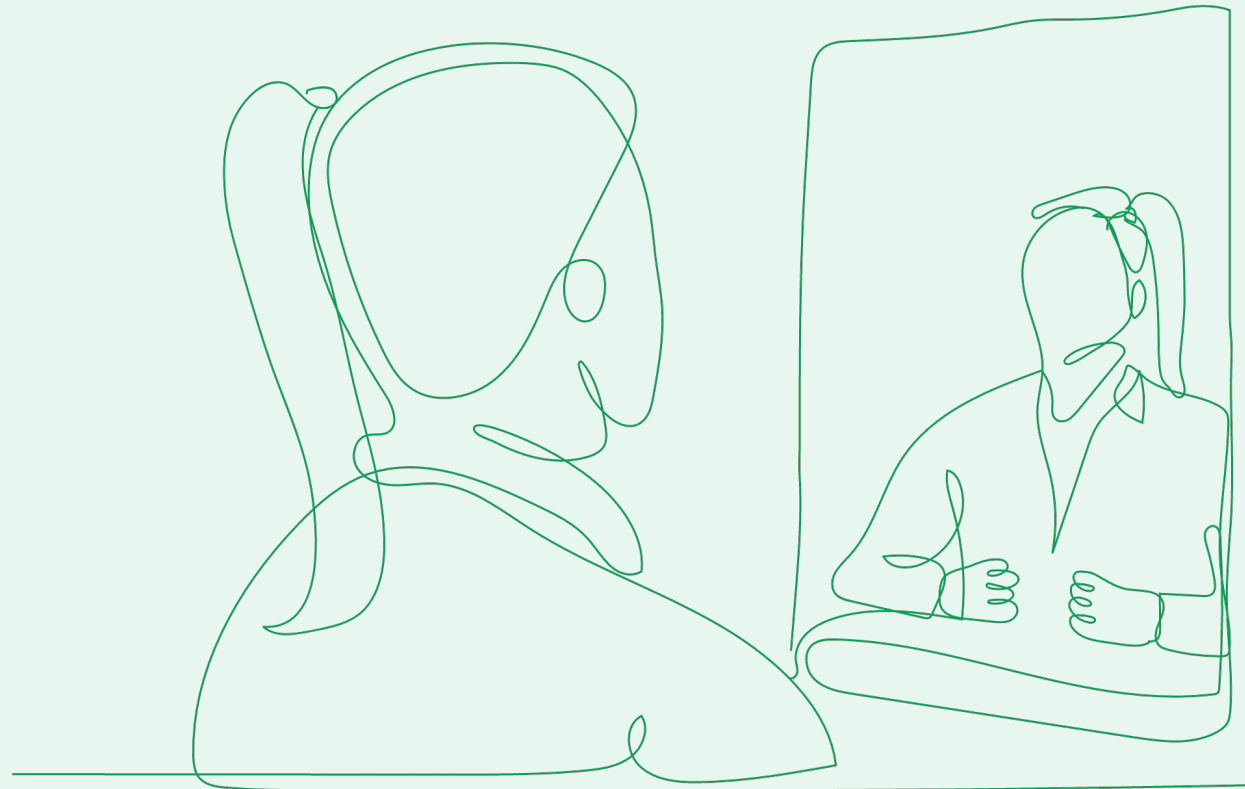


360 Get started guide

Step by step instructions for a 360 survey participant (Self)

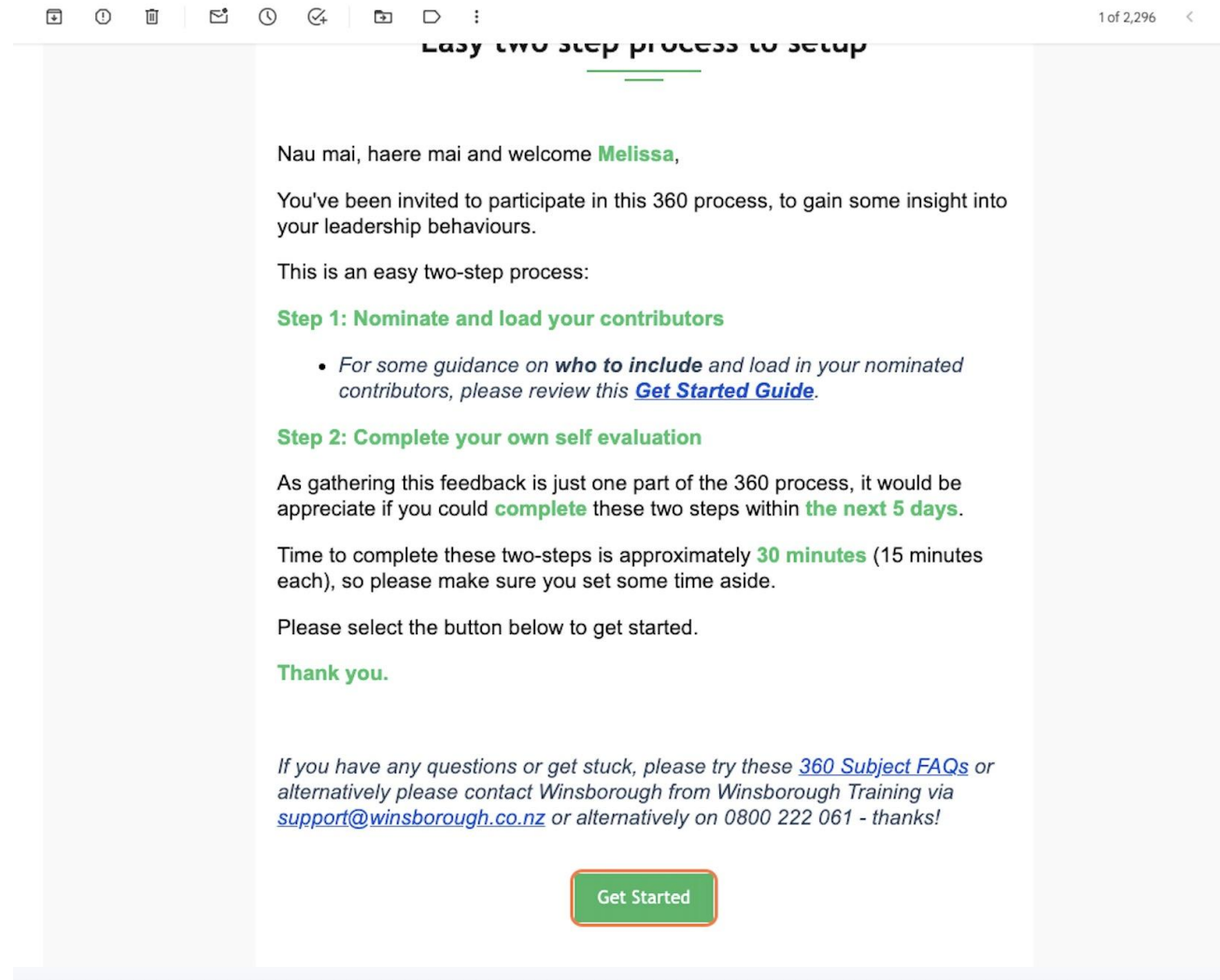


Step 1

How to start your survey

- Check your email inbox for a message from no_reply@winsborough.co.nz. Once you find it, click on the "Get Started" button included in the email. This will take you to the first step to add your contributors.

Please note: If you select the cancel option, you will not be able to access any of the following steps, please contact your administrator for support.



The screenshot shows an email interface with a toolbar at the top containing icons for home, info, trash, mail, clock, refresh, folder, and print. The page number "1 of 2,296" is visible in the top right corner. The email content is as follows:

Easy two step process to setup

Nau mai, haere mai and welcome **Melissa**,

You've been invited to participate in this 360 process, to gain some insight into your leadership behaviours.

This is an easy two-step process:

Step 1: Nominate and load your contributors

- For some guidance on **who to include** and load in your nominated contributors, please review this [Get Started Guide](#).

Step 2: Complete your own self evaluation

As gathering this feedback is just one part of the 360 process, it would be appreciate if you could **complete** these two steps within **the next 5 days**.

Time to complete these two-steps is approximately **30 minutes** (15 minutes each), so please make sure you set some time aside.

Please select the button below to get started.

Thank you.

If you have any questions or get stuck, please try these [360 Subject FAQs](#) or alternatively please contact Winsborough from Winsborough Training via support@winsborough.co.nz or alternatively on 0800 222 061 - thanks!

Get Started

Step 2

Add your contributors

- Locate the "**Add Contributor**" button under the group heading you wish to add a contributor to.
- Click on the "**Add Contributor**" button.
- Enter the required amount (or more) of contributors for each contributor group.
- Please note that you must add the minimum amount (or more), or none for each group.
- It is recommended for optimal feedback to nominate 12-15 raters. We advise having a discussion with your line manager to ensure a comprehensive selection of nominated raters.

Winsborough Leader 360 Survey, Test

🕒 Closes: January 12, 2024

Nominating your participants

Please nominate your contributors below

Add contributors

+ Load contributors in bulk

Leader - Invite at least 1

+ Add contributor

Team - Invite at least 3

+ Add contributor

Peers - Invite at least 2

+ Add contributor

Others - Invite at least 2

+ Add contributor

Coach - Invite at least 0

Contributor groups

- **Leader:** This is your direct line manager.
- **Team:** These are your direct reports.
 - If you have fewer than 3, consider adding them to a different category (i.e. Peers) so their feedback is included.
 - If you have none, then please consider including some indirect reports with whom you have collaborated with recently.
- **Peers:** These are your colleagues (team or group peers).
- **Others:** These could be other internal or external stakeholders that you have regular contact with and who might have some feedback to provide

Please note: if you use the csv import option, that these category names must be spelt exactly the same as listed above.

The screenshot shows a web interface for adding participants to a survey. The main panel is titled 'Winsborough Leader 360 Survey, Test' and includes a close date of 'January 12, 2024'. It lists five categories: 'Leader - Invite at least 1', 'Team - Invite at least 3', 'Peers - Invite at least 2', 'Others - Invite at least 2', and 'Coach - Invite at least 0'. Each category has an 'Add contributor' button. A sidebar on the right, titled 'Add Participant', shows an email input field with 'gaxiy91894@tanlanav.com', a participant card for 'Sam Sample' with the same email, a dropdown menu for 'Select Survey Participant Group' with 'Leader' selected, a checkbox for 'Disable email communication', and an 'Add Participant' button.

Add your contributors

- Enter the contributor's email address, first into the email address field.
- If a new user, enter the contributor's first and last name in the corresponding fields.
- Click on the **"Select Participant Group"** drop-down menu and choose the relevant group. When you come to the **"Select participant group"** drop-down menu, the group that you have chosen to add will be the default option.
- Click on the **"Add Participant"** button to add your contributor to your selected group.

The screenshot shows the 'Add Participant' form within the 'Winsborough Leader 360 Survey, Test' interface. The form is titled 'Add Participant' and includes a close button (X) in the top right corner. The main content area is divided into two sections: 'Nominating your participants' and 'Add contributors'. The 'Nominating your participants' section includes a title 'Winsborough Leader 360 Survey, Test', a close icon, and a date 'Closes: January 12, 2024'. Below this is the heading 'Nominating your participants' and a prompt 'Please nominate your contributors below'. The 'Add contributors' section lists five groups: 'Leader - Invite at least 1', 'Team - Invite at least 3', 'Peers - Invite at least 2', 'Others - Invite at least 2', and 'Coach - Invite at least 0'. Each group has a green '+ Add contributor' button. A 'Load contributors in bulk' button is also present. The right sidebar contains an email address field with 'gaxiy91894@tanlanav.com', a dropdown menu for 'Select Survey Participant Group' with 'Leader' selected, a checkbox for 'Disable email communication', and a green 'Add Participant' button.

Add your contributors

- Once you have added all your contributors and have ensured that you have met the minimum requirement, click on the "**Submit**" button to proceed.
- In case you do not have a sufficient number of contributors for a particular category, it is recommended to add them to another contributor group instead.

Please note: please review this list carefully as the next step automatically sends invites to these people and you cannot review/ edit this list. If you need to make changes, please contact your administrator

The screenshot displays a web interface for managing contributors. It features three distinct sections, each with a header and a list of contributors. The first section is titled 'Peers - Invite at least 2' and contains two contributor cards: 'Tom Sample' (Email: jkit@brant-app.biz) and 'Sally Sample' (Email: sullivan.govinda@donebyngie.com). Below this list is a green '+ Add contributor' button. The second section is titled 'Harry Sample' and contains one contributor card: 'Harry Sample' (Email: rodriguez.nasir@fullangle.org). Below this list is another green '+ Add contributor' button. The third section is titled 'Karen Sample' and contains one contributor card: 'Karen Sample' (Email: lga0288fv@icann.com). Below this list is a third green '+ Add contributor' button. At the bottom of the interface is a red 'Submit' button.

Step 3

Terms and Conditions

- Before starting your survey, please take a moment to carefully read and review the terms and conditions.
 - If you agree to the terms and conditions, click the “**Yes, I do accept**” button to proceed.
 - If you do not agree to the terms and conditions, click the “**No, I do not accept**” button.
 - Please note that if you do not accept the terms and conditions, you will not be able to proceed with your survey.

Purpose

This 360 survey is for leadership development for Melissa, as initiated by Winsborough Training.

Your data

For this 360 process:

- The survey responses from you and your nominated contributors will be aggregated and presented back to you in the form of charts and narrative interpretation within your 360 report.
- Your response will be identifiable within your report and your nominated raters responses will be aggregated (by group) and reported confidentially.
- All comments will be reported verbatim with no names attached.
- If you have any questions related to this 360 process, the purpose, your rights to contribute or to opt out, please contact your HR/OD advisor from Winsborough Training before proceeding further.

Access and sharing

This 360 report will only be shared with Melissa, the person providing debriefing and a process administrator, in support of this 360 process.

You have the right to opt out of this process, update any personal information we have on you or be forgotten, for any questions please contact support@winsborough.co.nz

Active acceptance

If you accept the terms of this process as outlined above, please select the I accept button below.

Thank you very much.

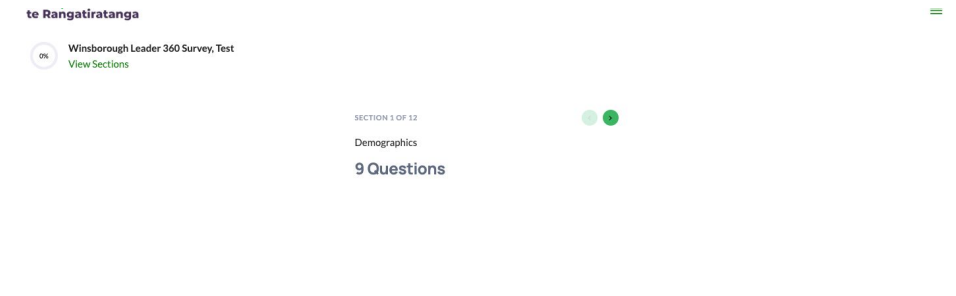
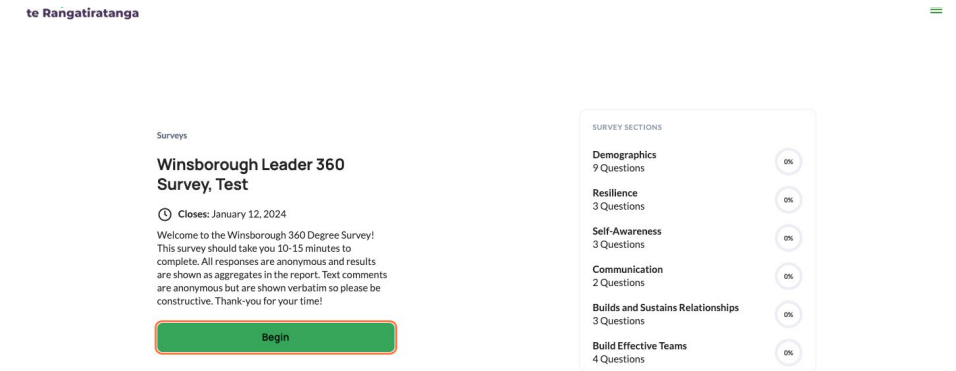
No, I do not accept

Yes, I do accept

Step 4

Complete your self evaluation survey

- To begin your survey, click on the **"Begin" button.**
- Once you are ready to start answering the survey questions, click on the **"Start" button.**



Step 5

Answering Questions

- Read each survey question carefully and consider your response.
- Click the **white circle** beside the answer option that you most agree with.
- Once you are satisfied with your answer, click the **green arrow** located on the bottom right corner of the screen to proceed to the next question.
- If you need to go back to a previous question, use the **green arrow** located on the bottom left corner of the screen.

The screenshot shows a survey interface for 'Ka tipu te Rangatiratanga'. At the top left is the logo, and at the top right is 'Self-aware 0% Complete'. The question is 'QUESTION 1 OF 1' and is 'Required'. The question text is 'Adapts personal behaviours and style to manage the impact on others'. There are six radio button options: 'Almost Never', 'Not Often', 'Sometimes', 'Quite Often', 'Almost Always', and 'N/A or not observed'. The 'Almost Always' option is selected, indicated by a green circle. At the bottom left is a green arrow pointing left, and at the bottom right is a green arrow pointing right.

Answering Questions

- In order to move on to the next section of the survey, you must click on the "**Submit Section**" button after completing all the questions in the current section.

The screenshot shows a survey interface for 'Ka tipu te Rangatiranga'. At the top left is the logo. At the top right, it says 'Deliver 86% Complete' with a progress bar. The question is 'QUESTION 7 OF 7' and is 'Required'. The question text is 'Demonstrates accountability in all circumstances'. There are six radio button options: 'Almost Never', 'Not Often', 'Sometimes', 'Quite Often' (which is selected and highlighted in green), 'Almost Always', and 'N/A or not observed'. At the bottom left is a back arrow, and at the bottom right is a 'Submit Section' button highlighted with a red border.

Step 6

Answering Demographic Questions

- To fully complete the survey, it is necessary to fill out the demographic section, though you can select “not applicable” or “would rather not say” as options.
 - These are single response option only, so please select the option you most identify with or N/A
- Each question in this section should be read carefully, and the option that best fits your situation should be selected by clicking on the **white circle**.
- To proceed to the next question, click the **green arrow** located on the bottom right.

The screenshot shows a mobile survey interface. At the top left is the logo 'Ka-tipu te Rangatiratanga'. At the top right, it says 'Demographics 11% Complete' next to a progress bar. Below this, it indicates 'QUESTION 2 OF 9' and asks 'What is your gender?'. There are four radio button options: 'Female', 'Male', 'Another Gender', and 'Prefer not to state'. The 'Prefer not to state' option is selected, indicated by a green circle around its radio button. At the bottom left is a green circle with a white left-pointing arrow, and at the bottom right is a green circle with a white right-pointing arrow.

Step 7

Completing the Survey

- To complete the survey, ensure that you have filled out all sections.
- Once you reach the last question, review your answers for the whole survey to ensure that you are satisfied with them. Click the "Submit" button located on the bottom right of the page.
- Once you have submitted the survey, you will be redirected to the "Thank You" page, which indicates that you have successfully completed the survey. To return to your homepage, click the "Return Home" button.

Please note: once you submit you cannot review/ edit your responses. Please contact your administrator for support should you need to make changes after submitting your responses.

The screenshot shows a survey interface for 'Ka tīpu te Rangatiratanga'. At the top, it indicates 'Demographics 89% Complete'. The current question is 'QUESTION 9 OF 9: What position level do you hold in your current organisation?'. There are seven radio button options: 'Board Chair/Member', 'CEO (or equivalent)', 'Executive/Leadership team member', 'Divisional or Functional leader', 'Mid-level Manager', 'Team Leader/First line', and 'Individual Contributor'. The 'Employee' option is selected and highlighted in green. A green 'Submit Section' button is located at the bottom right of the question area.



100% Winsborough Leader 360 Survey, Test

Thank You!

You've Completed the Survey

Thank you for completing the Winsborough Leader 360 Survey, Test survey. This survey closes on Friday 12th January, 2024.

Return to Home



Thank you!