The feedback template provides guidance on how to obtain 360 input. **This is a recommended step but not essential.** A popular option is formal 360 feedback surveys delivered online. However, due to the significant workload involved, this option is available on a limited basis (your HR team can provide information.) Instead consider:

### Who can provide feedback?

A broad range of people can potentially provide feedback:

- **Peers:** Within the team or client areas.
- **Internal customers:** Within UNSW whom the employee provides support or services to.
- **External customers:** External to UNSW whom the employee may provide support or services to or may work with on a regular basis to achieve goals.
- **Project teams:** Other employees or managers the employee may have worked with on projects.
- **Cross functional:** Within UNSW whom the employee works with outside of the primary work area.
- **Mixed input:** Ensure there is a mix of input from both professional and academic staff.
- **Direct reports:** Where the employee has direct reports, incorporate their view.
- **Senior leaders:** Incorporate the view of senior leaders the employee works with regularly.

### How to select the people to provide feedback

Considering the broad range of people who can provide feedback, below is a guide on how to select the people to provide feedback:

- This is not intended to be an onerous task. Use your judgement; however, feedback from approx. 2-5 people increases the likelihood of a fair, accurate end of year review.
- The employee should nominate people to provide feedback:
  - Reflect on who might be best placed to provide you with feedback. They need to work with you on a regular basis and have the opportunity to observe your work and interactions with others.
  - Steer away from people who may have inherent bias (friends, previous grievances.)

### Process for requesting feedback

The employee to contact 2-5 people for 360 input preferably by email (or by phone after making an appointment). **Below is sample text for an email request:**

> “My End of Year review is coming up. I’d like your input to enhance the review and make it as fair and accurate as possible. I’m looking for observable examples / evidence of performance. Please note that these examples may be shared as part of my End of Year review, they won’t be anonymous.

  □ First of all can you give me an example, or a few examples, of what I’ve done well when working with you?
  □ Second, can you give me an example, or a few examples, of where I need to develop or where I would benefit from additional support?
  □ Do you have any other comments or feedback that is relevant? Thank you for your time and input.”

*(Optional: *To ensure the examples are relevant, below are the high level goals set in my performance plan for both expectations and behaviours.)*