

360 Degree Feedback for Development Policy

Intent

Markham FHT has adopted this policy to ensure that all staff members are provided with accurate and appropriate feedback regarding their role within the organization. By providing 360 degree feedback, the Markham FHT gains the opportunity to provide its employees and management team with an understanding of how they are perceived throughout the course of their work environment.

Scope

All employees and management staff will be subject to 360 degree feedback (date to be determined re: full implementation).

Definitions

360 Degree Feedback – is feedback that may come from a variety of different sources including: subordinates, supervisors/management, peers, customers, suppliers and self evaluation. The accumulation of feedback from all the aforementioned sources is then used to determine the areas of strength of an employee and areas of focus and development for their work in the coming year(s).

Guidelines

Confidentiality

All information gathered from the results of the 360 Degree Feedback process will remain confidential. A summary of results only will be distributed to the employee and their supervisor/manager.

Procedures

1. Supply all participating reviewers with appropriate resources (survey, questionnaire, etc.) to provide feedback.
2. Collect all feedback to be used for evaluation and compile results.
3. Review the feedback against goals and objectives set out at the beginning of the review period.
4. Discuss the assessments made during the review, and identify new goals and objectives that will improve performance and assist in the development of the employee.
5. Identify actions required to meet new goals and objectives, the time frame that these must be completed within, and any new forms of training that will be required.
6. Prepare a written report of review and recommendations made, including newly established goals and objectives.

Administration

This document was created on May 23rd, 2014 and is to be used as the 360 Degree Feedback Policy for Markham FHT, its employees and management team.

Acknowledgement & Agreement

I, (Employee Name), acknowledge that I have read and understand the 360 Degree Feedback Policy of Markham FHT. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

Name: _____

Signature: _____

Date: _____

Witness: _____