



GIG  
CYMRU  
NHS  
WALES

Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)



## Requesting a 360 Evaluation Guide

**To request a 360 Evaluation follow the steps below**

1. Press 'Run evaluation with other responders'
2. Enter an evaluation title (this needs to be distinct, as you might request more 360 evaluations in the future) and select a due date.
3. Enter the responders' emails and make sure you click on the plus button (+) to submit each email.
4. Write a 360 evaluation invitation message
5. Move to the next tab, review your details and click 'Create Evaluation'
6. The responders will have received an email with a link to complete your 360 evaluation
7. You now have 2 options. You click 'Start Evaluation' to start your own self-assessment, if you haven't done one; or you can click 'Manage evaluation' to go to your evaluations hub.