

This is an example email intended to provide Inspire administrators with a starting point for communicating the required actions all employees must take to complete the self-assessment, 360 and appraisal stages of a performance cycle in Inspire. Note that this example includes actions, dates, and other information that should be modified to align with the specific steps required by your organization. Your Inspire client success representative would be glad to assist with these modifications to ensure all steps align with your cycle configuration. Please email [support@inspiresoftware.com](mailto:support@inspiresoftware.com) for assistance with this process.

### **ACTION:**

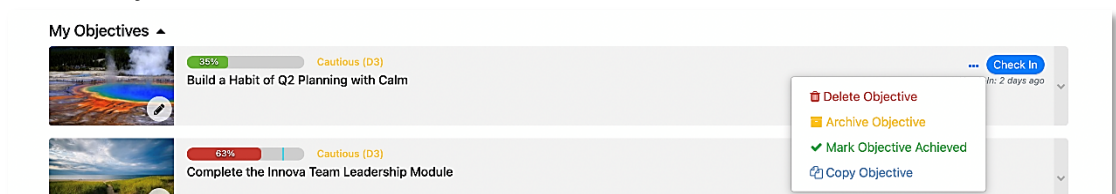
Self-assessments, 360's and appraisals are approaching.

Carefully review ALL the information and due dates below.

**We recommend pinning this email for easy reference when setting up 360's.**

All employees must complete the following action items in [Inspire](#) by their assigned due date –

1. Complete **T1 Self-Assessments** by Friday, 7/29/2022
  - **Update:** We will be opening the self-assessment/360 process one week early. Self-assessments will now be available on 7/16/2022.
  - **Note:** If you plan to continue work on an objective in T2, you have the option to copy it as a new objective.



2. Submit **360 Assessment(s)** by Friday, 7/29/2022
  - 360 Assessments will be available on 7/16/2022.
  - For T1, all employees will be required to provide feedback for their supervisor and must invite at least 2-3 peer to provide feedback.
  - If you changed supervisors during this performance period, you will be required to invite your former supervisor to complete a 360 assessment. You will receive a separate email if this applies to you.
  - Employees are *only* required to leave comments under the Assessment Summary tab. Additional feedback on objectives and competencies are welcome but optional.
  - 360 Assessments **must** be submitted prior to the appraisal process.
3. Supervisors only: Complete **T1 Appraisals** by Friday, 8/5/2022.
  - Appraisals will be available on 7/30/2022.
4. Prepare and complete **T2 Performance Agreement** by Tuesday, 8/13/2022
  - The T1 Performance Cycle will be available on 8/6/2022.

- Corporate key results for T2 will be published by end of July. Once published, you can view the CKRs for alignment in [Inspire](#) (Objectives > Corporate Strategy).

## **BACKGROUND:**

### **Grading**

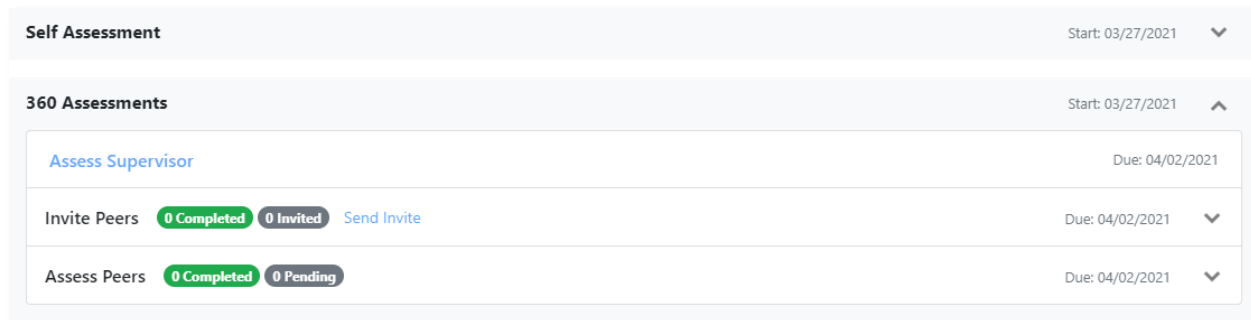
For the T1 Performance Period, grading on objectives and competencies is required. Performance is expected in all three performance areas (objectives, competencies, and values) year-round so grading updates are encouraged when changes occur.

### **360 Evaluations**

We are also requiring 360 Assessments for this performance period. As part of the self-assessment process, employees will be required to provide feedback for their supervisor **and** invite at least 2-3 peers to complete a 360 Assessment.

### **All employees must invite at least 2-3 peers to provide a 360 Assessment.**

- From the **Performance Dashboard**, click **Send Invite** > Enter names of peers to invite.
- Once invited, email notifications will be sent to the employees inviting them to complete a 360 Assessment.
- Peers will then accept the invitation to proceed with the 360 Assessment. Note reminders can be sent from the system as well.



The screenshot displays the 'Self Assessment' section of the Inspire system. It features a '360 Assessments' card with a start date of 03/27/2021. The card is divided into three main sections: 'Assess Supervisor' (due 04/02/2021), 'Invite Peers' (0 Completed, 0 Invited, Send Invite button, due 04/02/2021), and 'Assess Peers' (0 Completed, 0 Pending, due 04/02/2021).

For further details on 360 Assessments, check out the Inspire Help article here:

<http://help.inspiresoftware.com/en/360s>

Employees are only required to leave comments under the Assessment Summary tab (Contribution comments & Improvement comments). Other tabs (Objectives & Competencies) are optional.

Our goal for 360 feedback is to provide information that can be used for improvement, not to criticize. Here is an optional article that includes some excellent tips on providing helpful feedback:

<http://seapointcenter.com/criticism-boundaries-useful-feedback/>

## **CLOSURE:**

If you anticipate any challenges meeting the due dates listed, please contact your supervisor immediately.

Note that due dates for self-assessments and appraisals can be adjusted to be submitted earlier if needed.

If you have any questions regarding the performance cycle or need to unlock a performance activity to resubmit, please email HR at [<Insert HR email address>](#)

Thank you!