



# 10 STEP IMPLEMENTATION GUIDE: MCQUAIG 360 LEADERSHIP REVIEW

Congratulations on investing in the development of your employees! Our 360 assessment is designed to help you bring out the very best in your company's leaders. Follow the 10 steps below to effectively implement our 360 tool in your organization.

## 1 PREPARE

Check that the people providing feedback have worked for at least 6 months with the candidate who's receiving the feedback.

Ensure that all participants trust that this process is designed to help everyone succeed.

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## 2 ESTABLISH PURPOSE

360 feedback is for personal and professional development. Shout this from the rooftops!

A 360 should never be used for performance assessment. If there are any misconceptions about this, the process can go very wrong.

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## 3 CONFIRM RULES OF THE ROAD

Make sure the process is confidential and anonymous.

Also ensure all participants know that a 360 illustrates a snapshot in time - it describes what the people around the candidate need right now.

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## 4 CHOOSE RATERS

The candidate should choose people they'd like to receive feedback from, and also be open to suggestions from their manager/coach.

Consider at least one participant who's a Superior/Manager for the candidate, at least one Peer, and at least one Direct Report.

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## 5 COMMUNICATE

Use the McQuaig Communication Template to inform all participants about the purpose and process of the 360.

Outline what's required of them, and why. Ideally, this communication will be sent from the candidate.

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## 6 SEND

It's go time!

Use McQuaig Online to send the 360 assessment to all participants.

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## 7 MONITOR AND REMIND

Check in on completion rates of your 360 assessments every day or two.

Ideally, all feedback should be completed within about a two week window. You can send reminders to participants using McQuaig Online.

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## 8 REFERENCE MCQUAIG WORD SURVEY

Get additional detail into the "why" of your candidate's feedback.

Our 360 assessment works without the McQuaig Word Survey, but the insight is that much better when they're used together.

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## 9 GENERATE REPORTS

Generate the 360 Feedback Report at any time during the process, and as many times as you need.

If you're incorporating insight from the McQuaig Word Survey, reference the sections titled "The Profile," "The Interpretation Report," and "Leadership Profile."

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## 10 SHARE AND PLAN

Share the resulting reports with the candidate and help them create a plan of action for improvement.

For more details, see our "10-Step Debrief Guide" infographic.

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Have questions about implementing the McQuaig 360 Leadership Review? Contact your Client Success Manager for more information.

For more details about each of these steps, check out the McQuaig 360 Leadership Review Technical Document.



The McQuaig Institute

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