

## Checklist – Is Your Organization Ready for 360 Feedback?

If 360 feedback is new to your organization—or if you’ve tried it in the past and had a bad initial experience—there are some common-sense steps you can take to ensure the process goes well and recipients receive honest, useful information.

Here are four areas to consider when evaluating the readiness of people to give *or* receive 360 feedback. Addressing these up-front will help you avoid issues around implementation due to lack of clarity and commitment.

### 1. Feedback Climate

- Do people have confidence that their input will be anonymous and confidential?
- Is there an environment of trust where people feel safe about giving honest, fair ratings and comments without fear of reprisal?

### 2. Awareness and Acceptance

- Do recipients and respondents alike understand the purpose of 360 feedback and how it works?
- Are they open to the idea of giving and/or receiving this type of feedback?

### 3. Feedback Practices

- Are managers and team contributors already in the habit of asking for and giving each other verbal feedback (both positive and constructive)?
- Do managers and team contributors have the skills needed to provide helpful feedback?

### 4. Development Practices

- Does your organization support the professional development of leaders and team contributors?
- Are managers involved in helping members of their team create plans for development?