























Healthcare Leadership Model 360° feedback timescales

Below is an overview of the timescales needed to complete your Healthcare Leadership Model 360 degree feedback tool, including your 2 hour facilitated feedback session. While setting up and completing your sections of the questionnaire should not take long, we recommend that you give your raters **at least 3-4 weeks** to complete their parts of the process. You should also confirm the availability of your facilitator as soon as you can.

Further information on each of the below steps are provided in the detailed User Guide, available from: <http://modelsupporthub.jcaglobal.com/>

Please ensure you read this carefully.

	Notify my raters	Sign up through NHSx	Set up my raters	Confirm facilitator	Complete self questionnaire	Check raters' progress	Close my report	Feedback session
How long will it take me?	 10-15 mins	 10-15 mins	 5-15 mins	 2 minutes	 15-30 mins	 A few minutes each week	 2 minutes	 1.5 - 2 hours
When should I complete this by?	 At least 4-6 WEEKS before feedback session	 At least 4-6 WEEKS before feedback session	 At least 4-6 WEEKS before feedback session	 At least 4-6 WEEKS before feedback session	 At least 3-4 WEEKS before feedback session	Once a week	 At least 1 WEEK before feedback session	 0 WEEKS
Date I will complete this by								
What will I need?	Your raters' names and email addresses, email notice template (if using)	Your Academy ID number and password	Your raters' names and email addresses	2 hour window available for session, access to the Appraisal Hub	Time and a quiet place	Access to the Appraisal Hub	Line manager's completed feedback and completed self questionnaire*	Date, time, and venue confirmed with facilitator

*minimum. We recommend waiting for as many of your raters to complete as possible before closing your report.