**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/](http://modelsupporthub.jcaglobal.com/). Please ensure you read this carefully.

<table>
<thead>
<tr>
<th>Step</th>
<th>Time</th>
<th>When should I complete this by?</th>
<th>Date I will complete this by</th>
<th>What will I need?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify my raters</td>
<td>10-15 mins</td>
<td>At least 4-6 WEEKS before feedback session</td>
<td></td>
<td>Your raters’ names and email addresses, email notice template (if using)</td>
</tr>
<tr>
<td>Sign up through NHSx</td>
<td>10-15 mins</td>
<td>At least 4-6 WEEKS before feedback session</td>
<td></td>
<td>Your Academy ID number and password</td>
</tr>
<tr>
<td>Set up my raters</td>
<td>5-15 mins</td>
<td>At least 4-6 WEEKS before feedback session</td>
<td></td>
<td>Your raters’ names and email addresses</td>
</tr>
<tr>
<td>Confirm facilitator</td>
<td>2 minutes</td>
<td>At least 4-6 WEEKS before feedback session</td>
<td></td>
<td>2 hour window available for session, access to the Appraisal Hub</td>
</tr>
<tr>
<td>Complete self questionnaire</td>
<td>15-30 mins</td>
<td>At least 3-4 WEEKS before feedback session</td>
<td></td>
<td>Time and a quiet place</td>
</tr>
<tr>
<td>Check raters’ progress</td>
<td>2 minutes</td>
<td>At least 1 WEEK before feedback session</td>
<td></td>
<td>Access to the Appraisal Hub</td>
</tr>
<tr>
<td>Close my report</td>
<td>2 minutes</td>
<td></td>
<td></td>
<td>Close my report</td>
</tr>
<tr>
<td>Feedback session</td>
<td>1.5 - 2 hours</td>
<td></td>
<td></td>
<td>Feedback session</td>
</tr>
</tbody>
</table>

**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**

**Date I will complete this by**

- 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.

Appraisal Hub: [https://modelappraisalhub.leadershipacademy.nhs.uk/](https://modelappraisalhub.leadershipacademy.nhs.uk/)

**NHSx:** [https://nhsx.uk/sign-in](https://nhsx.uk/sign-in)

**Appraisal Hub:** [https://modelsupporthub.jcaglobal.com/](https://modelsupporthub.jcaglobal.com/)