

# Healthcare Leadership Model 360 Questionnaire – Quick Start Guide

To access the Healthcare Leadership Model, and set up your 360 questionnaire, please follow the steps below:

1	2	3	4	5	6
Create an Academy Profile account and register for the HLM.	Create your 360 or join a pre-paid questionnaire.	Add your raters and send their invitation emails	Choose your facilitator	Complete your Self-Questionnaire	Check the progress of your raters and request your report
<p>If you already have an account for the <b>Healthcare Leadership Model Appraisal Hub</b>, please log in here: <a href="https://profile.leadershipacademy.nhs.uk">https://profile.leadershipacademy.nhs.uk</a></p> <p>If not, please register for an account. For more details on how to register, please follow this user guide link: <a href="https://support.leadershipacademy.nhs.uk/system/profile/profile-system-user-guide/">https://support.leadershipacademy.nhs.uk/system/profile/profile-system-user-guide/</a></p> <p><b>Please note:</b> If you are joining a pre-paid questionnaire, please return to your Invitation Email and use the link provided.</p>	<p><b>Joining a pre-paid questionnaire:</b></p> <p>To join a pre-paid questionnaire, please click on the link in your Invitation Email.</p> <p><b>Paying for your 360 questionnaire:</b></p> <p>If you have been given a Purchase Order or you would like to pay by card online, click on the option to <b>Start or continue a self/360 questionnaire for YOURSELF</b> and then <b>Create a New Questionnaire</b>. Select 360 questionnaire from the options available.</p>	<p>To add raters, click on the option to <b>Choose some raters</b>. Enter the person's name, email address, and their relationship to you.</p> <p>We recommend you add around <b>10-15 raters</b>. For more details about choosing your raters, please see the <b>Guidance for selecting raters</b> guide on the Support Site.</p> <p>Once you have added all of your raters, click on the <b>Send Email</b> button alongside their name to send their Invitation Emails.</p>	<p>Your facilitator is the person who will feedback your report to you during an online or face to face session.</p> <p>Click on the <b>Choose Facilitator</b> button. Use the search options available to search for a facilitator by name or region.</p> <p>You will also be able to view their <b>Facilitator Profile</b> for more details.</p> <p>Once you have chosen your facilitator, please contact them directly to introduce yourself and arrange your feedback session.</p>	<p>Click on the <b>Start My Questionnaire</b> button.</p> <p>After clicking on 'Start my questionnaire', you will be asked <b>nine questions</b> based on the nine dimensions of the Healthcare Leadership Model.</p> <p>For each question, you will be asked to rate your performance for the dimension, and its importance to your role.</p> <p>If you have Direct Reports you will also be asked to answer a set of 34 questions about the team you lead.</p>	<p>We recommend logging back into your account each week to check on your rater completions. The system will send automatic reminder emails half way between the start and completion date, and on the day of completion. You can resend emails to remind them as well.</p> <p>Once your Line Manager has completed, and you are happy with the number of other raters who have completed, click on <b>Request My Report</b> to send your report to your facilitator.</p>