**LEADER GUIDELINES:**

Leader Guidelines for Receiving 360-Degree Feedback via the “Start-Stop-Continue” Feedback Form

*These guidelines are for the leaders reference only. The official feedback form occurs on page 2 of this document.*

**Before soliciting feedback:**

1. Brief your staff/employees about the purpose (i.e. you want feedback to support your growth and development)
2. Emphasize that feedback is truly critical to our growth and development and isn’t the same as criticism (which is an attack on a person’s character)
3. Assure evaluators that feedback is confidential (i.e. between you and the person offering it)
4. Keep track of the date that you requested feedback and follow up if you haven’t received it
5. Complete the exact same process as a self-evaluation

**After obtaining feedback:**

1. Get present and available to review the feedback
2. Remove any identifying information from the feedback as you first review if possible (i.e. names)
3. Analyze the feedback and compare it with your own self-evaluation
4. Once all data has been reviewed, look for themes and choose one or two areas in which you would like to develop. These can be putting more emphasis on the continue column, the start column and also addressing any career-stalling behaviors that may have shown up in the “stop” column.
5. Share your discoveries and your action plan with those who have provided you feedback and ask for their input over periods of time regarding the changes you are implementing.
Evaluator Guidelines for Providing 360-Degree Feedback via the “Start-Stop-Continue” Feedback Form: You are receiving this form as you’ve been asked to offer feedback to your supervisor. The purpose of this assessment is to identify your leader’s strengths and opportunities for improvement. Your feedback will be combined with others to create a full picture for your leader and will remain confidential between you and the person you are providing feedback for. Please do your best to provide examples of specific behaviors (i.e. I like it when my manager greets me in the morning and says hello). Thank you for your time and for supporting the growth and development of another person.

Please provide feedback for: ____________________________ by ________________________________
(Supervisor’s name) (Date)

**START:** What can your manager start doing?
1.  
2.  
3.  

**STOP:** What can your manager stop doing?
1.  
2.  
3.  

**CONTINUE:** What can your manager continue doing?
1.  
2.  
3.