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KF360 overview
Welcome to KF360, an online feedback system that provides a safe, convenient way for people to self-assess as well as to give feedback to, and get feedback from, others about their on-the-job skills and abilities.

We refer to the people who will receive feedback as Participants, and those providing the feedback as Raters. The assessment application invites you to rate a Participant on a variety of Korn Ferry Leadership Architect competencies (characteristics generally considered beneficial to career success).

The time required to complete the assessment depends upon the number of competencies requiring feedback. The system has been designed to allow you to take a break at any time during the rating process.

If you need technical assistance, contact your KF360 administrator directly, or the Global Survey Center at surveycenter@kornferry.com or 612-337-8276.
Getting started
Email notification

- As a rater, you will receive an email notification informing you of your pending assessments, and how to access them.
- The link is unique to you so **do not forward** to any other raters.
- Click on the “Click here” link to be automatically logged into the site and get started on the process. No username or password required!

![Email notification image]
Global Privacy Policy consent

- The first page you will be presented with is Korn Ferry’s Global Privacy Policy. You will be required to accept confirmation of this policy before proceeding.
- The full policy can be found here.

Confirmation of Global Privacy Policy

I confirm my consent to the collection, use and sharing of my information as solely described in the Global Privacy Policy.

I also understand and agree that my information may be transferred outside the country that I am based to other locations, which may have different levels of data protection.

By selecting "Accept and Continue" you agree to these terms. If you do not agree to these terms, please click "Cancel and Exit".

Accept and continue

Cancel and exit
Complete my surveys

- Once logged in, you will see a tile for each available assessment or task here. Click Begin to start any task.
- If you have been invited to rate multiple participants, you will see a separate tile for each participant, sorted by nearest deadline. The text directly above the Begin button will indicate which participant the survey regards.
- You may select the survey language from the dropdown menu.
- You can view any previously-completed tasks by changing the View dropdown menu to “Previous tasks”.

Welcome, James Sample

You have been asked to complete the following surveys. Take your time - think about each question independently and respond as precisely as possible.

My tasks

View: Current tasks  

DEADLINE 28 February 2018

- NOT STARTED
  - Korn Ferry 360
    - Language: English (U.S.)

Survey for James Kunz  

- NOT STARTED
  - Korn Ferry 360
    - Language: English (U.S.)

Survey for Sam Sample  

Begin
Completing your assessment
Survey welcome page

- The Welcome page has an introduction to KF360 which explains how to complete the assessment.
- A time estimate will display to give you an accurate estimate of how long it will take to complete your assessment.
- Click on “Start” to start the assessment process.
- If you lose your Internet connection at any point while you are completing the assessment, your responses will have been saved each time you progress on to the next page.
Rating competencies and importance

- When you begin the assessment, you will see a competency title and definition along the top. You will be asked to rate the participant on their skill of this competency.
- You may also be asked to rate the importance of a competency. Please note that this question is not asking how important this competency is to the participant as an individual, but rather how important it is for success in their job role generally.
- Please respond honestly. It is important to be as candid and accurate as possible when completing this assessment.
Competency rating scale definitions

- Clicking the ? icon will open up a modal window to provide you with definitions of each scale point to further align your ratings.
- A “Don’t Know” rating will not be counted in the calculation of the participant’s average scores.

Note:
In the final report (view a sample here), an average rating (by rater group) is shared along with a worldwide benchmark in eight categories:

- Self
- Manager
- People You Lead
- Peers
- Customers
- Other Raters
- Manager's Manager
- Other Manager

The report also shares the extent to which you, as a rater group, agree on the skill level and importance of each competency by sharing a "High", "Moderate", or "Low" Agreement icon.
Rating overuse

- When you give a "Towering Strength" or "Talented" skill rating, an additional follow up question will appear below the skill rating question.
- You will be provided with an Overuse definition. Read the behavioral descriptors in this definition carefully, and respond accordingly.
Adding comments

- You may enter notes that are specific to the competency in the box at the bottom of each rating screen.
- Any comments will appear in the report exactly as entered into this box and are not translated nor reviewed.

Note:
In the final report (view a sample here), comments are grouped into four categories:
- Manager
- Manager’s Manager
- Other Manager
- Other Raters

If you are not this person’s manager (current or other) or their manager’s manager, your comments will be grouped together into the ‘Other Raters’ category.
Navigating the survey

- Your survey progress will be indicated by a thin blue bar expanding across the bottom of your page.
- If you need to take a break and come back to finish the survey later, click the “Save & Exit” button in the top right corner. When you return (using the same link in your email), you will be taken right back to the page from which you exited.
- To navigate to a previously-completed competency, open the navigation window by clicking on the menu button at the bottom. This will expand a menu to allow you to move to any previously-completed competency.

Note: You cannot skip ahead.
Competency summary

- After rating all of the survey items, you will be taken to a competency summary page.
- You can change your skill and importance ratings here by using the dropdown menu (importance) and radio buttons (skill).
- You should use this page to ensure you have a good distribution of ratings. Remember that everyone has both strengths and development needs.

Note: Due to size restrictions, this summary page will not appear on a mobile or tablet device.
To review the definition of a competency, click on the icon next to the competency name.

If you change your rating to “Talented” or “Towering Strength”, a drawer will expand below the competency row and you will be required to answer the Overuse question.

To enter or edit comments, you can also expand a drawer for the competency by clicking the down chevron in the right-most column. Collapse the drawer again by clicking the up chevron.
Submitting the assessment

- Once you are satisfied with your responses, click “Submit” in the bottom right.
- A modal window will appear and ask you to confirm your submission. Once the assessment has been submitted, you cannot make any changes to the ratings or comments. To confirm you would like to submit the assessment, click “Submit”.

![Submit button in a modal window](image-url)
Completion verification

- Once your assessment has been submitted, you will be taken back to the Current tasks view of your assessment dashboard. You will notice that the Korn Ferry 360 tile for the participant you are rating is now gone.

- If you have completed all of your available tasks, you will see a note stating, “You have no outstanding tasks to complete.”