HOGAN 360 ORDER FORM

Project Details

Organisation Name

Group/ Project Name

Survey Language

Project Timing

Survey Close Date

Benchmarking

Global benchmark to appear on report output. Industry benchmarks available upon request, please contact info@advancedpeoplestrategies.co.uk to discuss available benchmarking.

Group average to appear on report output (minimum of three)

Previous individual average to appear on report output (if applicable)

Rater Group Names

Enter names and abbreviations. The abbreviation must not exceed the width of the box as this is how it will appear on the final report.

Rater Group Name	Abrv.	Anonymity
Manager Group		

Whitelisting

Email addresses to be whitelisted
- surveys@pbcsurveys.com
- support@hogan360degree.com
- noreply@qemailserver.com

Survey Website Addresses
The following web addresses are used for assessments and their components. These should be approved for web access.
- pbc360.eu.qualtrics.com
- pbcusei.co1.qualtrics.com
- pbc.eu.qualtrics.com
- qualtrics.com
- hogan360.peterberry.com.au
- peterberry.com.au

Recommended Web Browsers
The survey platform is supported across the latest versions of the following browsers:
- Chrome (recommended)
- Firefox
- Explorer
- Safari

The platform is not supported on Internet Explorer (IE) 8 and earlier versions of IE. Other IT specifications that need to be actioned; include firewall access, spam filter configuration and potential IT restrictions/permissions. This can be resolved by the client IT department/administrator.
Client organisation has advised relevant IT area to add email addresses to approved senders list (whitelist).

Please complete the below items prior to launch

Raters have been notified of their pending participation in the Hogan 360

Sample survey invitation email has been authorised by client

Subject and Evaluator Upload Template

(i) **Subjects** are the people being rated. Also referred to as Participants or Ratees

(i) **Evaluators** are the people rating the Subjects. Also referred to as Raters.

Instructions:

- If possible, aim to have a balance between rater groups excluding the manager.
- Each Subject should ideally have 8-15 Evaluators.
- Scores from Self Rating and Manager Ratings, where applicable, are always shown if a response is given. However, to protect anonymity, scores from other rater groups are only shown when there are two or more responses. If there are less than two responses, this group will be made anonymous and N/A will be shown.
- Please ensure that Subjects and Evaluators have been notified and are expecting to receive an email from support@ hogan360degree.com.

First Name	Surname	Email	Relationship				Survey Lang.	Report Lang.

If you need to add more raters please supply an Excel file

Please return your completed form to info@advancedpeoplestrategies.co.uk