PANORAMIC FEEDBACK

GUIDE TO PURCHASING
A 360-DEGREE FEEDBACK SOLUTION

Make sure you get the most valuable information about the 360-degree feedback providers you are researching.

The OD and HR experts at Panoramic Feedback have provided this list of the most important questions you should ask, when researching 360-degree feedback solutions. Using this chart, you will eliminate this often time-consuming, confusing process.

We've filled in the answers for Panoramic Feedback below. You can add the answers from other providers.

At a glance, you'll have a clear, concise picture of the best 360-degree feedback solution for your organization.

QUESTIONS TO ASK				
TECHNICAL REQUIREMENTS	**Panoramic Feedback**			
Do I have to install software? What software and hardware will our administrator and participants require?	100% web-based (no system requirements, no software to install or maintain) Administrator needs Internet access and a printer.			
Will we have unlimited access from work, home, or while traveling?	Accessible from any computer with Internet access – work, home, laptop, anywhere, any time.			
What demand will there be on our IT department?	Your IT people don't need to be involved			
GETTING STARTED	**Panoramic Feedback**			
Speed *How much time does it take to get started?* *Can I set up 360s at once?*	Same day access to your private account for setting up your 360 projects The Panoramic Feedback project setup process is fast (hours, not days) and straightforward.			

Training *How much time and expense for training before I can use the system?*	The straightforward Panoramic Feedback system provides free telephone training – as much or as little as you require (usually about one hour)			
SURVEY CREATION	**Panoramic Feedback**			
Sample Questionnaires *Are sample competency lists provided?*	Panoramic Feedback provides every client with a substantial library of sample questionnaires, covering a variety of sectors, including Industry, Health Care, Government, and more. They can be used "as is", edited, or replaced with your very own questionnaire.			
Languages Available *Can I set up my projects and accept responses in languages other than English?*	Panoramic Feedback is the world leader in language capability. Set up questionnaires and reports in English, or over 50 other world languages, including Cyrillic and Asian. Responders can provide comments in their own language.			
Customization *Can I use my own questionnaire?* *What is customizable and to what extent?*	**Full** customization**:** Yes, you get full customizability with no additional fee. While a library of sample questionnaires is provided, you can use **any** questionnaire, or edit ours, at no extra charge. In addition to the questions, you can customize scales, labels on scales, comment boxes, introduction and conclusion, as well as the final reports.			

Branding *Can I place my company logo on questionnaires and reports?*	You can have your logo on questionnaires and reports			
Importing data from your HRIS for fast, easy administration *Can we use the data directly from our HRIS?*	With Panoramic Feedback's HRIS Integration feature, you will enjoy: • Online recipient selection by administrator • Online responder selection by administrator or recipients • The ability to Import demographic data For smaller projects, you can enter responder data quickly without HRIS integration, if you prefer.			
Your templates *Can I create and use my own questionnaire templates?*	You can use your previous questionnaires as templates for new projects, to save time and effort on new project setup.			
DISTRIBUTION and TRACKING	**Panoramic Feedback**			
Auto Emails *Can I set up automated emails to communicate with responders?*	Auto Emails: Panoramic Feedback automatically sends Invitation and Reminder emails to responders.			
Internet or Paper Questionnaires *Internet access is so convenient. But are paper questionnaires available for employees who lack on-line access?*	Paper questionnaires are readily available.			
Status Reports: *How will we know who has and hasn't responded?*	You get live, up-to-the-moment, online status reports showing who has and has not responded.			

TAKING SURVEY	Panoramic Feedback			
Confidentiality *How confidential are the responses?* *Can the administrator see responses during the 360 process?*	It is crucial that no one can see the responses during the 360-degree feedback process – not even the administrator. A meaningful and successful 360 involves trust that responses are confidential. Panoramic Feedback offers a secure and confidential solution that hundreds of thousands of responders continue to trust over and over again. No-one can view the individual's responses, not even your administrator.			
Save and continue later *Can a responder save an incomplete response and finish later?*	Responders can submit incomplete responses. They can return to them later -- to review/finish them.			
REPORTS / DATA ANALYSIS	**Panoramic Feedback**			
Speed *How quickly can I generate reports?*	Reports are generated automatically, and instantly, whenever you're ready for them.			
Graphical reports *Are the results presented as colored graphs?*	Clear, multi-colored bar-graphs, with optional scattergraphs, and pie-charts, help recipients easily understand their reports.			
Variety Of Reporting Options and Data Analysis *Can I generate both individual and group reports?* *What about comparisons year over year or to the whole group?* *Can the raw data be analyzed further?*	Panoramic Feedback provides: -**Individual** reports (with optional comparisons with the group or a previous year's 360) -**Group**/Aggregate reports and sub-reports provide the strategic big picture -**Export** all response data (without identifying the responders) into a spreadsheet or statistical program			

RESOURCES	Panoramic Feedback			
Resources For Recipients *Are goal-setting and action planning resources available for those who have been assessed?*	Complete resources are available for recipients of feedback: • Action-planning post-360 workbook • Self-Development Series CD-ROM provides comprehensive guides for development in 42 competency areas			
Education for Design Team, Responders, and Recipients of feedback *Is there a resource that will help us conduct the 360 in the most effective manner?*	*The Complete 360–Degree Feedback Resource Kit* provides complete pre- and post-360 training guides for the design team, responders, recipients and coaches. Includes workshop scripts, PowerPoints, and handouts.			
Support *What kind of support do you offer? What is the cost?* *Every provider should stand behind their product with free support and advice. There should be no additional fees for support.*	Panoramic Feedback is recognized for the quality of its friendly, fast, and free support for clients. **Testimonials**: "Your personal response and then the well-executed technical solution is the type of client service that keeps customers." "Thanks for all your wonderful support - you have made this process a pleasure!!!!"			
ADMINISTRATION	**Panoramic Feedback**			
Administration Services *Can we purchase administrative services from our 360 provider, instead of setting up our own projects?*	Panoramic Feedback offers both options: - Self-administration - Administration by our superb Service Bureau			

COSTS / FEES	Panoramic Feedback			
Costs *Are there hidden fees e.g. to train administrators?* *Is the running cost calculated per recipient, or are there extra charges per responder?* *Are there discounts for larger quantities?* *Are there fees for hosting and maintenance?* *Are there fees for updates?*	There are no hidden fees. No fee for training administrators. Running costs are calculated per feedback recipient (with unlimited responders). Substantial quantity discounts available. No hosting or maintenance fees. All updates are free and available automatically. We're upfront about all costs. Just tell us your plans, and we'll suggest the best pricing options for your organization. Ask us for brochures.			