

Smithfield P360 Feedback Delegate Briefing

STEP 1: You will receive from us **two** email messages, and they will both come from:

smithfield@survey.smithfieldperformance.com

One contains a link to your own feedback survey so that you can do a self-assessment. The second email contains a link to the **Dashboard**. This is where you input the names and email addresses of the people that you want to invite to give you feedback, and where you send reminders to slow responders.

STEP 2: Complete your self-assessment by clicking into the link in the self-assessment email. Do this before you do anything else.

STEP 3: Use the instructions in the dashboard email to log in to the Smithfield website and follow the links to the **Dashboard**. Add the names of the people you want to invite to give you feedback.

Tip 1: Invite around 8 people to give you feedback

Tip 2: Only invite people who **know you well** and who can answer the questions about you

Tip 3: It is good practice to let your raters know that you are asking them to participate, so send them an email and ask them to look out for messages from Smithfield

STEP 4: Do not let the process drift. Send reminders to slow responders.

Any Questions? Please contact us: info@smithfieldperformance.com