

## **Tips for selecting 360 feedback reviewers**

A 360 feedback survey is a questionnaire sent to reviewers who you have recently worked with to solicit confidential feedback. Receiving feedback should be thought of as a gift that you can use to develop professionally and help you achieve your goals. The purpose is to increase self-awareness and give you an opportunity to grow in areas you may not have been aware of. Below you will find some basic guidelines on how to select the right reviewers to give you the most value to your results.

For more information about the mid-year review activity, visit our [Cornerstone webpage](#).

### **Reviewers cannot be:**

- Your supervisor
- Your indirect supervisor

### **Reviewers can be:**

- Direct reports
- Peers
- Internal customers/ business partners
- External customers

### **Basic guidelines:**

1. You can select exactly five reviewers in Cornerstone. Please do not select more than five to avoid overwhelming reviewers who may receive multiple.
2. If possible, choose a variety of reviewers such as two direct reports, one peer, one internal customer, and one external customer.
3. All reviewers should be someone you currently or recently have worked with. You want to choose reviewers who you have worked with within the last year so you can receive current and relevant feedback.
4. Select people who will provide diverse and objective feedback. Avoid selecting people who will only provide positive or negative feedback.
5. Choose reviewers who have a baseline understanding of your job duties. If someone knows you personally but has not interacted with you professionally, they may not be able to give you constructive feedback.