# How to access the HLM Appraisal Hub

## 360 Degree Feedback for Leadership Fellows

1. Contact the FLP admin team ([futureleaders.yh@hee.nhs.uk](mailto:futureleaders.yh@hee.nhs.uk)) to request the list of 360 degree feedback facilitators and to request a purchase order number for creating a 360 Questionnaire.
2. Contact one of the feedback facilitators to ask if they have availability to support your feedback. This is an opportunity to discuss how to get the most out of the process as well as checking their availability for the feedback appraisal session. The feedback appraisal session takes place after your 360 report is available. Allow 2 hours for this session.
3. If you have identified a facilitator who is not on the list, they can support your feedback so long as they are an accredited feedback facilitator.
4. To access the 360 degree feedback tool go to the [HLM Appraisal Hub](https://modelappraisalhub.leadershipacademy.nhs.uk/).
5. If you have an existing Academy Profile, log in on the next page. If you not, click register and follow the steps to create one.
6. Once logged in click, ‘Start or continue a 360 questionnaire for yourself’ and on the next page click, ‘Create new questionnaire’.
7. First create a Self Questionnaire and complete the questionnaire yourself, rating yourself against the [Healthcare Leadership Model](https://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model/). Once you have completed the Self Questionnaire, the report will be available immediately. You can also revisit this at a later date.
8. To create your feedback questionnaire, click ‘360 Questionnaire’ on the create questionnaire page and choose a finish date.
9. When asked to select a payment method, click ‘Pay by purchase order’ and on the next page enter the purchase order number given to you by the FLP admin team. Then click search to search for and select ‘Health Education England’. When ready click ‘Purchase now’.
10. You will then be able to invite your raters. You must include at least one line manager. Aim to include at least 3 raters in each of the other categories (peers, direct reports, others).
11. It is your responsibility to track progress and check that your raters are responding. If any of your raters have not responded, you may wish to contact them directly. You can send them reminders through the appraisal hub at any time.
12. When you are ready, contact your feedback facilitator to confirm the arrangements for your feedback appraisal session.
13. Log on and request your 360 report. The report will be sent to your feedback facilitator. You will not be able to download the report yourself. You will receive a copy of the report as part of the facilitated feedback session.
14. Attend your feedback session at the agreed time and date. Your facilitator will give you a copy of the 360 report. When you confirm receipt of the report, the facilitator will delete their copy. Facilitators do not keep spare copies for information governance and confidentiality reasons.

For more information, including Frequently Asked Questions and support contacts, please see the [HLM 360 degree tool](https://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model/supporting-tools-resources/healthcare-leadership-model-360-degree-feedback-tool/) page on the [Leadership Academy](https://www.leadershipacademy.nhs.uk/) website.