

## Nominating Raters for the 360 Process

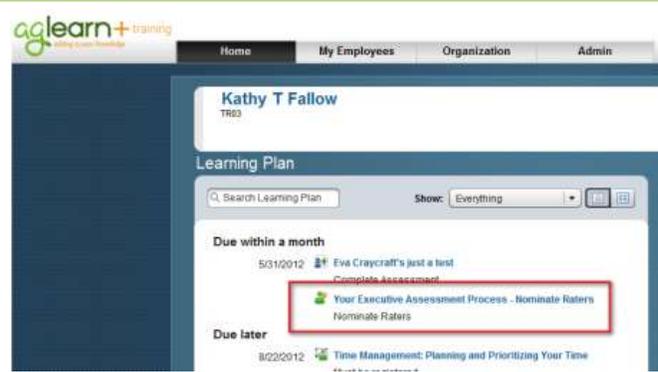
The first step in the 360 Assessment Process is to nominate the people who you wish to have complete the assessment survey. We recommend you include all your direct reports and at least four peers. Your supervisor, as configured in AgLearn, will be selected for you.

**PLEASE NOTE: Although planned for the future, USDA 360 assessments do not currently include the capability to add external raters (those outside the USDA). In addition, USDA employees must not be added as external raters.**

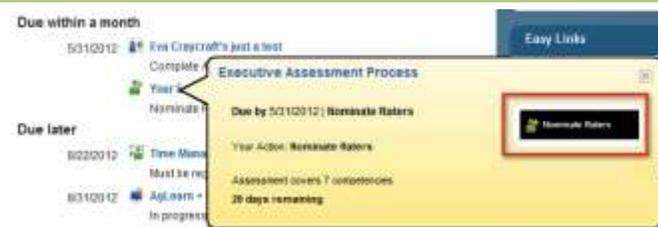
If you have any questions about the nomination process, please contact your AgLearn 360 Process Manager. If you do not know who your AgLearn 360 Process Manager is, please contact your [AgLearn Agency Lead](#).

Step	Activity	View
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- An item on your To-Do List indicates you have an activity to “nominate raters” due soon.  
**Note:** While the Executive Assessment is shown here, you will see the Executive, Manager, or Supervisor assessment; whatever is in accordance with the assigned 360.



- Hover over the item; then select **Nominate Raters**.



- Expand the list of **Competencies to be assessed** to view the individual competencies that will be rated.



- Expand the list of **Raters** to see who is available.



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5. If desired, the designated supervisor can be replaced with an alternate supervisor (configured in AgLearn).

**Note:** Choose this option only if your direct supervisor will not be available in the next three weeks or if you have not worked under this supervisor for at least three months.

6. To add a direct report (referred to in AgLearn as “subordinates”); select the **Add** button to see all available.

7. Select all your subordinates, and then select **Add to List**.

8. The selected raters now appear in the list of raters.

**PLEASE NOTE:** Although planned for the near future, USDA 360 Assessments do not currently support the inclusion of External Raters. Please skip to step 11.

9. To add an external rater, select the **Add External Raters** button, then select **Next**.

**Note:** External raters are those people who do not have a USDA email address. Search for USDA peers (Step 11) instead of adding them as external raters. **Do not add USDA employees as external raters. If you cannot find a USDA employee, contact your AgLearn 360 Process Manager.**

10. Add the name and email of the external rater, then select **Add**. **Remember, this is only for people who do not have a USDA email address.**

11. If you elect to search for peer raters, select the corresponding option button, then select **Next**.

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- 12.** Enter search criteria to find peers; then select **Search**.  
**Note:** The options for each field are set to “**Exact Match**”. Click the drop-down list to select “**Starts With**” if you are unsure of the exact spelling of the user’s name. Your Organization is entered in the Organization field for you. If you wish to search outside of your organization, remove the contents of this field before selecting **Search**.

- 13.** Select the user from the Search Results screen and select **Add to List**.

- 14.** Repeat the above process to find all your peer raters; then select **Finish**.  
**Reminder:** Add at least **four** peer raters.

- 15.** Review your rater nominations and make changes, if necessary. Select **Submit** to complete your selection process.

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16. Select **OK** to confirm your submission.  
**Note:** At this point, your nominated raters will receive an email, notifying them to login to AgLearn and complete your USDA 360 assessment.



**Note:** If, after you submit your raters, you discover that you would like to add additional raters, contact your [AgLearn 360 Process Manager](#) to add them for you.