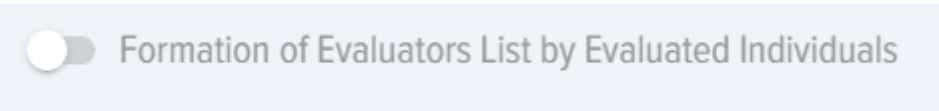


# Coordination of the list of evaluators

The mechanism for forming the list of evaluators by the evaluated is as follows.

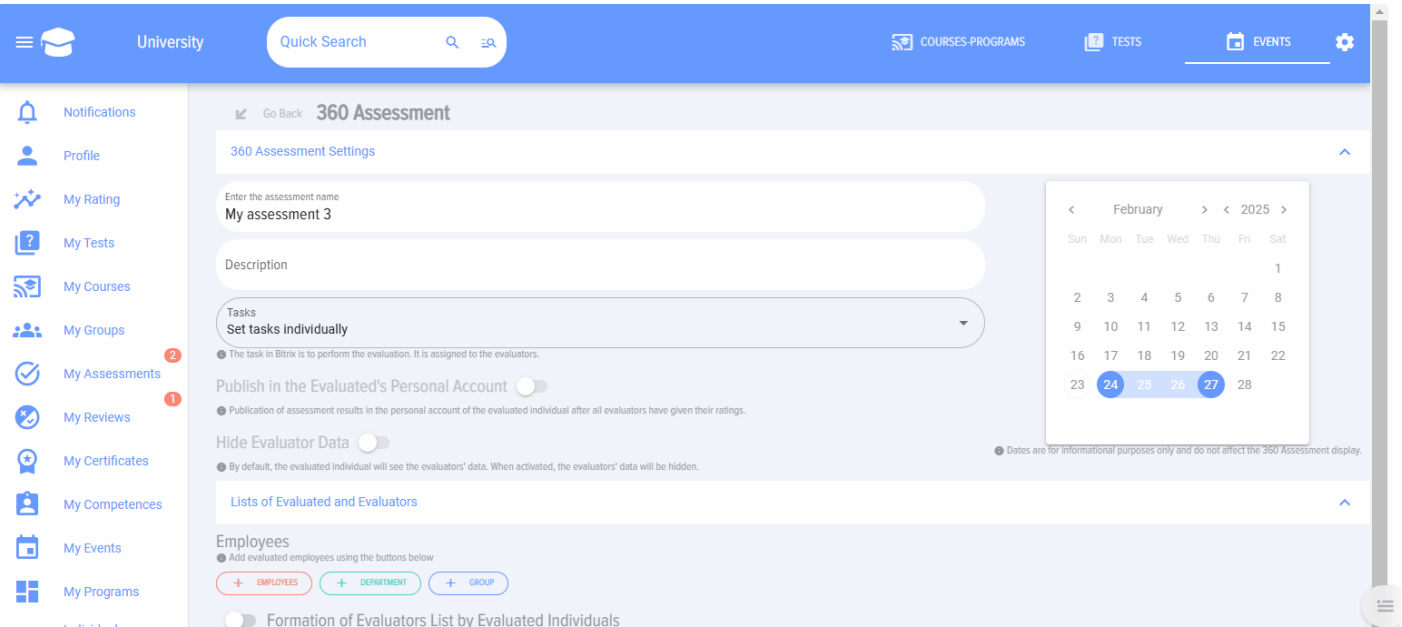
The moderator adds the list of those evaluated and activates the function



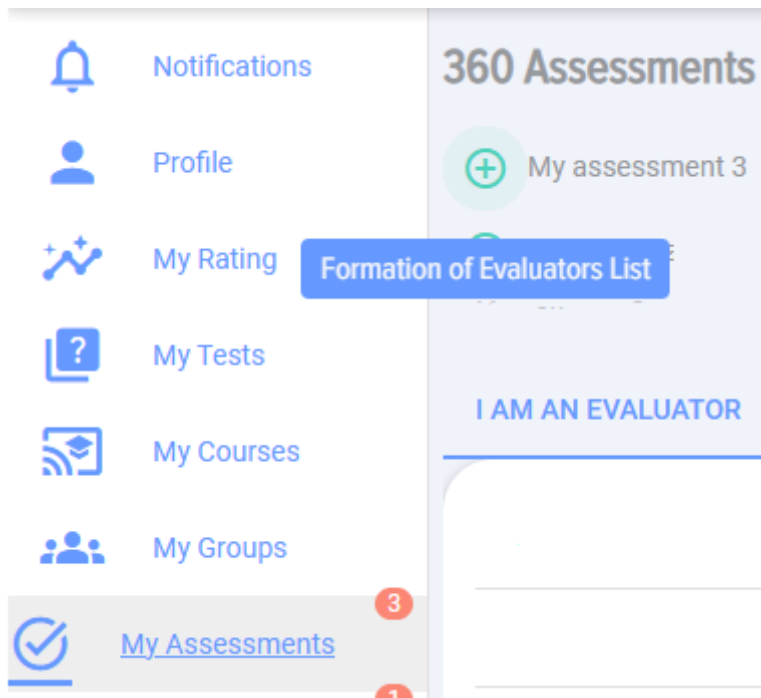
Completes all other sections of the assessment without publishing the assessment



saves it:



The following element will appear in the My assessments section of the evaluated in their personal account:



You need to click on the plus sign, and a window for forming the list of evaluators will open:

## Formation of Evaluators List

To submit a request, select Evaluators and an Approver for the 360 Assessment for yourself

### Add Evaluators

Add evaluators using the buttons below

EMPLOYEE

SUBORDINATES

MANAGER

APPROVER +

Approval is required for the 360 Assessment assignment. Select an approver.

Save

In this window, you need to select the evaluators and list coordinator.

Revision #1

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