



## KF360 Quick Tips For UNDP

### RESOURCES

- Access and Review the [KF360 Participant Experience Document](#) This document is also found on your Programme Resource Page.
- If you have not received the initial email there may be a firewall issue with your company, please send the following to your IT department [KF360 Technical Notes](#). *One option is to provide your personal email and have the initial email sent there, however that will not help with raters from within your organization.*

### RECOMMENDATIONS

- Take a moment to think about WHO you want to receive feedback from. Other than your Supervisor(s) and direct reports (if applicable), who are those leaders whose feedback you would value – if possible, try to avoid asking friends and family – they love you already. It is important for your career plan to receive valuable feedback from those you admire and can learn from.
- Send a quick note to those you are asking for feedback. Let them know you are participating in a UNDP Mentoring Programme with WOMEN Unlimited Inc. and would value their feedback. In addition, please share that they will receive an email from [diagnostics@KornFerry.com](mailto:diagnostics@KornFerry.com) and that the cut-off date is **23 May 2024**, which you can provide.

***IMPORTANT NOTE: You will need to receive feedback from at least TWO raters per each category (excluding Supervisor as one is minimum) for anonymity. It is important to invite more than TWO per category to ensure you meet the criteria.***

### TIMING

**Process starts after Welcome to be completed by 23 May 2024.**

You will receive an email from Kathleen Compton ([diagnostics@kornferry.com](mailto:diagnostics@kornferry.com))

- Access the Dashboard to complete your Rater distribution.
- Complete your SELF assessment.
- CHECK STATUS | You can check the status!  
Return to the Dashboard periodically to access the “View Survey Status” link.

### REMINDERS

- The cut-off date is **23 May 2024**, one week prior to the second session on **30 May 2024**.
- The KF360 system has automatic email reminders that will be sent at set intervals during the process. Emails will be sent to ALL raters who have NOT completed the assessments.
- WOMEN Unlimited will send TWO reminders:
  - 1) To anyone who has NOT started the KF360 process, within one week after initial emails are sent.
  - 2) Cohort status will be sent on the cut-off date.

### RESULTS

Completed and processed KF360 Reports will be sent via email to you prior to **30 May 2024** session.