PSYTECH
GeneSys

Unit Six.One: GeneSys 360 Structure
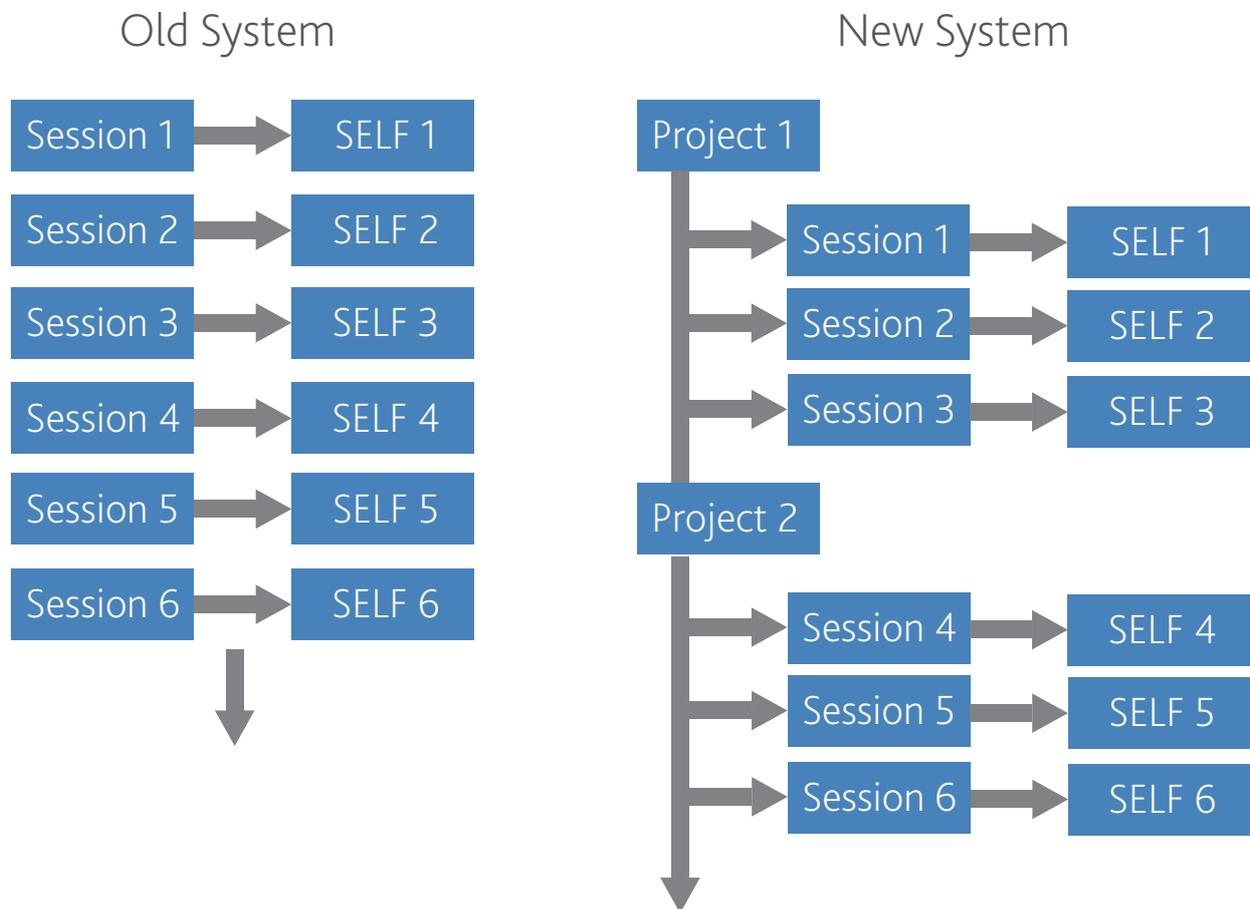
Unit Six.One: Objectives

Key Concepts & Initial Setup of GeneSys 360

- GeneSys 360 Structure
    - Competency Groups
        - Create a Competency Group
        - Re-Order Questionnaire
    - Response Scales
    - Projects & Sessions
        - Role Aliases
        - Minimum Rater Numbers

GeneSys 360 Structure

The structure of the new GeneSys 360 has been upgraded to make management of large scale appraisal projects as easy as managing a single appraisal. In previous versions of GeneSys 360 there was no distinction between different projects an administrator may be working on, one session was created in the administrators accounts, and that one session related to one SELF and their raters.

The new GeneSys 360 model has introduced a new Project hierarchy. Meaning that you can run multiple projects at once, each project separate from the next and each containing their own sessions. Projects can then have different settings applied to them meaning you can run each completely independently of the others.

Old System

Session 1	→	SELF 1
Session 2	→	SELF 2
Session 3	→	SELF 3
Session 4	→	SELF 4
Session 5	→	SELF 5
Session 6	→	SELF 6

New System

Project 1
- Session 1 → SELF 1
- Session 2 → SELF 2
- Session 3 → SELF 3

Project 2
- Session 4 → SELF 4
- Session 5 → SELF 5
- Session 6 → SELF 6

Competency Groups

GeneSys 360 is supplied with an in-build competency framework comprised of 9 broad competency categories, each of which contains 5 specific target competencies. As a user you can choose to use all of these competencies in the 360 appraisal, a subset of these, or to create your own competency framework.

A competency group is a specific sub-set of these competencies.

The default competency group supplied with GeneSys 360 is the "All Standard" group. This is a group of all the competencies in all the inbuilt competency categories.

It is possible however to create your own group of competencies that are relevant to your current project.

To do this expand the "Configure" node in the navigation tree menu, and then expand the "360" node. This will give you three options:
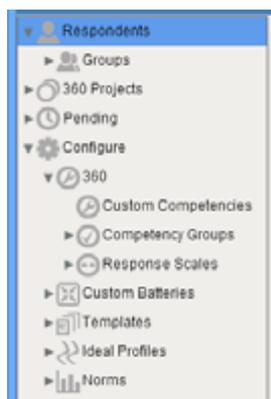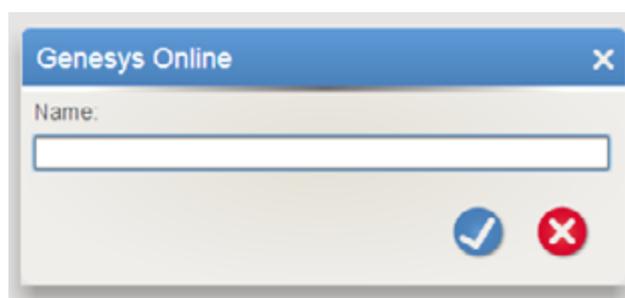

- Custom Competencies
- Competency Groups
- Response Scales

Select Competency Groups and then click the "Competency Groups" button in the main Toolbar. A menu will appear, select the option to "Add Competency Group".
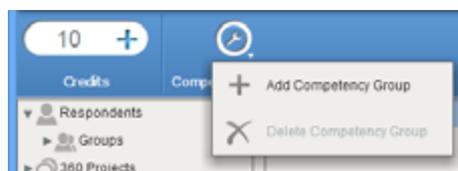
Give the new Competency Group a name so that you can identify it later.

The main content screen will now show you the in-built competency framework with some summary information at the top of the screen.

Work through the competency categories putting a tick into each competency you wish to include in your group.

When you have finished press the save button.
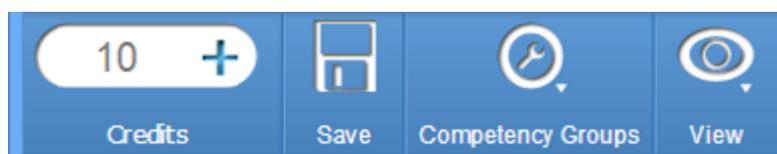
This Competency Group can now be assigned to any future 360 Project.

Please Note
Once a Competency Group is assigned to a 360 Project and Raters have been invited, this group will be locked, and cannot be edited.

Re-Order Questionnaire

By default GeneSys 360 presents the questions in the 360 appraisal in "Competency Order" i.e. displaying all items from one competency in order, and then moving to the next competency. It is possible to change this however.

You must first have built a Competency Group, follow the instructions in the previous section to do this.

Once you have a competency group, select it in the navigation tree so that it appears in the main content area. Then press the "View" button in the main toolbar, and select "Switch to Item View".

The content area will then update and display the appraisal questionnaire items in the order they will be presented to the raters.
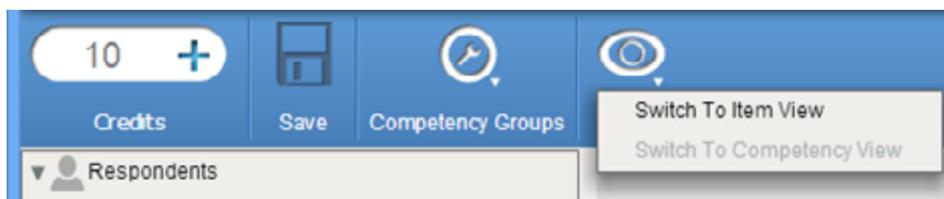
There are three ordering options:

•   Default Ordering: This is ordered by competency. All items from one competency are displayed before moving to the next competency.

•   Random Ordering: The one item will be taken from each competency and the system will loop through each competency taking one item at a time. This means that all items and competencies will be mixed.

•   Custom Ordering: With Custom Ordering selected you can choose your own order for the items. To change the order drag and drop items to the order you wish to have them displayed.
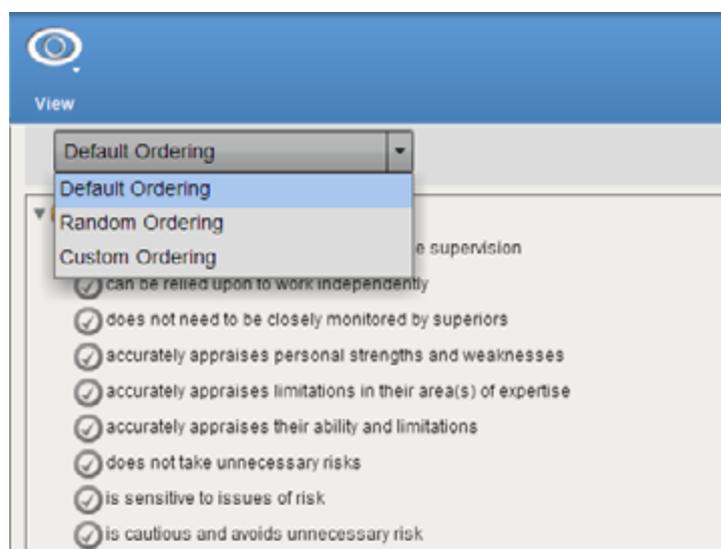
Once you are happy with the item order press save.

Response Scales

The default response scale used in GeneSys 360 is a 7 point scale:

1.   Always
2.   Almost Always
3.   Often
4.   Sometimes
5.   Rarely
6.   Almost never
7.   Never

You can create your own response scale if the default is not suitable. The minimum number of responses is 3, while the maximum is 7.

To create your own response scale select Response Scales from the 360 node in the navigation tree menu. Then select the Response Scale button in the main toolbar.

Select Add Response Scale then give the new response scale a name. Then enter your responses, each response should be separated by a comma.

An example of a 5 point response scale:

Always,Often,Unsure,Rarely,Never
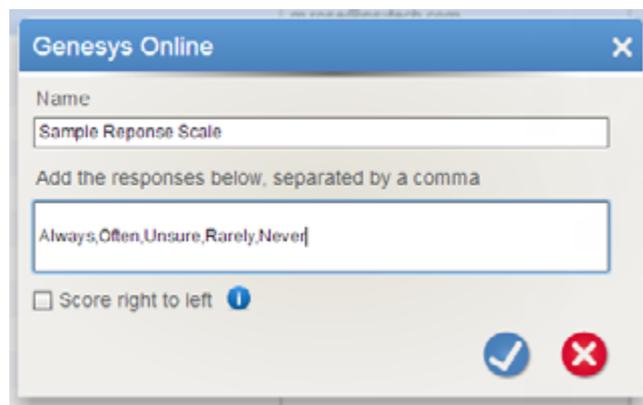
Once saved, you now need to assign this response scale to a competency group. Competency groups are covered in an earlier section of this tutorial.

Select the competency group from the 360 node in the navigation tree menu then use the response scale drop down option to select your new response scale.
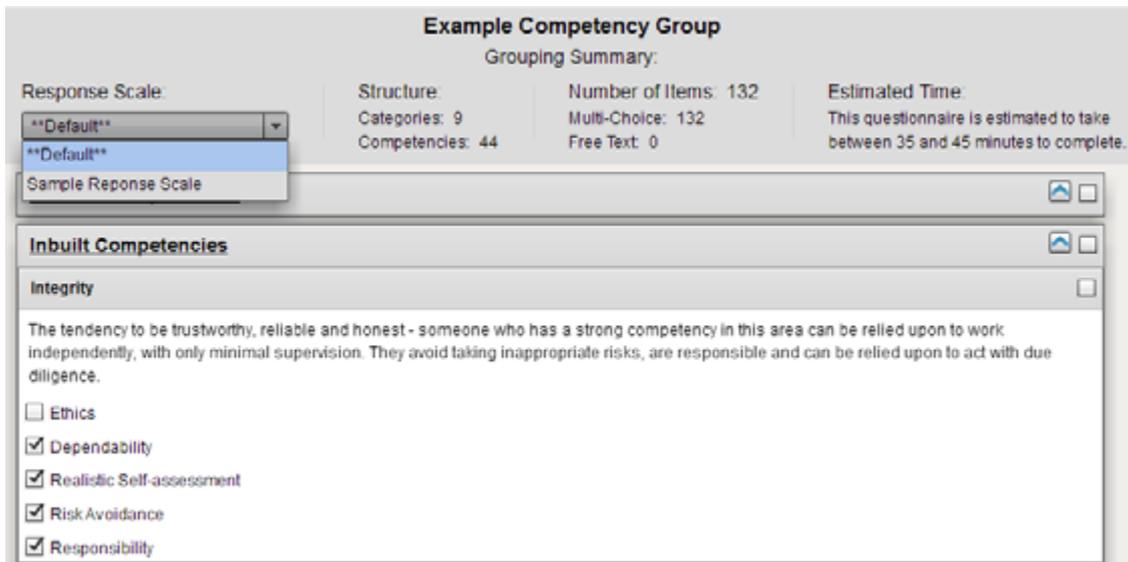
Once saved, you now need to assign this response scale to a competency group. Competency groups are covered in an earlier section of this tutorial.
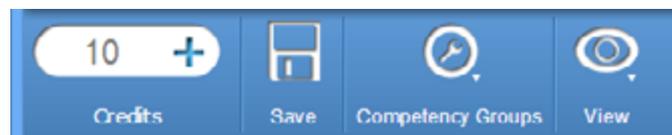
Select the competency group from the 360 node in the navigation tree menu then use the response scale drop down option to select your new response scale.

Press the save button to attach the response scale.

Projects and Sessions

A 360 Session relates to one SELF and all of that SELF's Raters. A 360 Project holds all of these Sessions. A Project can hold any number of Sessions, while a Session can hold just one SELF but any number of Raters from within set roles (i.e. Manager, Peer, Direct Report).

Add a 360 Project

To add a 360 Project select "360 Projects" node from the navigation tree, then client the 360 Projects button in the Main Toolbar, and select "Add 360 Project" from the available options.
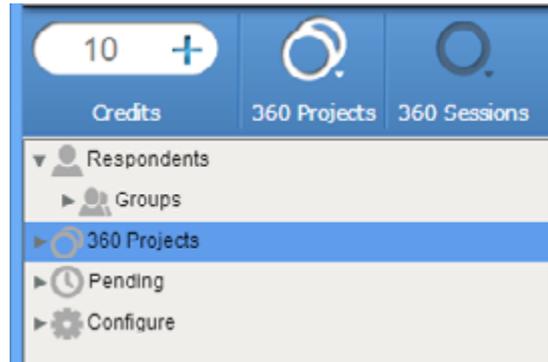
The 360 Project wizard will now launch.
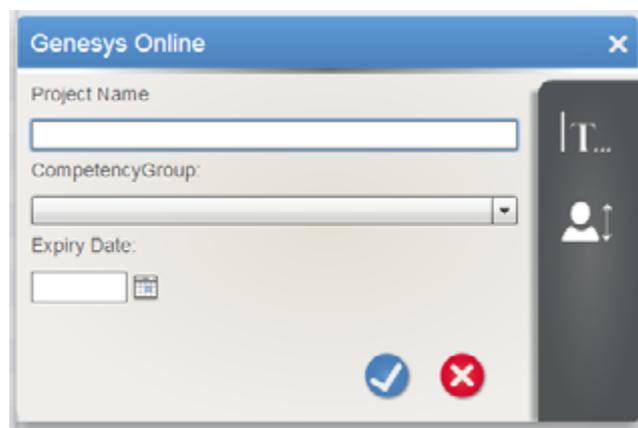
The 360 Project wizard will now launch. Give the project a name, this name will be the description of the appraisals you are running, then select the Competency Group to use.

The default competency group is the "All Standard" group. This contains all inbuilt competencies. If you have created your own competency group, this can be selected from the drop down menu. Finally set an Expiry Date for the project. No invitations can be completed once the project has expired.

There are two additional options in the horizontal menu bar on the right of the wizard:

Role Aliases

The default roles within GeneSys 360 are Manager, Peer, Direct Report and Other. If you wish to change these roles, click the Role Alias button and enter the new aliases that will be used for this project. To leave a role as the default, leave the field blank.

Minimum Raters

This option is generally used when asking a SELF to specify their own raters. You can use these options to force a SELF to specify a minimum number of raters for each role. They will not be able to submit their raters to you until they have reached this minimum number.
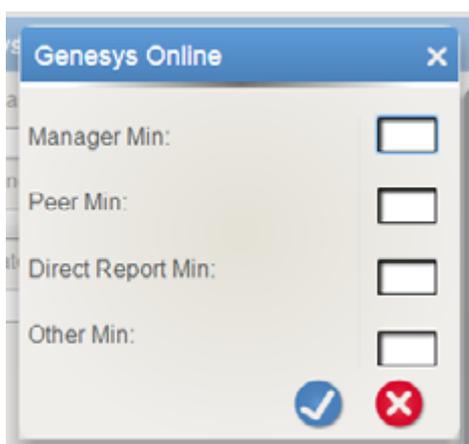
Once all fields are complete press the tick button to create the project. The main content area will now update to the 360 Project View. Sessions can now be added to the project, either individually or from an import file. If you have a large number of session then we would suggest using the import method.

End.