

# CHECKPOINT 360<sup>®</sup>™

## Process Overview



### PLAN

- Identify survey respondents
- Determine if respondents will be able to include free-written comments with their feedback
- Determine survey deadline



### COMMUNICATE

- Notify all respondents of their participation in the survey
- Templates can be found in the Email Template Pack



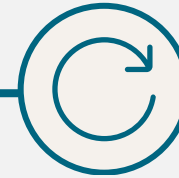
### SCHEDULE

- Download the Import Template spreadsheet
- Schedule the survey in the Profiles Survey Center
- Monitor progress
- Send reminders as needed



### DEBRIEF

- Process the survey and generate the report
- Schedule a debrief meeting
- Create an action plan based on results



### FOLLOW UP

- Schedule a follow up survey in 6-12 months
- Once follow up survey is complete, generate a Comparison Report to help the leader assess their progress