Participating in a UNIV – COM Dean 360 or UNIV – COM Dept Chair/Head 360

1. You will receive an e-mail message from Dr. Pisano notifying you that the form is ready for you to complete.

2. You can log in to SuccessFactors with your MUSC Net ID and password using the following URL: https://appserve.musc.edu/successfactors. The MUSC Net ID and password is the same log in used to access your desktop.

3. Click the Performance Tab at the top of the page to view documents in your inbox.

4. Make sure you are in your Inbox, and click the blue link titled “UNIV COM Dean 360 or UNIV – COM Dept Chair/Head 360” form.

5. Use the drop-down arrows to select a rating for each item. If you are not able to provide a rating on a particular item, select the rating of Not Applicable. Please note that using the scroll wheel on your mouse WILL change your ratings. Please be careful!

6. If you would like to provide comments, please type free-form text in the appropriate box.

7. Click the green diskette icon in the gray shaded area of the Rating Summary section to view the total score.

8. Click the Submit Finished Form button. You will receive an error message if the form is incomplete. All competencies must be completed prior to form submission. Once completed, you will be asked to submit the form again for confirmation.

9. Repeat steps 1 through 5 to complete all of your 360 forms.