



GIG
CYMRU
NHS
WALES

Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)



360 Evaluation Request Guide

To complete a 360 Evaluation request follow the steps below

1. Click on the link sent to you via email

Option 1: If you **HAVE** a Gwella account

- Log in your account
- Click 'Start Evaluation'

Option 2: If you **DO NOT** have a Gwella account

- Enter your details and 'Submit'
- You will receive a verification code on your email.
- Copy the verification code and add it to the webpage. Click 'Verify Account'
- Click 'Start Evaluation'

2. Answer the questions by selecting the option that you find most appropriate.
3. Below each question, you can 'add a comment' or 'upload a file' to provide additional evidence to your answer. This is optional.
4. Click on 'next question' button at the bottom of the screen to progress
5. At the top of the screen, you can see a completion bar that will show your percentage to completion.
6. Once you are ready to submit your answers, confirm by click on 'Submit'
7. Select your relationship with the subject from the options provided and submit