

Subject: Invitation to complete a 360 Feedback Survey

Dear \_\_\_\_\_,

I am participating in a 360-feedback experience and survey, where the purpose is career **development**. Over the next few weeks, select raters from my key business relationship rater groups will receive a link to complete a survey about my Role and KSAs, (knowledge skills and attributes) in relation to what you know about/how you experience me. Because your feedback is important to me as I pursue my growth and development goals – I was hoping you would agree to be one of my raters.

**How will the information be used?** The purpose of the 360 Feedback Survey is to provide feedback to better navigate my career progression as well as to develop and improve in my role.

**Timing:** The project will only be open a few weeks – so as you can work it into your schedule. I am hoping you can complete a survey by **insert date**

**How it works:** Your involvement in this process will be the completion of a 360-degree survey. You will receive an email notification from a scoring center (no-reply@talenttelligent.com). The subject line of this email notification will indicate that I have requested 360-degree feedback from you, so please don't delete it!

The notification will supply you with your internet link to your secure web survey. You will simply need to follow the instructions to access the survey. The rater experience is to drag and drop key leadership behaviors into buckets, to reflect how you see my knowledge, skills and attributes. Please expect that it will be asking about what my highest skills/lowest skills are, in relation to one another. This is a great way for me to learn about what I can improve. Be sure to answer all questions as honestly and as accurately as you can – all information received is handled within confidentiality and best practice. Except for my manager, all survey responses are reported within a group and protected for confidentiality and anonymity.

**Comments:** You will also be asked (at the end) to provide comments specific to your experience with me. Feel free to let me know what I can continue doing, start doing, stop doing etc.

**Doesn't work for you?** If this doesn't sound like a fit for you – please let me know – and I will invite someone else to take your spot in this process.

Thank you -- your feedback is important to me. I am committed to growing in my career and look forward to the coaching session I will receive.

With Appreciation,

