Communication is key to the success of your 360. These communication templates are intended to be used by email to ensure both Subjects and Raters understand their role in the process. Feel free to brand and customize the wording of these templates to match your internal voice. All information in ***italics*** will need to be updated before communications are sent.

# Notification to 360-Subjects

## Audience: 360-Subjects (Managers, etc.)

As a manger, you are one of our most valued assets. For this reason, we’re investing in your professional growth by making you a subject in an upcoming Manager 360 assessment. This will provide you with valuable feedback from a group of key stakeholders you work with (Direct Reports, Peers, Supervisor, etc.). These people will rate you based on key competencies and behaviors that are important to your job. You will also rate yourself on the same competencies and behaviors.

The Manager 360 is scheduled to launch on ***<enter date>***. On this date you and your raters will receive an email to complete the assessment. All feedback from peers and direct reports will be reported in aggregate to maintain confidentiality. The final report will be given to you to highlight your strengths and opportunities for professional growth.

**Please take a few minutes to review the attached document.** This will provide the information needed to better understand the purpose and process of your 360.

Thank you in advance for your participation,

# Notification to 360-Raters

## Audience: 360-Rater Groups (Direct Reports, Peers, Supervisor, etc.)

The growth and development of our managers is very important at our organization. For this reason, we’re running a Manager 360 on a select group of managers in the coming weeks. This will provide each manager with valuable feedback from a group of key stakeholders they work with (Direct Reports, Peers, Supervisor, etc.), and you’ve been selected as a rater for one or more of the managers participating.

The Manager 360 is scheduled to launch on ***<enter date>***. On this date you will receive an email to complete the assessment. You will be rating this manager on key competencies and behaviors that are important to their job. All feedback from peers and direct reports will be reported in aggregate to maintain confidentiality. The final report will be given to the manager to highlight their strengths and opportunities for professional growth.

**Please take a few minutes to review the attached document.** This will outline the purpose of the 360 and provide the information needed to help you provide the most valuable feedback possible.

Thank you in advance for your participation,