Dear 360 Participant,

You are enrolled in a 360 feedback development project for <Client Name>.

Purpose of <Client Name>’s 360 feedback program:

You will receive an email from TruScore ([support@truscore.com](mailto:support@truscore.com)) on <date> containing your access link for your **Executive Leadership Summary (ELS)** 360 survey project.Your **ELS** 360 feedback resultswill be used as part of your professional development, not for performance reviews or appraisals.

The deadline for data collection is **<date>.**

#### **STEP 1**

#### **STEP 6**

#### **STEP 5**

#### **STEP 4**

#### **STEP 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** |
| RECEIVE SURVEY INSTRUCTIONS & PASSKEY | LOG-IN TO TRUSCORE PORTAL | YOU AND YOUR RATERS COMPLETE SURVEYS | TRACK YOUR RETURN RATE VIA TRUSCORE PORTAL. | RECEIVE FEEDBACK REPORT |

There are 6 possible categories of data:

1. Self – you – you ***will not*** include yourself as a Rater on your Rater list
2. Manager/Supervisor – ***your*** manager(s)
3. Secondary Manager/Supervisor
4. Direct Reports – people who ***work for you***
5. Peers – people who work with you
6. Others – people who have perspective into your management/leadership skills who are not part of the other groups.

**Your Raters will be invited for you.** Raters will access the online survey using their unique link from the Rater Invitation email you send from the system. The survey takes approximately 15-20 minutes to complete.

In order to receive separated data from Direct Reports, Peers, and Others if you included them, you must collect survey data from at least 3 Direct Reports, 2 Peers, and 2 Others. If fewer respond, they will be combined and reported as Combined. If fewer than 3 Combined respond, you will not receive data from these categories in your report.

Once your deadline has passed, you will need to schedule a debrief session for you to provide assistance in interpreting your results.

**If you have any questions regarding the 360 process, please contact <internal client contact> or TruScore at support@truscore.com.**