Dear 360 Participant,

A successful 360-degree feedback process has proven itself especially valuable to many organizations by providing insight into where people could benefit from development and growth. You have accepted an invitation to begin such a process.

You will soon receive e-mail instructions from TruScore (support@truscore.com) on how to successfully complete the **Advanced Management Practices (AMP)** survey.Rest assured that the **AMP,** while an essential part of your professional development, will not be used for performance reviews or appraisals.

The deadline for data collection is **March 23, 2021.**

#### STEP 1

#### STEP 6

#### STEP 5

#### STEP 4

#### STEP 3

#### STEP 2



TRACK YOUR RETURN RATE VIA TRUSCORE PORTAL.

**LOG-IN TO TRUSCORE PORTAL**

RECEIVE FEEDBACK REPORT

YOU AND YOUR RATERS COMPLETE SURVEYS

**DISTRIBUTE SURVEYS TO RATERS**

RECEIVE SURVEY INSTRUCTIONS & PASSKEY

There are 5 possible categories of data:

1. Self – you
2. Manager/supervisor – your manager(s)
3. Direct Reports – people who work for you
4. Peers – people who work with you
5. Others – people who have perspective into your management/leadership skills who are not part of the other groups.

We encourage you to follow up closely with the raters you invite to ensure that you receive a desirable amount of feedback. You can log in to your TruScore portal and send reminder emails at any time. Keep in mind that the system automatically sends weekly reminder emails to your raters. The surveys will be accessed and submitted electronically, and will take 20-30 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. To help achieve that, you are encouraged to invite as many of these stakeholders as possible that directly work with you. 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 surveys have been completed a debrief session will be scheduled for you to provide assistance in interpreting your results.

Successful leaders use their results in creative and constructive ways and are encouraged to commit to and share their development plans with their teams. The survey can thus become a tool for achieving the team’s performance objectives, as well as your own professional and career development goals.

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