

INSTRUCTIONS TO 360° ANALYSIS FOR SELF / COLLEAGUES

* Here is a sample message to be sent to your colleagues filling out the survey.

You have been sent this link to help provide information for a colleague in a 360° degree evaluation. The 360-degree evaluation is a common tool in leadership training and staff development. It is a mechanism for evaluating someone's performance based on feedback from an array of people with whom the individual comes in contact—supervisors, coworkers, partners, subordinates, and friends.

Please take a few minutes to complete the following survey. It should take approximately **ten minutes**. Each training participant will receive a composite report from all his or her surveys. Your name is included for tracking purposes only. **Your name will be kept completely confidential.**

Each participant has willingly signed up for the seminar to increase his/her knowledge, skills and capacity. To provide the greatest opportunity for growth in this program, please fill out the survey candidly – indicating strengths, as well as where there is room for growth. Please fill out this survey by **(INSERT DATE)**.

Your participation in this survey is a tremendous help to the training participant and facilitators. Thank you for your time and effort.

Please log on to complete the survey at www.bridgingleadership.org