**Nebraska Hospital Association**

**360o Evaluation Instructions**

1. After reviewing your suggestions from Mike, email your final completed statements to Misty Sidel, msidel@bellevue.edu, at Bellevue University no later than midnight on Tuesday, April 14, 20. Misty will create the survey and email your survey link back to you no later than Monday morning, April 20. You will receive a second link for you to rate yourself. This will clearly be labeled “self-assessment” so please be sure you don’t send this one to your Raters by mistake.
2. You will then, email the link along with a short explanation (see suggested wording below) to the people you have selected as soon as possible (no later than 24 hours after Misty sends it to you). **You will be setting a deadline of Friday, April 24 for each respondent to complete his or her survey.** Please note: you can send one email if you’d like, by simply including the whole list of your Raters’ emails in the blind carbon copy line of the email (or “Bcc:”).
3. Sometime between sending this out and Friday, April 24, send a thank you/reminder email to your respondents. You won’t know who has completed the survey since they will remain anonymous, but we have provided suggested wording for this email below as well.
4. Between Saturday, April 25 and Wednesday, April 29, Misty will email you your results. You’ll identify your strengths and areas of opportunity. These will provide insights as you work with Vickie Seitner in your coaching sessions. Remember to contact Heather Bullock to secure the time and date for your first executive coaching call with Vickie.

**Suggested wording for the first outgoing message to deliver the survey link:**

Good morning,

I need your assistance please! As a participant in the Nebraska Hospital Association’s Leadership Institute, I am working on developing my leadership skills. Your feedback regarding my leadership abilities is important to my development. I have a short survey for you to fill out by clicking on the link at the bottom of this email. This will take you about ten minutes, and I thank you in advance for your honest evaluation of my abilities. Your responses will remain completely anonymous, as Bellevue University compiles the results and maintains 100% confidentiality.

If you can get started right away, I would really appreciate it. I need to have the survey filled out by Friday, but you won’t forget about it if you can do it right now! Please respond to this email right away if you have any questions.

**[replace this with the link that will be provided to you]**

Sincerely,
[replace this with your name]

**Suggested wording for the thank you/reminder email:**

Good afternoon,

Many thanks to those of you who have already completed the survey I sent earlier this week. Getting your insights into my leadership strengths and opportunities will be quite valuable throughout my Leadership Institute with the Nebraska Hospital Association.

If you haven’t yet completed the survey, please do so now. For your convenience, I’ve included the link again at the bottom of this email. Your responses are kept anonymous. Thank you so much!

[replace this with the link that will be provided to you]

Sincerely,
[replace this with your name]