

**Nebraska Hospital Association
360° Evaluation Instructions**

1. Email your completed questions to Misty Sidel, msidel@bellevue.edu, at Bellevue University no later than midnight on Tuesday, February 28, 2017. Misty will create the survey and email your survey link back to you by the end of the same week. Remember to score yourself (pen and paper) first, so you can compare your scores to those of your respondents.
2. You will, in turn, 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 March 17th 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 email recipients in the blind carbon copy line of the email (or "Bcc:").
3. On Tuesday, March 14th, 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. On Monday, March 20th, Misty will email you your results. You'll identify your strengths and areas of opportunity. These will inform your Individual Development Plans (IDPs), and provide insights as you work with Victor Harms in your coaching sessions.

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 Leadership Institute, I am working on developing my leadership skills. Your feedback 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 three 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 March 17th. 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 last 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]