**Nebraska Hospital Association**

**360o Evaluation Instructions**

1. Email your completed Rater Contact Information to Meghann McKown, mmckown@bellevue.edu at Bellevue University no later than midnight on Friday, April 11th.
2. Prior to April 15th, send the email included below to each of your raters.
3. A reminder will be sent to each of your raters on April 22nd from noreply@qemailserver.com.
4. The deadline to complete your 360 is Thursday, April 28th. Any 360s completed after that date will not be accepted.

**Email to Your Raters**

Hello!

I need your assistance, please! As a participant in the Nebraska Hospital Association’s Leadership Institute, I am working on further developing my leadership skills. I respectfully request that you help me by completing a short survey about my leadership capabilities. Your honest and candid feedback is very important to my development.

You will receive an email from noreply@qemailserver.com on April 15th that includes a link to a short survey. The survey will take you about 10 minutes to complete. I encourage you to write additional comments in the open-ended portion of each statement.

I thank you in advance for your objective evaluation of my abilities. Your identity will be 100% anonymous.

The deadline for completing the survey is Thursday, April 28th.

Thank you again for your continued support!

Sincerely,
[replace this with your name]