**360o Evaluation Instructions**

1. Prior to **Wednesday,** **April 5th** send the email below to each of your Raters.
2. Email your completed Participant/Rater Relationship Info Form (Excel Spreadsheet) to cpeservices@bellevue.edu no later than midnight on **Wednesday, April 5th.**
3. A reminder will be sent to each of your Raters that have not completed the evaluation on **Friday,** **April 21st** from cpeservices@bellevue.edu
4. The deadline to complete the 360 evaluation is **Friday, April 28th**. Any 360 evaluations completed after that date will not be accepted.

**Email to 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 cpeservices@bellevue.edu on **Wednesday,** **April 12th** 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 **Friday, April 28th.**

Thank you again for your continued support!

Sincerely,
[replace this with your name]