

**(YOUR BUSINESS NAME HERE)**

**360 DEGREE REVIEW: STAFF COMMUNICATION**

We are in the process of undertaking a 360 degree review for each of our senior managers.

A 360-degree review is a tool used to measure skills, competencies and behaviours. It uses a survey to combine an individual's self-assessment with feedback from direct reports, peers, management and colleagues in one report. Results are then presented anonymously to the person surveyed.

This survey is being co-ordinated by (YOUR BUSINESS NAME HERE) and administered by an independent provider – HR Profiling Solutions. (CLIENT NAME) will not have access to any information that could potentially identify you as an individual.

The survey will go live on (INSERT DATE HERE) and close on (INSERT DATE HERE).

Allow approximately 15-30 minutes to complete it.

Later today, you will receive an email from HR Profiling which will contain information and links to the survey.

Please note this survey is important for our managers' development, so your prompt and honest response is much appreciated.

Thank you.