**360 Assessment Launch Email (for Evaluators)**

**When**: First day of the assessment launch

**From**: HR/ Talent Management

**To**: Selected Raters

**Subject**: Action Needed: Participation in 360 Assessment Program

Dear {Qualtrics will add rater’s first name},

You have been selected to rate {Qualtrics will add employee’s name} as part of {provide company/ 360 program name} 360 Assessment Program, which is designed to provide our leaders with rich and actionable feedback to help them grow and develop.

This email contains your access link to the assessment, so please don’t delete it in case you need it at a later stage.

Each assessment should take approximately {xx} minutes to complete, and you have until {assessment close date} to submit your ratings. If you prefer, you can take the survey at home rather than on company time, and you can access it from a mobile device if preferred.

Your link to complete the assessment is here: {Qualtrics will add access details}

If you have any questions please contact your HR team at {HR/ Talent Management contact details}

Thank you!

HR/ Talent Management

**First Reminder Email (for Evaluators)**

**When**: 7 days after assessment launch

**From**: HR/ Talent Management

**To**: Selected Raters who haven’t completed the assessment

**Subject**: REMINDER - Action Needed: Participation in 360 Assessment Program

Dear {Qualtrics will add employee first name},

Don’t forget to complete your ratings on {Qualtrics will add employee’s name} by {assessment close date} as part of {provide company/ 360 program name} 360 Assessment Program.

Your participation is critical for ensuring that our leaders get accurate and actionable feedback that will help them grow and develop in their roles!

This email contains your access link to the assessment, so please don’t delete it in case you need it at a later stage.

This link is unique to you, so it won’t work if you forward it on to anyone else!

Each assessment should take approximately {xx} minutes to complete.

Your link to complete the assessment is here: {Qualtrics will add access details}

If you have any questions please contact your HR team at {HR/ Talent Management contact details}

Thank you!

HR/ Talent Management

**Final reminder email (for Evaluators)**

**When**: Day before assessment close date

**From**: HR/ Talent Management

**To**: Selected Raters who haven’t completed the assessment

**Subject**: FINAL REMINDER - Action Needed: Participation in 360 Assessment Program

Tomorrow’s your last chance to complete your ratings on {Qualtrics will add employee’s name}. Each assessment should take approximately {xx} minutes to complete.

**Your participation is critical for ensuring that our leaders get accurate and actionable feedback that will help them grow and develop in their roles!**

Your link to complete the assessment is here: {Qualtrics will add access details}.

If you have any questions please contact your HR/ Talent Management team on {HR/ Talent Management contact details}

Thank you!

HR/ Talent Management