



Selecting Raters for Your UW ARC 360 Feedback

Selecting Raters

- Choose people that you believe will provide honest and open feedback.
- Consider a diverse population of raters who can accurately assess your skills and abilities.
- You may choose up to 40 individuals to rate you, and you will assign each to a group (Leader, Colleagues, Administrative Direct Reports, Faculty Direct Reports, or Others). We need a minimum of three raters per group (except Leader).
- For any group, if the minimum number does not respond, their data will be added to total ratings but will not be separated by group. We strongly recommend that you identify more than the minimum number shown above for each group in case someone cannot participate.

Submitting Your Raters' Names and Contact Information

- Your POD contact will ask you to send her the name, complete and accurate email address, and the relationship (group) of each of your raters.
- Return the rater information to your POD contact as quickly as possible.

Communicating With Raters

- After you've completed and returned the rater information, we strongly suggest that you communicate with your raters.
- Inform raters about the process and what it is you are asking of them; be sure to reinforce that the feedback they provide will be anonymous (although feedback from your leader will not be).
- Encourage your respondents to be honest and candid. Remember, the goal of this process is to collect helpful feedback that will aid in your individual growth and development.
- See the template below for a sample email to send to your raters.



Sample Email to Send to Raters

Dear <rater>,

As part of my professional development, I will be participating in UW ARC 360, a feedback and development program that includes an online 360-degree assessment of my skills and abilities. I would like to invite you to be one of the individuals that provides me with candid feedback.

The Process:

- An email will be sent to you from POD.
- Do not delete this email.
- Please follow the instructions for completing the assessment.
- If you don't receive an email from POD, please check your junk mail folder.

The email from POD will include additional information about UW ARC 360. In the meantime, please let me know if you have any questions.

Thank you in advance for your support.

Sincerely,

[your name]