



## 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 such as your manager(s), direct reports, peers, customers, and colleagues inside and outside the UW who can accurately assess your skills and abilities.
- Ask your manager(s) for their thoughts about who could provide you with helpful feedback; they may think of someone you haven't.
- You can choose up to 20 individuals to rate you, and you will assign each to a group (Manager, Direct Reports, Colleagues, or Others). We recommend that you invite the following:
  - Your Manager(s)
  - All Direct Reports (minimum of 4 needed for data by group)
  - 5 Colleagues (minimum of 3 needed for data by group)
  - 5 Others (minimum of 3 needed for data by group)
- 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

- Kim Delaney, with POD, 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 POD.

### 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 manager(s) 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 Survey Connect.
- Do not delete this email.
- Please follow the instructions for completing the assessment.
- If you don't receive an email from Survey Connect , please check your junk mail folder.

The email will include additional information about UW ARC 360. In the meantime, please let me know if you have any questions, or feel free to contact POD. You can also access this [Frequently Asked Questions for Raters PDF](#) for more information about this process.

Thank you in advance for your support.

Sincerely,

[your name]