

McQuaig 360 Leadership Review



Dear ***

Further to your conversation with *** regarding taking the McQuaig 360-Degree Leadership Review Assessment, I will be responsible for the administration and setting up of the assessment.

The first step is to choose who you would like to provide feedback from the following 3 groups.

1. Superior/Manager
2. Peers
3. Direct Reports

These people will be known as your 'Reviewers' and you are able to select more than one person from each group. The relevance of the people selected is more important than the volume of the people selected. Once you have made a decision on your Reviewers, please email their full names and email addresses to me.

You may want to send each of your Reviewers a personal email to alert them to the fact you are asking them to complete this assessment for you and to look out for an email. You may also wish to stress that there are no right, or wrong answers and their results will be completely anonymous.

I will then set the assessment up and both you and your Reviewers will receive an email from noreply@mcquaig.com that contains the link to the assessment and will have a subject line that reads '*** has invited you to complete a 360-Degree Leadership Review Assessment'.

As soon as you and your Reviewers have completed the 360, I will be able to run the report and will make contact with you to discuss the results.

I will regularly check on the progress of Reviewer completions and can send out reminders directly from the McQuaig system to those that have not completed the assessment. You can also send a reminder email but as the information is anonymous, you will not be provided with the names of who has/has not completed, so you will need to email all your Reviewers with an added note of 'please ignore this email if you have already completed the assessment'.

Kind regards,

