



Dear [NAME]

Further to your conversation with [NAME] regarding taking the McQuaig 360 Leadership Review Assessment, I will be responsible for the administration 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 are 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 number 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 wish to send each of your Reviewers a personal note to tell them that you are asking them to participate in this assessment 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 up the assessment and both you and your Reviewers will receive an email from noreply@mcquaig.com that contains the link to the assessment. The subject line will read '[NAME] has invited you to complete a 360-Degree Leadership Review Assessment'. When you and your Reviewers have completed the 360, I will run the report and make contact with you to discuss the results.

I will regularly check on the progress of Reviewer completions and send out reminders directly from McQuaig to those that have not completed the assessment. You can also send a reminder email to all your Reviewers. You will not know who has/has not completed, so should add note of 'please ignore this email if you have already completed the assessment'.

Kind regards

[NAME]