

## **Guidelines for Selecting Evaluators and for Completing the Leadership Circle Profile**

Ideally your evaluators will be people who will provide you with honest feedback. **The goal being to receive feedback from at least ten people in the following categories:**

- Boss: 1 or more completed surveys needed to view breakout data on report
- Peers: 3 or more completed surveys needed to view breakout data on report
- Direct Reports: 3 or more completed surveys needed to view breakout data on report
- Others (such as clients or colleagues in another setting): 3 or more completed surveys needed to view breakout data on report

Note: you do not need to select anyone in the 'Boss's Boss' category.

**We recommend that you ask at least 4 or 5 evaluators for each of the categories:**

Peers, Direct Reports and Others, in case 1 evaluator is unable to complete the Leadership Circle 360 Profile. Breakout data and reports will only be provided for each of these categories if three or more surveys are completed.

Given that feedback directly impacts the quality of the information received, it is important that individuals selected:

- Know you well
- Are trustworthy and credible
- Have good intentions - sincerely want to help you learn more about yourself
- Understand your job responsibilities and areas of influence
- Can describe you in relation to the many roles you play on the job

## **Guidelines for contacting evaluators**

**We suggest that you contact the individuals you are requesting feedback from (like you would a reference), to explain:**

- The Leadership Circle Profile 360 survey process you are participating in
- Why their feedback would be valuable in your leadership development and ask if they are willing to give you feedback
- That their survey answers are confidential and reported as a group response (except for boss and boss's boss)
- It will take approximately 25-30 minutes of their time to complete
- That the survey process is done entirely online and you need their email address that has internet access
- The feedback request email is coming from you and from a system generated request from notifications@theleadershipcircle.com
- To contact you if they do not receive the feedback request email
- That if their company/computer has a SPAM program it could prevent receipt of the system generated feedback email reminder, and to check their SPAM quarantine box frequently
- All questions need to be answered in order for their feedback to be included and they should go with their first instinctive response
- It is important for them to complete the feedback by the due date.
- Your evaluators will be periodically send out feedback reminders from the system generated from notifications@theleadershipcircle.com