

Email template for inviting your raters.

It is not mandatory to send this, but as a courtesy to your busy colleagues you may wish to ask their permission to submit their contact details for the survey. Feel free to use/edit the following text:

Dear

I'm writing to ask whether you would be willing to give me feedback on my leadership style and effectiveness, as part of a 360-degree feedback survey which I am participating in. This will take 20-30 minutes of your time, and the deadline for completing the survey is 9 am on 12th April 2021.

My thinking in asking you to provide feedback is that I feel we have worked together enough for you to have some useful evidence on which to draw, i.e., you have experience of some aspects of my leadership behaviour. I would encourage you to be as honest as possible; all feedback will be collated and anonymised before I see it. This will give me valuable insights into how others perceive me and will, I believe, be helpful in planning my future development.

The 360 survey has been developed specifically for UKRI Future Leaders Fellows, and the brand-new leadership framework on which it has been modelled was designed specifically for research leaders.

If, for any reason, you would prefer not to participate, then please don't worry – although it would be very helpful if you could drop me a quick line to let me know.

If you are happy to complete the survey, please could you send me a quick email to confirm?

If you are willing to provide feedback, you will soon receive an email from 'Bureau Administration' at Talent Innovations, inviting you to rate me. Please check your junk email folders in case the email is diverted there.

Many thanks in advance for your help.

Best wishes,