**360 Assessment Launch Email (for Subjects)**

**When**: First day of the assessment launch

**From**: HR/ Talent Management

**To**: Selected Subjects required to complete self-assessments

**Subject**: Action Needed: Participation in 360 Assessment Program

Dear {Qualtrics will add subject’s first name},

You have been selected as a participant in {provide company/ 360 program name} 360 Assessment Program which is designed to provide you with rich and actionable feedback to help you grow and develop in your role. Over the next several weeks, we will be gathering feedback from people that you work with on a regular basis and we also ask that you provide an assessment of yourself.

This email contains your access link to the self-assessment, so please don’t delete it in case you need it at a later stage.

Your self-assessment should take approximately {xx} minutes to complete, and you have until {assessment close date} to submit your ratings. If you prefer, you can take the survey at home rather than on company time, and you can access it from any mobile device.

Your link to complete the self-assessment is here: {Qualtrics will add access details}

If you have any questions please contact your HR/ Talent Management team at {HR/ Talent Management contact details}

Thank you!

HR/ Talent Management

**First Reminder Email (for Subjects)**

**When**: 7 days after assessment launch

**From**: HR/ Talent Management

**To**: Selected Subjects who haven’t completed their self-assessments

**Subject**: REMINDER - Action Needed: Participation in 360 Assessment Program

Dear {Qualtrics will add subject’s first name},

Don’t forget to complete your self-assessment by {assessment close date} as part of {provide company/ 360 program name} 360 Assessment Program.

Your participation is critical for helping you calibrate your self-assessment ratings with the ratings of others.

This email contains your access link to the assessment, so please don’t delete it in case you need it at a later stage.

The self-assessment should take approximately {xx} minutes to complete.

Your link to complete the self-assessment is here: {Qualtrics will add access details}

If you have any questions please contact your HR/ Talent Management team at {HR/ Talent Management contact details}

Thank you!

HR/ Talent Management

**Final reminder email (for Subjects)**

**When**: Day before assessment close date

**From**: HR/ Talent Management

**To**: Selected Subjects who haven’t completed their self-assessments

**Subject**: FINAL REMINDER - Action Needed: Participation in 360 Assessment Program

Tomorrow’s your last chance to complete your self-assessment. The self-assessment should take approximately {xx} minutes to complete.

**Your participation is critical for helping you calibrate your self-assessment ratings with the ratings of others!**

Your link to complete the self-assessment is here: {Qualtrics will add access details}.

If you have any questions please contact your HR/ Talent Management team on {HR/ Talent Management contact details}

Thank you!

HR/ Talent Management