**Notification Email**

Organisations should use the notification email template to announce the Hogan 360 to participants and raters before launch of the feedback program. Please add the organisation’s relevant details to the highlighted sections before distributing.

Peter Berry Consultancy will confirm the notification email was sent before distributing the survey invitation.

To: ^Rater Name^

From: Company

Subject: ^Company Name^ announces 360 feedback program

Dear ^Rater Name^

^Company Name^ is participating in a 360 feedback program.

You will receive an email from support@pbcsurveys.com asking you to complete a short online survey. The survey is confidential and will ask questions about a colleague’s performance and behaviour. You may be asked to assess multiple colleagues and-or yourself.

We recommend that you check your junk mail folder first if you can’t see the email invitation in your inbox. If you don’t receive an email invitation soon, please contact support@hogan360degree.com.

The purpose of 360 feedback is to help individuals at any level of an organisation gain a better understanding of how they are perceived by managers, peers, direct reports and others. By providing a real-time look at an individual’s attitude, behaviour and performance, the Hogan 360 Report provides individuals with constructive feedback about their strengths and opportunities for development.

Thank you

Signature