



**360 FEEDBACK PROCESS**  
**DRAFT Letter to Participant**  
(rev. 2008)

<Date>

Dear \_\_\_\_\_:

I am writing to you to ask for your assistance in a leadership development activity in which I am participating. As part of my own focus on being a great leader, I am participating in a so called 360 feedback activity. This involves me assessing myself on various leadership competencies and then asking colleagues to complete a web-based instrument about their experience of me as a leader. I would invite you to participate in this process on my behalf.

If you agree to participate, you will receive an email from the Hay Group with instructions as to how to access this web-based instrument. Completing this instrument will take approximately 30-40 minutes. Your responses will be completely anonymous and unknown to me and will be aggregated into a report that will help me understand any gaps between my perception of myself and the perception by others of me.

I hope you can accept this invitation, for which I would be deeply appreciative.

Sincerely,

James K. Stoller, M.D., M.S.  
JKS/sw