PDP 360 survey rater recommendations message

Supervisor to direct reports

Hello NAME,

As we’ve discussed, I am requesting your recommendations for 5 individuals to whom I can send the confidential HSA PDP Feedback Survey.  You may want to consider individuals from within our unit or other UW departments. If you have significant work-related interactions with individuals outside the UW, you may also include these names in your suggested list.  As your supervisor, I will add 5 survey participants to broaden and perhaps balance the pool of potential survey respondents. The total survey participant pool may exceed 10.

*SUPERVISOR NOTE:* if your unit has determined a default set of participants within your unit or a cross a service profile, please include here to avoid redundancy.

Please respond by DATE. The approximate timeline for PDP is outlined below and I appreciate your prompt reply.

MM/DD  –  Determine survey participant raters

MM/DD  – Surveys sent to raters

MM/DD –  Surveys completed

MM/DD -   Surveys summarized for incorporation into supervisor PDP form for each

MM/DD  PDP discussions scheduled

Thank you,

Signature block