PDP 360 Supervisor confirms rater recommendations message

Supervisor to direct reports message; assumes concurrence on suggestions

Hi NAME,

I appreciate your prompt response in responding to my request for performance survey participants.  I agree with your suggestions and appreciate your thoughtful approach to this task.  As your supervisor, my job is to expand and possibly balance the potential pool of survey raters to reflect your job description and organizational relationships.  The confidential responses I receive from the survey raters will be collated into an additional data stream that I will reference as I develop your PDP form.   Survey response rates vary and may not reach 100% response.  I will work with the data I receive and we will address as a component of our overall PDP discussions.  Your confidential survey link sent to the potential raters listed below.

LIST NAMES

OPTIONAL: If you have not already done so, please begin preparing your self-evaluation form and gathering training records, significant achievements, strategy benchmarks, and goals to discuss in June.  I look forward to our discussion and development planning.

Thank you,

SUPERVISOR

SIGNATURE BLOCK