PDP 360 Supervisor invitation to raters with return date

Supervisor to raters with embedded catalyst survey link or 360 Word document\*\* attached

Subject line: HSA Performance Feedback 360 survey – Employee Last Name

Hello RATER NAME,

You are being asked to provide confidential performance feedback for **EMPLOYEE NAME** as part of the Health Sciences Administration (HSA) Performance Development process.  The survey questions are aligned with the current HSA performance development plan (PDP) form which serves as the basis for our employees’ ongoing performance development, self-evaluation and annual review.  Your response is confidential and will serve as additional reference data that informs formulation of the individual employee’s PDP.

Health Sciences Administration uses a 3 point rating scale with the following definitions:

•       **Exceeds Expectations** – The employee regularly works beyond a majority of the performance expectations of this factor and has made many significant contributions to the efficiency and economy of the organization through such performance.

•       **Meets Expectations** – The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.

•       **Needs Improvement** – The employee has failed to meet one or more of the significant performance expectations for this factor.

Please use the following catalyst link to rate the employee’s performance from your perspective by DATE end of day.  It typically takes less than 10 minutes to complete the nine survey questions.

**EMPLOYEE NAME** survey link:  <https://catalyst.uw.edu/webq/survey/krschwic/270044>

\*\*OR

Please use the attached Word Survey to rate the employee’s performance from *your perspective* by DATE end of day.  It typically takes less than 10 minutes to complete the nine survey questions.

As **EMPLOYEE NAME**’s supervisor, please feel free to contact me directly with questions, concerns, or input.

Thank you for your time and valuable feedback,

SUPERVISOR NAME

SIGNATURE BLOCK