

## **360 Feedback - Rater Information**

### ***Who are the raters?***

1. You may choose up to **30 raters** including yourself. The primary raters are **You, your Boss, Direct Reports (your staff), Peers (business partners), and Other (parent or community leaders)**.
2. You must have at least **one Boss** (or 2). One should be the person who evaluates and supervises you on a daily basis. Most people choose only one boss.
3. You must have **at least three (3) raters (recommend 10 to 15 or more) from Direct Reports**. We recommend you obtain the largest number from the Direct Report category - **persons for whom you do a performance evaluation**. For principals, these would be your **teachers**, of course, but could include secretaries, counselors, asst. principals, staff of various training, etc. Ideally, a mixture is good with teachers being the largest number. Again, try to get 10 to 15 or more.
4. You must have **at least three (3) raters from Peers (business partners)**. These would be persons whom you consider to be **business partners** and who have had leadership experiences in the business field that enable them to relate to your job requirements and pressures as an educational executive.
5. You must have **three (3) raters from the Other category**. These would be your key **parent leaders** or other influential and supportive community people who have children in your school and have gained your respect.

### **Summary of Raters:**

<b>You</b> (Self Report)	1
<b>Your Boss</b> (or Bosses)	1 (or 2)
<b>Direct Reports</b> (Teachers)	10 to 15 (or more)
<b>Peers</b> (Business Partners)	3 (minimum)
<b>Other</b> (Parents/Community)	<u>3 (minimum)</u>
<b>Total</b>	<b>30 (maximum)</b>

### **How do I go about selecting the best raters?**

1. Choose your raters thoughtfully and objectively. Remember, you are selecting persons to give you feedback on **their “perceptions” of your job skills and performance**, not do a professional evaluation.
2. Select raters who have a fair degree of knowledge of you and how you go about doing your job.
3. Do a double check on yourself in selecting persons who hold you in high esteem. All of us are heroes to select people.
4. Avoid people with whom you have significant conflict - either personally or professionally. Even if you have a strong ego and a thick skin, don't give these people a forum for their issues. It may hamper your dealings with them on a daily basis.
5. **Conversely, fair-minded persons with whom you have differing philosophies, methods, ideas, and views, may be your best raters and may offer you the greatest opportunities for leadership growth.**

### **Any suggestions as I approach my raters?**

1. Share with them the leadership program you are involved in and the requirements of you as a participant. Because of your respect for them, you are asking their assistance.
2. Tell them they will be asked to **rate you on 15 leadership categories involving 60 specific leadership skills** designed specifically to assist leaders in education to improve their skills. Call attention to the Five (open-ended) Questions concerning your leadership
3. Acknowledge how busy they are but emphasize how important it is for you to continue growing as an educational leader for the school community.
4. Tell them the 360 instrument will be **on-line** (no paper/pencil) and can be completed in 15 to 20 minutes. Ask them to please take the task seriously and to complete the instrument as quickly as possible. Give them your heartfelt thanks.
5. Be sure to get an accurate e-mail address for all raters (run a test if time is available).
6. If your raters use their home e-mail, ask them to remind those in the family using the computer to not erase the information.

7. If they use their office e-mail, ask them to remove the “spam check” for a few days or until the project is completed.