

The following text can be copied and edited to best suit your needs.

Dear [Rater],

We will shortly be administering an EQ360 assessment for [Participant] and would be grateful for you to take part.

What is the EQ360?

Like other 360 degree assessments, the EQ 360 is an emotional intelligence assessment that combines an individual's self-assessment with the perceptions of those around them.

The EQ-i 2.0 defines emotional intelligence as a set of emotional and social skills that collectively establish how well we:

- Perceive and express ourselves
- Develop and maintain relationships
- Cope with challenges
- Use emotional information in an effective and meaningful way

Why am I being asked to take part?

Due to your relationship with [Participant] as their [Manager/Direct Report/Peer/Friend/Family], we are asking you to take part as one of [her/his] raters.

Your responses will help us gather a well-rounded perspective of the individual's strengths and development areas.

What can I expect from the assessment?

You can expect to receive a notification from "noreply@mhs.com" with your assessment link within [XX] days.

The assessment is made up of 133 items asking you to rate the individual on a scale of 1 to 5. For example, you would answer either (1) Never/Rarely, (2) Occasionally, (3) Sometimes, (4) Often or (5) Always/Almost always, to the statement "This person likes helping people".

[*If applicable*] At the end of the assessment, you will have the opportunity to answer [5] open-ended questions regarding your experience with [Participant] in difference scenarios.

Please allow up to [30] minutes to complete the assessment.

Will my responses remain anonymous?

[*Manager*] As their only manager, your responses will be identifiable to the individual. If you would prefer your responses to stay anonymous, please let us know in advance.

[*Direct Report/Peer/Friend/Family*] Results will be aggregated with other raters to help retain anonymity of your responses. Please note, all responses to the open-ended questions will be seen verbatim. Therefore, it may be possible for these comments to be identified by the participant.

Do I have to take part?

Your participation is voluntary and you are free to withdraw at any stage up to the individual's feedback.

What happens after?

We encourage you to continue to provide [Participant] with honest and timely feedback. You may wish to discuss how you can help [Participant] reach their goals.

Please let us know if you have any further questions or concerns.

Thank you in advance for your time.

Kind regards,