

## NEXT STEPS

You will shortly receive an email from Genos inviting you to nominate raters and put their names and email addresses into the Genos online assessment system.

### CHOOSING RATERS

Genos recommends that you choose raters who meet the following criteria:

- Work with you directly and regularly (i.e., every week, or more than once a month).
- Know you well and have been working with you for six months or more.
- Are comfortable giving you objective or candid feedback.

Ask raters if they are willing to participate, then enter those who are into the Genos system. The accompanying page provides some information for raters that may be useful in this process.

### IMPORTANT THINGS TO REMEMBER:

- Please ensure your raters are nominated with a unique email address to complete the feedback survey. Personal email addresses can be used if needed. Generic email addresses should not be used and only your nominated rater should have access to the email account.
- The Genos online system will specify the minimum and maximum number of raters you can nominate.
- Your raters will receive an email reminder every few days if they are yet to complete the survey.
- Nominate your raters as soon as possible, to allow them plenty of time to complete their feedback before the survey close date (specified in the email from Genos).