

# TIPS FOR CHOOSING YOUR RATERS



## Identify evaluators/raters who:



Know you well and will provide you with honest feedback



Have good intentions and sincerely want to help you learn more about your leadership



Understand your job responsibilities and areas of influence



Can describe you in relation to the many roles you play on the job

## Evaluator Categories & Relationships

*(Not necessary to utilize all categories)*

### BOSS'S BOSS

Completes your boss's job performance appraisal.  
Invite one or more.

*(optional)*

### BOSS

Completes your job performance appraisal. Invite one or more.

### PEER

Knows your work as a leader, but doesn't report to you or have input into your job performance appraisal.

### DIRECT REPORT

Reports to you and you complete their job performance appraisal.

### OTHER

May include vendors, customers, partners, or people with whom you've worked on volunteer projects.

*\*A minimum of three evaluator responses is necessary for Peer, Direct Report, and Other. If fewer than three people respond, the feedback will still be captured, but only in the total overall evaluator breakdown.*

*\*If more than one Boss or Boss' Boss IS chosen, the rater scores are combined*



## Things to remember

- There is no limit to how many people can be invited as raters. The absolute minimum number of evaluators to ensure statistical validity is 5. We recommend 10 - 12 so that a breakdown of evaluator categories is possible.
- Leaders are encouraged to remember who they included in each category. The system does not show how your evaluators are categorized.
- Each rater will spend 20-25 minutes completing the survey.
- You do not have to use all of the categories. Leaving a category as blank will not influence the final ratings.
- The TLC Profile report you receive will only show individual scores for your Boss and Boss's Boss, as all other evaluators are considered confidential. On the report, raters categorized in the Direct Report, Peer, and Other categories are aggregated into groups of three or more to ensure the anonymity of their responses.