



Use the table below to understand each rater category and consider any additional criteria before submitting your rater selection.

Rater Category Name	Who to include	Min. number per category*
Manager	This category refers to your boss (your immediate supervisor). If you have more than one boss, include all of them.	1
Peers	In this category you should include ALL your colleagues that report directly to your boss. If this number is too high, a good practice is to do a selection of over 6 to 8 and include a wide cross-section of people (i.e., not only people you like or work closely with; not only people you are friends with; etc.) If the number is less than 3 or 4, we suggest you work with your manager to identify comparable positions in the organization that might be considered your peers.	3
Direct Reports	In this category you should include ALL employees in your team that report directly into you. (In some organizations, a good guideline to follow is the group of people you complete a performance appraisal for) If the number is too high or too low, please follow the guidelines detailed in the "peers" category	3
Others (optional)	This is an optional category, that can be used to include other stakeholder groups that do not clearly fall into the other categories. Some specific uses for this category depending on the nature of the role might include clients, suppliers, board members/owners, team members or peers that have recently transitioned, indirect reports, committee members, etc.	3

Other Considerations:

- Please note that it is rare that everyone that is invited to give you feedback will do so, so try to include as many raters as possible to ensure you reach the minimum rater number in each category.
- It is good practice to discuss your complete rater nomination list with your manager before submitting it, as that will ensure they are on board and you have not overlooked or missed any important stakeholders.

*For any of the rater categories (except for the "Manager" category) you will only be able to see a separate category rating if you have been evaluated by 3 people in that category. If not, their scores will be added to the overall score but not reported separately to protect their confidentiality.