



Kauffman Fellows
smart connected capital

MODULE VIII PRE-WORK, CLASS 17

Registration & Hotel Reservation Information

<http://events.r20.constantcontact.com/register/event?oeidk=a07e9a0cjftce25e182&llr=xjkyu5bab>

Module Information

It's that time of year where we administer your 360 evaluations. The first step is to create a list of names and email addresses of 5 (or more) colleagues that you would like have evaluate you. You do not need to send this list to KFP.

- We are using the same system as we did last year to administer the evaluations, and soon you will receive your specific login information.
- You will then log into your account and enter the individuals you have selected to evaluate you.
- The system then sends the notification of your evaluation to your colleagues directly.
- **Please be sure to let them know to expect an email regarding your 360 assessment.** They will have approximately 2 weeks to complete the survey, which takes 15-20 minutes.

The "360" nature of the assessment means that you should choose people that you report to, who are your peers, and also those who report to you. These people don't have to work at your firm; you can include service providers, portfolio company members, and other professional colleagues.

Please let Kirsten Owens (kowens@kfp.org) know if you have any questions, and be on the lookout for your login information. **It is essential that you complete these steps in a timely manner so that we allow enough time to collect the data and create the reports.** Bill Tobin will then work directly with each of you to discuss your assessment.