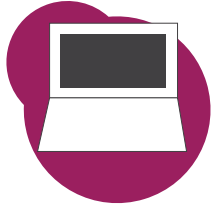
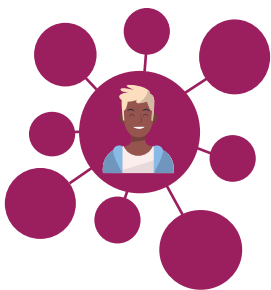


Quick-Start Guide

You've been invited to participate in the Inclusive Leaders Assessment! Follow these 5 easy steps to make sure you get the most out of your assessment experience.



- 1. Follow the link** in your email invite to log into your personal Assessment Portal. (The email will come from support@assessmenthub.net). [Watch this video](#) to see an overview of this process and your personal dashboard.



- 2. Invite reviewers.** Focus on those you work most closely with and move out from there. **Invite at least 8 people** to help ensure you get the response minimums needed. The sooner you send the invites, the sooner your reviewers can get started, so be sure to do this first! *(You need 5 invited Reviewers and 3 Reviewer responses to see Reviewer data in your report. The assessment close date is the same for both Participants and Reviewers.)*



- 3. Send a personal note.** Automatic email invites can be pretty bland, and if you're going to take the time to provide someone with feedback, it's nice to know they actually want it. Take a moment to send a personal note to those you invited to review you. Consider including things like:
 - A heads up that they'll be getting a link to complete a survey for you, as well as what email the invite will come from (support@assessmenthub.net).
 - Why you feel it's important to your growth as an inclusive leader to have their feedback.
 - How you plan on using the feedback, and when you'll update them about what you heard and what your next steps are.



- 4. Take your self-assessment.** Be honest about where you see yourself now, as opposed to where you want to be.
- 5. Download your personalized report** at the end of the assessment period, and start putting your learning into action!