Timeline

beginning **Monday 11/3**	Qualtrics 360 Online Leadership Competency Assessment opens Access assessment through link received via email Begin to nominate respondents in Qualtrics after reaching out to them personally
by **Friday 11/7**	Complete nominations in Qualtrics
through **Sunday 12/7**	Continue to manage Online Leadership Competency Assessment

Who to Ask for Feedback

You will need to invite approximately **8-10 respondents in total** to complete the assessment. Respondents should include 2-3 Wharton peers (not Learning Team members) and 6-7 professional colleagues, including former managers, peers, and/or direct reports. You may also include your Leadership Fellow as a respondent. Respondents will not see how they are categorized in the system.

Eight is the recommended minimum number of respondents, but **you may nominate as many respondents as you would like**.

Survey translations: In addition to English, a rough survey translation is available through Google Translate for Spanish, French, and Chinese. If you anticipate that any of your respondents will need the survey translated into another language, please email your request as soon as possible to ECFProgram@wharton.upenn.edu.

How to Ask for Feedback

Call your potential respondents personally to invite them to be a part of the process. **Make sure you have a conversation with each respondent before adding him or her to Qualtrics.**

The following is sample language that can be used as a script for your call, or as a follow-up email:

I am participating in Wharton's Executive Coaching and Feedback Program. This program entails working with an executive coach to develop my leadership skills over the course of the next year. As the foundation for this executive coaching work, I need to gather feedback on myself and my behaviors. I am excited to include your feedback and insights in the process.

Feedback for this program will be collected through an online 360 tool administered by Qualtrics. You will receive an email from Qualtrics containing a link to the survey. The survey is a mix of open-ended and likert-scale questions pertaining to my behaviors, personality characteristics, and leadership competencies, and it should take no longer than 30 minutes to complete. Although I will have access to a feedback report, all responses will remain anonymous

Thank you for helping me to develop myself during my time here at Wharton.

LEADERSHIP

When to Ask for Feedback

You can begin reaching out to your respondents immediately. Ideally, you should **nominate them in Qualtrics by Friday 11/7 so they have enough time to complete the assessment.** However, you can continue to nominate respondents in the system after Friday 11/7, but please make sure to give them enough time to complete the assessment.

The system will automatically send reminders until Sunday 12/7.

How to Add Respondents to Qualtrics

Once your respondents have agreed to participate, log in to Qualtrics, and click "Invite Others to Evaluate You" link. You will add each respondent individually (first name, last name, and email address) and place them into one of the following categories (respondents will not see how they are categorized):

- Manager
- Professional Colleague
- Wharton Colleague
- Other

Please make sure that each category (except Manager) has at least two respondents. In order to protect the anonymity of your respondents, only categories in which two or more responses will be displayed on your feedback report.

Once entered, they will automatically receive an email invitation from the *Wharton Executive Coaching and Feedback Program* with the subject "Wharton Executive Coaching and Feedback Program 360 Assessment Invitation."

Please do not nominate Learning Team members, or complete a self-evaluation in this ECFP assessment. Since this is the same assessment as the Learning Team 360, data from your self-evaluation and feedback from your Learning Teammates will be automatically incorporated into the ECFP Feedback Report generated by Qualtrics.

How to Access Your Feedback Report in Qualtrics

Once 5 respondents have completed the assessment, you will receive an email from Qualtrics that your report is ready. You can download your report by logging into Qualtrics, and clicking "View Report." You will then be able to email the report to yourself or download it as a PDF.

Please note that new responses will be automatically incorporated into your feedback report as they are received, but you will not be notified.

Please send your report to your coach as soon as it is available, or at least 72 hours in advance of your first coaching session.

If you have any questions or need additional support, please email us at

ECFProgram@wharton.upenn.edu, or stop by the Leadership Program Office in JMHH G47.