

## Wharton Leadership 360 and Wharton Character Index Assessments Frequently Asked Questions

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### What are the Wharton Leadership 360 and Wharton Character Index?

The Wharton Leadership 360 (WL360) and Wharton Character Index (WCI) are tools that will allow you to collect self-reported data as well as data from your colleagues and fellow students on your leadership skills and character strengths. The WL360 was developed by the McNulty Leadership Program and has been used for over 10 years as the cornerstone of the Executive Coaching and Feedback Program (ECFP). It measures seven leadership competencies taught in the MGMT6100 Foundations of Leadership & Teamwork course. The WCI measures the character strengths of grit, generosity, and coachability developed by the Wharton People Analytics faculty.

### Why should I take them?

Self-reflection and external evaluation are vital to effective leadership and organizational success. Taking these assessments allow you to collect data which can be used to deepen self-awareness and build an action plan to work on leadership development in a variety of environments.

2<sup>nd</sup> year students who wish to participate in the [Executive Coaching and Feedback Program \(ECFP\)](#) are required to take the Wharton Leadership 360 and Wharton Character Index and meet minimum requirements for report generation. *You must complete the WL360 assessment in your 2nd year regardless of whether you took it in your first year.* ECFP FAQs can be found [here](#).

### What is the Timeline?

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| Week of August 29                      | <p><b>Wharton Leadership 360 and Wharton Character Index open.</b></p> <p>You will receive access to this combined assessment in one invitation and link.</p> <p>Begin to nominate 8-12 colleagues (manager, peer, direct report, other) and classmates (fellow students, learning teammates) after reaching out to them personally.</p>  |
| October 9                              | <p><b>Deadline to complete your self-assessment and manage evaluator responses.</b></p> <p>The minimum number of completed evaluation responses needed to view your report are WL360: 5, WCI: 3. If you are a 2Y, a <b><u>WL360 report is required by October 9 to participate in ECFP.</u></b></p> <p>For confidentiality we cannot share who has/has not completed their assessment of you so please don't ask!</p> |
| After October 9                        | <p><b>The assessment remains open!</b></p> <p>You may continue to add evaluators and solicit feedback through the rest of the academic year. New data will automatically be included in your People Lab report.</p>   |
| Once you meet the minimum requirements | <p>Log in to <a href="#">People Lab</a> using your Pennkey username and password to view reports.</p> <p><b>Reports will be available to you on a rolling basis as soon as you have met the minimum requirements.</b></p>   |

## How Do I Take the Assessments and Ask for Feedback?

### Log in to manage your self-assessment and evaluators

- You will receive an email invitation from People Lab “noreply@qemailserver.com” with the subject “Wharton Leadership 360 and Wharton Character Index” the week of August 29.
- Please login through the link in the email and bookmark the site for future reference.
- If you have trouble logging into the site, clear your cache and try an alternate browser.

### Add Evaluators

- Nominate at least 8 - 12 professional contacts and fellow students. Nomination ranges are a guideline; **you may nominate as many as you like. The more feedback the better!** Draw from your interactions with colleagues and students who have experienced your professional behaviors and the results of those behaviors.
- Add each evaluator individually (first name, last name, email address).
- If you know a company has a strict firewall or VPN, **we strongly encourage you to add their personal email** instead of their work email address so the invitation is received.
- We highly recommend categorizing your non-manager evaluators into one category (for example, selecting the “other” category) to have the most robust experience. For anonymity, report data will only be shown for evaluator categories with two or more complete evaluations, with the exception of manager. Manager data will be displayed if at least one manager completes an evaluation. Responses from all categories will be combined, with the exception of manager. Evaluators will *not* see how they are categorized.
- Evaluators will automatically receive an email invitation from People Lab “noreply@qemailserver.com” with the subject “[Your Name] - Wharton Leadership 360 and Wharton Character Index”
- Automated reminders will be sent periodically through **October 9** to evaluators who have not yet completed your evaluation.
- For confidentiality, **we cannot share who has/has not responded with you, so please do not ask!** We recommend reaching out to all evaluators before the due dates, reminding them to check their spam folder if they haven't received the invite, thanking those who have completed, and asking those who have not to do so by October 9.

### How to Ask For Feedback

- Contact your potential evaluators personally to invite them to be a part of the process.
- Make sure to have a conversation with each person before adding them.
- The following template can be used as a script for your call or email:

*As an MBA student at the Wharton School, I am participating in the Wharton Leadership 360 and Wharton Character Index. These assessments will allow me to collect data on my leadership skills and character strengths. I would like to include your perspective in the process. I would encourage you to be honest and specific with your feedback of me. This information will help me make the most purposeful and informed choices while at Wharton.*

*Feedback will be collected through an online 360 tool. If you agree to participate, you will receive an email from People Lab “noreply@qemailserver.com” containing a link to the survey. The survey is a mix of open-ended and Likert-scale questions pertaining to my behaviors, characteristics, and leadership competencies, and it should take anywhere from 20 - 40 minutes to complete. Although I will have access to a feedback report, all responses will remain anonymous except if you are my manager(s).*

*Thank you for your support in my development during my time here at Wharton.*

## Who to ask for Feedback

**First Year Students:** Collect feedback from former colleagues and your learning teammates. Requesting feedback from former colleagues as soon as possible will allow them to provide data while your working relationship is still recent. We also encourage you to collect feedback from your learning teammates, having recently completed the learning team formation process and MGMT610. Next year, you will be allowed to collect feedback again from evaluators who can comment on your leadership competencies, likely from your internship and fellow classmates. If you choose to participate in the Executive Coaching and Feedback Program, which is only available to second years, at a minimum you must complete second year feedback. We encourage you to collect feedback both years as it provides year over year data which is especially relevant when creating your coaching goal.

**Second Year Students:** Collect feedback from colleagues and fellow students. If you participated in the 360 assessment in your first year, you should tap into other evaluators who can speak to your leadership competencies. Draw from your interactions over the last year including internship colleagues (manager, peer, direct report, other) and fellow students (learning teammates, fellow students) who have experienced your professional behaviors and the results of those behaviors. Think about students with whom you interact within leadership roles such as classes, clubs, and other student organizations. If you did not solicit feedback from former colleagues in your first year, now is still a good time to do so.

## How do I Access My Feedback Reports?

- Connect to People Lab using your PennKey and password: <https://peoplelab.wharton.upenn.edu/>
- Your results will be visible within 24 hours after you have met the minimums for each assessment. New responses will be added to your report within 24 hours of completion.
- Download PDFs of your WL360 and WCI reports from People Lab. Click the “Download Results” button from each assessment card, visible on the Home page. You will need to download 2 reports – one for the WL360 and one for the WCI.
- **If you have not met the minimum requirements for each assessment, your results will be NOT visible. Minimum requirements are different between the 2 assessments. See below.**

## What are the Minimum Requirements to View Reports?

The minimum requirements to view your reports are different for the two assessments.

### Wharton Leadership 360

To view your Wharton Leadership 360 report, you must have completed **your self-assessment and received at least 5 external evaluations**. Data will only be shown for evaluator categories with two or more complete evaluations, with the exception of manager. Manager data will be displayed if at least one manager completes an evaluation. Responses from all categories will be combined, with the exception of manager.

**\*\* ECFP PARTICIPANTS: A Wharton Leadership 360 report is required for ECFP participation. You must complete the WL360 assessment in your 2nd year regardless of whether you took it in your first year.**

### Wharton Character Index

There are 2 options for viewing Wharton Character Index results: self only or self plus evaluator. If you complete your self-assessment, you will be able to view your self-assessment results. To view feedback from your evaluators, you must have at least 3 evaluations.

**Questions?** Please email us at [peoplelab-support@wharton.upenn.edu](mailto:peoplelab-support@wharton.upenn.edu).