

## Leadership Competency 360 Assessment Frequently Asked Questions

The **Wharton Leadership 360 Assessment** is a tool that allows you to collect data from your former colleagues and fellow students on your leadership skills and abilities. Having this information available to you, along with assessment data provided by MBACM's Career Leader and the Wharton Personality Profile from MGMT 610, will allow you to make purposeful and informed choices about the kinds of developmental opportunities to pursue, the kinds of elective courses you may want to plan for, and the kinds of skills you may want to further develop relation to your career goals.

**Wharton Leadership 360 Assessment in relation to the Executive Coaching and Feedback Program:** There is only one 360 assessment tool. **The 360 you receive in pre-term is the same 360 which will be used for the Executive Coaching and Feedback Program if you choose to participate.** One of the goals of ECFP is to provide a platform to expand and reinforce the development of self-awareness and leadership behaviors while studying at Wharton. The results of this assessment will be utilized throughout ECFP, providing the foundation for the goals and direction of your work with your executive coach.

### Timeline

<b>Thursday 8/9</b>	360 Online Leadership Competency Assessment opens for <b>first-year</b> MBAs Begin to nominate respondents in Qualtrics after reaching out to them personally
<b>Thursday 8/16</b>	Complete nominations
<b>Monday 9/27</b>	360 Online Leadership Competency Assessment opens for <b>second-year</b> MBAs Begin to nominate respondents in Qualtrics after reaching out to them personally
<b>Thursday 10/11</b>	You should have completed your self-assessment and managed your respondents to ensure you have enough feedback (at least 5 respondents/self-evaluation complete) to generate a report.

### Asking For Feedback

#### Who To Ask For Feedback

- 7 - 10 respondents in total, including fellow students, former managers, peers, and/or direct reports
- 7 is the minimum; **you can nominate as many as you like- the more feedback the better!**
- Respondents will not see how you categorize them in the system

#### How To Ask For Feedback

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

*As an incoming MBA student at the Wharton School, I am participating in the Wharton Leadership 360 Assessment. The 360 allows me to collect data on my leadership skills and abilities. I would like to include your perspective in the process. Having this information will help me make the most purposeful and informed choices while at Wharton.*

*Feedback 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 20-25 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.*

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### When To Ask For Feedback

- **As soon as possible** (8/9 for first years and 9/27 for second years)
- You can add respondents after those dates, but make sure to give them enough time to complete the assessment
- **The system will automatically send reminders until Thursday, October 11**

### Logging in to Qualtrics

- You will receive an email invitation to the 360 assessment from *McNulty Leadership Program at Wharton* with the subject “Wharton Leadership 360 Assessment Invitation”
- Please log in through the link in the email, and bookmark the site for future reference.

### Adding Respondents to Qualtrics

- Once your respondents have agreed to participate, log in to Qualtrics and click “Invite Others to Evaluate You” link
- Add each respondent individually (first name, last name, and email address) and categorize them as one of the following (respondents will not see how they are categorized): Peer, Direct Report, Fellow Wharton Student, Fellow Wharton Learning Team Student, Other
  - Respondents will automatically receive an email invitation from *McNulty Leadership Program at Wharton* with the subject “Wharton Leadership 360 Assessment Evaluator Invite” followed by your name
  - Automated reminders will be sent through 10/11
  - In order to protect the anonymity of your respondents, **each category (except Manager) must have at least two responses** in order for the feedback to be displayed on your report
  - For anonymity, **we cannot share with you who has/has not responded**. If you do not have enough feedback, we recommend reaching out to all of your evaluators and advising them that, *“Those of you who have not yet provided feedback, please do so by 10/11.”*
  - Survey translations: In addition to English, a rough survey translation is available through Google Translate for Spanish, French, and Chinese. If you anticipate your respondents will need a different language, please email your request as soon as possible to [whartonlp@wharton.upenn.edu](mailto:whartonlp@wharton.upenn.edu)

### Accessing Your Feedback Report in Qualtrics

- You will receive an email from Qualtrics once you have **completed your self-assessment and received 5 responses** and your report is available
- You can download your report or email it to yourself by logging into Qualtrics, and clicking “View Report”
- After you download your report, new responses will be automatically incorporated into your feedback report as they are received, but you will not be notified

### For Questions or Additional Support

- For technical questions, please email us at [whartonlp@wharton.upenn.edu](mailto:whartonlp@wharton.upenn.edu), or stop by the Leadership Program Office in JMHH G47