

The **Wharton Leadership 360 Assessment** is a tool that allows you to collect data from your colleagues and fellow students on your leadership skills and abilities.



Asking For Feedback

Who To Ask For Feedback

- 10 - 12 respondents in total, including former managers, peers, direct reports, other, learning teammates and fellow students.
- 10 is the recommended minimum—you can nominate as many as you like!
 - **You will not be able to view your report until you have 5 pieces of evaluator feedback and your completed self-evaluation**
- Evaluators will not see how you categorize them in the system.

How to Ask For Feedback

- Contact your evaluators personally to invite them to be a part of the process
- Have a conversation with each evaluator before adding them to Qualtrics
- You can personalize the script below

As an Executive MBA student at the Wharton School, I am participating in the Executive Coaching and Feedback Program. This program entails working with an executive coach over the next six months to further develop my leadership skills. As the foundation for this coaching work, I am gathering feedback on myself and my behaviors. 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 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 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 with the exception of current and former managers.

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



Logging in to Qualtrics

You will receive an email with access to the Qualtrics 360 platform

Adding Evaluators to Qualtrics

- Click “Invite Others to Evaluate You” link
- Add each evaluator individually: first name, last name, and email address
- If you know an evaluator has a strict firewall, add their personal email instead of corporate
- Categorize them as one of the following: Manager, Peer, Direct Report, Fellow Student, Learning Teammate or Other
- Respondents will automatically receive an email invitation from *Wharton Executive Coaching and Feedback Program* with the subject “*Wharton Leadership 360 Assessment Evaluator Invite*” followed by your name

Survey Translations

- Rough survey translations are automatically available through Google Translate for Chinese, French, Japanese and Spanish—the survey will open in the language that your respondent’s browser is set to

Completion Status

- Reminders will be sent through the 360 system periodically until the deadline to evaluators who have not completed
- We **cannot** share who has or has not completed their responses of you
- We recommend periodically reaching out to all evaluators, thanking those who have completed and requesting those who haven’t to do so by **your provided deadline**.
- In order to protect the anonymity of your respondents, other than the manager category, you need 2 respondents per category to complete your 360 in order for their responses to show on your report. If you have 1 response in any other category than manager, their results will not be included in your report.

Accessing Your Report in Qualtrics

- **Qualtrics will generate an email once a minimum of 5 responses and your self-evaluation are complete**
- Download or email your report by clicking “View Report”
- New responses will be automatically incorporated into your report as they are received, but you will not be notified

For Questions or Additional Support

Please email us at ECFProgram@wharton.upenn.edu or stop by the Leadership Program Office in JMHG G47