



The ECFP 2nd Year Wharton Leadership 360 Assessment Executive Coaching and Feedback Program Frequently Asked Questions

Do I need to complete the ECFP Second Year Wharton Leadership 360 Assessment to participate in ECFP?

Yes, we ask you to please participate in the ECFP 2nd Year Wharton Leadership 360 Assessment. The ECFP 2nd Year 360 Report will serve as the basis in determining your coaching goal.

What if I collected 360 feedback in my 1st Year?

If you received 360 feedback in your 1st Year, that data will be automatically incorporated into your 2nd Year 360 Report, once generated.

What is required to generate a 2nd Year Wharton Leadership 360 report?

In order to generate your ECFP 2nd Year 360 Report you must complete the self-assessment portion of the 360 and also have a minimum of 5 new evaluators (fellow students & internship colleagues- see “who to ask for feedback” below) complete their assessment of you by **October 11**.

What is the timeline of the 2nd Year Wharton Leadership 360 Assessment?

If you enroll in **the Executive Coaching and Feedback Program** (September 12 – 19) you will receive access to the ECFP 2nd Year Wharton Leadership 360 Assessment on September 23. You must complete your self-assessment and have at least 5 evaluators complete their assessment of you by October 11 to participate in the Executive Coaching and Feedback Program.



Who to Ask For Feedback

- A mix of 7 - 10 professional contacts and fellow students. 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 you interact with in leadership roles such as classes, clubs, and other student organizations.

- A mix of 7 - 10 professional contacts and fellow students is just a recommendation — 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 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, though feedback from managers will be reported in a separate category.

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

When to Ask For Feedback?

- You may add evaluators anytime but make sure to give them enough time to complete the assessment by **October 11**.
- The system will automatically send reminders to your nominated evaluators who have not completed through **October 11**.



Logging into Qualtrics

- You will receive an email invitation with the subject "ECFP 2nd Year 360"
- Please log in through the link in the email and bookmark the site for future reference.
- If you have trouble logging in please clear your cache and try an alternate browser.

Adding Evaluators to Qualtrics

- Once your evaluators have agreed to participate, log into Qualtrics and click the “Invite Others to Evaluate You” link
- Add each evaluator individually (first name, last name, email address).
- Categorize them appropriately - evaluators will not see how they are categorized.
- Evaluators will automatically receive an email invitation from the McNulty Leadership Program at Wharton with the subject “Wharton 360 Assessment Evaluator Invite” followed by your name.
- Automated reminders will be sent to your evaluators through October 11.
- If you know a company has a strict firewall we strongly encourage you to add their personal email instead of their work email address so the invitation is received.
- In order to protect the anonymity of your evaluators, each category (except Manager) must have at least two responses in order for the feedback to be displayed on your reports. This includes any feedback from your 1st Year 360. Only categories with at least two evaluators’ responses will be viewable. Manager category feedback will show with even one evaluator response.
- For anonymity, we cannot share with you who has/has not responded so please do not ask! We recommend reaching out to all evaluators prior to the due dates, reminding them to check their spam folder if they haven’t received the invite, thanking those who completed, and asking those who have not to do so by October 11.
- Survey translations: In addition to English, a rough survey translation is available for Spanish, French, Mandarin, Japanese, and Kannada. This setting can be changed using the dropdown menu in the upper right corner of the screen while completing the assessment.

Accessing Your Feedback Reports

- You will automatically receive an email alerting you that your 2nd Year Wharton Leadership 360 Assessment Report is available if you have completed your self-assessment and received at least 5 evaluator responses.
- Log into the Qualtrics 360 system to download your report by clicking “View Report”.
- In the same Qualtrics 360 system you will be able to view your 1st Year 360 report if applicable.
- New responses will be automatically incorporated into your report as they are received, but you will not be notified when your report is updated.

For Questions or Additional Support

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