

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

- 7 - 10 evaluators in total, including former managers, peers, direct reports, other, learning teammates and fellow students.
- 10 is recommended—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
- If you have trouble logging in please clear your cache and try an alternate browser.

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, Other, Fellow Student, or Learning Teammate
- Evaluators 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

Completion Status

- The system will automatically send reminders to your nominated evaluators who have not completed through **your provided deadline**.
- We **cannot** share who has or has not completed their assessment
- 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 evaluators, other than the manager category, you need 2 evaluators 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. We recommend grouping evaluators together into more generic categories if you feel you will not receive 2 pieces of feedback per category.

Accessing Your Report in Qualtrics

- Qualtrics will generate an email alerting you your report is ready 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