Executive Coaching and Feedback Program (ECFP)

Wharton Leadership 360 and Wharton Character Index

Frequently Asked Questions

Do I need to complete the Wharton Leadership 360 and Wharton Character Index in my second year to participate in ECFP?

Yes, regardless if you collected feedback in your first-year, you must complete the **Wharton Leadership 360** and **Wharton Character Index** to participate in ECFP.

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. If you choose to participate in ECFP, the data you collect will be utilized, providing the foundation of your goal and direction of your work with your executive coach. We strongly encourage both first and second-year feedback to show year over year data.

What if I collected feedback in my First-Year?

Congratulations! You will now have two years of data to provide to your coach, creating a more robust leadership development report. Once you collect enough feedback for your second-year report, you will be able to view your first-year, second-year, and combined (first and second-year) reports in the People Lab platform.

What is required to generate a report in my Second-Year?

In order to generate a **Wharton Leadership 360** and **Wharton Character Index** report, you must complete the self-assessment and also have a minimum of 5 evaluators (fellow students & internship colleagues- see "who to ask for feedback" below) complete their assessment of you by **September 28**.

What is the timeline?

You must enroll in ECFP (enrollment open September 14 – 18) and have a report for the **Wharton Leadership 360** and **Wharton Character Index** by **September 28** to be assigned an executive coach.

Date:	Instruction:
September 4	**Wharton Leadership 360** and **Wharton Character Index** open for both **first-year and second-year** MBAs. Begin to nominate **former colleagues** (manager, peer, direct report, other) and **classmates** (fellow students, learning teammates) in Qualtrics after reaching out to them personally. We recommend adding at least 3 evaluators per category (except manager) if possible. Except for the manager category, for confidentiality, only categories with 2 or more responses will be visible on your report.
September 9	Complete **evaluator** nominations. While you may continue to add evaluators after this date, this recommendation is to ensure you stay on the timeline and can receive relevant reports. You may add evaluators anytime but adding them by this date gives them time to complete the assessment by September 28. The system will automatically send reminders to your nominated evaluators who have not completed through **September 28**.

September 14 - 18	Enroll in ECFP. Enrollment details will be communicated to the second-year class.
September 28	Deadline to complete your **self-assessment** and manage **evaluator responses** to ensure you have enough feedback to view your report on October 5th ; a minimum number of completed evaluation responses are needed to view your report; WL360: 5, WCI: 3. For confidentiality we cannot share who has/has not completed their assessment of you so please don't ask! Details on the number of evaluators who have completed your assessment can be found in the People Lab platform starting **October 5.** We encourage reaching out to all evaluators before the due date, reminding them to check their spam folders if they haven't received the invite, thanking those who have completed, and asking those who have not to do so by September 28. **The assessment system will also send periodic reminders to those who have not completed through September 28.**
October 5	Receive an invitation to view reports for your **Wharton Leadership 360 and Wharton Character Index** in the People Lab platform.
After October 5	The assessment remains open! You may continue to add evaluators and solicit feedback through the **Wharton Leadership 360** and **Wharton Character Index** through the rest of the year. New data will automatically be included in your report which you can access through the People Lab platform.

Who to Ask For Feedback

- A mix of 8 - 12 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 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.
- A mix of 8 – 12 professional contacts and fellow students is just a minimum 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 **September 28**.
- The system will automatically send reminders to your nominated evaluators who have not completed through **September 28.**

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Logging into Qualtrics

- You will receive an email invitation with the subject "Wharton Leadership 360 and Wharton Character Index Second Year"
- 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 "[Your Name} - Wharton Leadership 360 and Wharton Character Index"
- Automated reminders will be sent to your evaluators through September 28.
- 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 confidentiality 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 confidentiality, 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 have completed, and asking those who have not to do so by **September 28.**
- 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 via People Lab

- You will receive an email invitation with the subject “Login to People Lab to view your Assessment Results” from whartonlp@wharton.upenn.edu on **October 5th** with a link to connect to the People Lab site using your Penn Key and password.
- If you have met the minimum requirements for each assessment, your results will be visible in the platform. Remember: minimums are different between the 2 assessments.
- If you have met the minimums for each assessment, your results will automatically be visible on the People Lab platform. If you have not met the minimum, the portal will inform you how many more evaluators you need to view.
- Download PDFs of your WL360 and WCI reports from the People Lab platform to share with your coach. Click the “Download Results” button from the left-hand navigation or from the homepage of each assessment to download your report. You will need to download 2 reports – one for the WL360 and one for the WCI.

For Questions or Additional Support

Please email us at ECFProgram@wharton.upenn.edu