Executive Coaching and Feedback Program (ECFP)
Wharton Leadership 360 and Wharton Character Index Assessments
Frequently Asked Questions

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

Yes, 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.

Generation of a Wharton Leadership 360 assessment report is required for participation in ECFP, what is required to generate a report?

In order to generate a Wharton Leadership 360 report, you must complete the self-assessment and also have a minimum of 5 evaluators (fellow students & colleagues- see "who to ask for feedback" below) complete their assessment of you by **August 13**.

What is the timeline and requirements for participation?

You must enroll in ECFP via the online survey (July 19 - 23) and have a Wharton Leadership 360 report generated by **August 13** to be assigned an executive coach.

Date:	Instruction:
July 19	Optional attendance of ECFP Information Session. This virtual meeting will take place on July 19 starting at 8:00 PM EDT/5:00 pm PST. The session will be recorded and distributed after the session.
July 19 – 23	ECFP enrollment period. Enrollment link will be distributed via MyWharton. Please complete no later than 11:59 pm on July 23.
July 26	Wharton Leadership 360 and Wharton Character Index assessment are distributed to enrolled ECFP students. You must enroll in the program to receive access to the assessments. Begin to nominate **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.
August 13	Deadline to complete your **self-assessment** and manage **evaluator responses** to ensure you have enough feedback to view your reports. The assessment will remain open after the deadline. For confidentiality we cannot share who has/has not completed their assessment of you so please don't ask! 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 August 13. **The assessment system will also send periodic reminders to those who have not completed through August 13th.**

Week of August 16	**Assessment Report** Receive an invitation to view reports for your **Wharton Leadership 360 and Wharton Character Index** assessments. The assessments remain open! You may continue to add evaluators and solicit feedback through the **Wharton Leadership 360** and **Wharton Character Index** through the program. New data will automatically be included in your report which you can access.
Week of August 16	**Coach Introduction** Receive your coach assignment introduction. This email will also contain details for scheduling your goal setting meeting and 5 subsequent coaching sessions. You can reference the canvas site, also included in that email, for the coaching schedule which dictates that all ECFP coaching sessions should be complete by January 9, 2022.

Who to Ask For Feedback

- A mix of 8 - 12 professional contacts and fellow students. Draw from your relationships including 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.

- A mix of 8 – 12 is just a minimum recommendation —you can nominate as many as you like!

- You will not have met the ECFP requirement and 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 and through my workplace.

  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 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.

Logging into Qualtrics

- You will receive an email invitation with the subject "Wharton Leadership 360 and Wharton Character Index"

- 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 *Wharton Executive Coaching and Feedback Program* with the subject "*Wharton Leadership 360 Assessment Evaluator Invite*" followed by your name

- Automated reminders will be sent to your evaluators through August 13.

- 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. 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 **August 13.**

- 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

- If you have met the minimum requirement, the week of August 16, you will receive an email with instructions to access your Wharton Leadership 360 and Wharton Character Index Assessments. If you have not met the minimum requirement, the ECFP team will be in touch to provide a status update.

For Questions or Additional Support

Please email us at ECFProgram@wharton.upenn.edu