

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 of whether 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 the direction of your work with your executive coach. We strongly encourage both first and second year feedback to show year-over-year data and provide the opportunity to collect feedback from different people each year.

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, and second year reports in the People Lab platform.

What is required to generate a report in my second year?

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 **October 1**.

What are the requirements for participation and and timeline?

ECFP is included in your tuition and only available to second year students. The requirements for participation are online enrollment (enrollment is open September 13 – 17) and reporting from the Wharton Leadership 360 and Wharton Character Index by **October 1** to be assigned an executive coach.

Date:	Instruction:
August 30	<p>Wharton Leadership 360 and Wharton Character Index are open for both first year and second year MBAs.</p> <p>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.</p>
September 3	<p>Complete evaluator nominations if you have not done so already. 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.</p> <p>You may add evaluators anytime but adding them by this date provides optimal time for them to complete the assessment by October 1. The system will automatically send reminders to your nominated evaluators on September 13, 20, and 27 who have not completed by October 1.</p>
September 13 - 17	<p>Enroll in ECFP. Enrollment details will be communicated via MyWharton to the eligible second year class.</p>
October 1	<p>Deadline to complete your self-assessment and manage evaluator responses to ensure you have enough feedback to view your report. The minimum number of completed evaluation responses needed to view your report are WL360: 5, WCI: 3.</p> <p>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.</p> <p>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 October 1. The assessment system will also send periodic reminders to those who have not completed it through October 1.</p>
After October 1	<p>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 academic year. New data will automatically be included in your report which you can access through the People Lab platform.</p>



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 with 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!
- 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 1**.
- The system will automatically send reminders to your nominated evaluators who have not completed through **October 1**.



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

- 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 **October 1**.
- If you know a company has a strict firewall or VPN, **we strongly encourage you to add their personal email** instead of their work email address so the invitation is received.
- For confidentiality, **we cannot share with you who has/has not responded so please do not ask!** We recommend reaching out to all evaluators before 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 **October 1**.

What are the requirements to view my reports?

The minimum requirements to view your reports are different for the two assessments.

Wharton Leadership 360

NOTE: A Wharton Leadership 360 report *is required* for **ECFP** participation. Please take special note of the report requirements for this assessment if you are eligible and interested in participating.

To view your Wharton Leadership 360 report, you must have completed **your self-assessment and received at least 5 external evaluations**. Evaluator categories include peer, direct report, other, fellow student, and fellow learning teammate. Except for the manager category, to view results, you must have at least unique 2 evaluations within a category. If there is a category you don't feel you can meet the minimum requirement, we recommend categorizing them as "other" so the feedback is viewable.

EXAMPLE: If you only have one direct report from a previous position, you should categorize them as "other" with additional evaluators so that their response is viewable.

Wharton Character Index

There are 2 options for viewing Wharton Character Index results: self only or self plus evaluator. If you complete your self-assessment, you will be able to view your self-assessment results. To view feedback from your evaluators, you must have at least 3 evaluations to maintain confidentiality.

Accessing Your Feedback Reports via People Lab

- You can connect to the People Lab site using your Penn Key and password.
 - **People Lab platform login:** <https://peoplelab.wharton.upenn.edu/>
 - Select: *Login with username*
 - Username: *Your Penn Key*
 - Password: *Your Penn Key password*

Once you have met the minimums for each assessment, your results will automatically be visible on the People Lab platform. You can access the People Lab platform at anytime. **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.

Download PDFs of your WL360 and WCI reports from the People Lab platform to share with your coach. Click the "Download Results" button from each assessment card, visible on the Home page. You will need to download 2 reports – one for the WL360 and one for the WCI.

Questions or Additional Support?

Please email us at ECFPprogram@wharton.upenn.edu