

## Wharton Leadership 360 and Wharton Character Index

### Frequently Asked Questions

#### What are the Wharton Leadership 360 and Wharton Character Index and why should I take them?

The **Wharton Leadership 360 (WL360)** and **Wharton Character Index (WCI)** are tools that will allow you to collect self-reported data as well as data from your former colleagues and fellow students on your leadership skills and character strengths. The WL360 was developed by the McNulty Leadership Program and has been used for over 10 years as the cornerstone of the **Executive Coaching and Feedback Program (ECFP)**. It measures the seven leadership competencies taught in MGMT610. The WCI measures the character strengths of grit, generosity, and coachability developed by Wharton People Analytics faculty. This information, in conjunction with assessment data from MGMT 610's **Wharton Personality Profile** and MBACM's **Career Leader**, will allow you to make purposeful choices about the developmental opportunities to pursue and the skills you may want to further develop. You will receive access to this combined assessment in one invitation and link.

These assessments are optional but encouraged for all MBA students.

Second year students who wish to participate in the **Executive Coaching and Feedback Program (ECFP)** are required to take the **Wharton Leadership 360** and **Wharton Character Index** in their second year *regardless of whether they completed them in their first year*. Specific assessment FAQs related to ECFP can be found [here](#).

#### What is the Timeline?

<b>August 30</b>	<b>Wharton Leadership 360 and Wharton Character Index</b> open for both <b>first year and second year</b> MBAs.  Begin to nominate <b>former colleagues</b> (manager, peer, direct report, other) and <b>classmates</b> (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.
<b>September 3</b>	Complete <b>evaluator</b> nominations. While you may continue to add evaluators after this date, this recommendation is to ensure you stay on the timeline to receive relevant reports.  You may add evaluators anytime but adding them by this date provides optimal time for them to complete the assessment by <b>October 1</b> . The system will automatically send reminders to your nominated evaluators on September 13, 20, and 27 who have not completed by <b>October 1</b> .
<b>October 1</b>	Deadline to complete your <b>self-assessment</b> and manage <b>evaluator responses</b> 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.  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 <b>October 1</b> . The assessment system will also send periodic reminders to those who have not completed it through <b>October 1</b> .
<b>After October 1</b>	The assessment remains open! You may continue to add evaluators and solicit feedback through the <b>Wharton Leadership 360</b> and <b>Wharton Character Index</b> 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.

## How Do I Take the Assessments and Ask for Feedback?

Log into Qualtrics to manage your self-assessment and evaluators

- You will receive an email invitation with the subject “[Wharton Leadership 360](#) and [Wharton Character Index](#)” on **August 30**.
- 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.

### Add 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**.

### How to Ask For Feedback?

- Contact your potential evaluators personally to invite them to be a part of the process.
- Make sure to have a conversation with each person before adding them to Qualtrics.
- The following template can be used as a script for your call or email:

*As an MBA student at the Wharton School, I am participating in the [Wharton Leadership 360 and Wharton Character Index](#). These assessments will allow me to collect data on my leadership skills and character strengths. 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 will be collected through an online 360 tool administered by Qualtrics. If you agree to participate, 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, characteristics, and leadership competencies, and it should take about 25 minutes to complete. Although I will have access to a feedback report, all responses will remain anonymous except former managers.*

*Thank you for your support in my development during my time here at Wharton.*

### Who to Ask For Feedback?

- Nominate at least 8 - 12 professional contacts and fellow students
- Nomination ranges are a guideline; **you may nominate as many as you like. The more feedback the better!**
- Evaluators will not see how you categorize them in the system.

#### First Year Students:

Collect feedback from former colleagues and your learning teammates. Requesting feedback from former colleagues as soon as possible will allow them to provide data while your working relationship is still recent. We also encourage you to collect feedback from your learning teammates, having recently completed the learning team formation process and MGMT610.

Next year, you will be allowed to collect feedback again from evaluators who can comment on your leadership competencies, likely from your internship and fellow classmates. If you choose to participate in the **Executive Coaching and Feedback Program**, which is only available to second years, at a minimum you must complete second year feedback. We encourage you to collect feedback both years as it provides year over year data which is especially relevant when creating your coaching goal.

### Second Year Students:

Collect feedback from colleagues and fellow students. If you participated in the 360 assessment in your first year, you should tap into other evaluators who can speak to your leadership competencies. 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 with whom 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.

## How do I Access My Feedback Reports?

- 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 PennKey*
  - Username: *Your PennKey*
  - Password: *Your PennKey password*
- If you have met the minimums for each assessment, your results will automatically be visible on the People Lab platform. New responses will be added to your report within 24 hours of completion.
- While you can access the People Lab platform at anytime, if **you have NOT met the minimum requirements for each assessment, your results will be NOT visible on the platform.**
- **Remember: minimums are different between the 2 assessments. See below for details.**

## What are the Requirements to View Reports with Evaluator Scores?

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

### Wharton Leadership 360

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.

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

### 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.

**Questions?** Please email us at [peoplelab-support@wharton.upenn.edu](mailto:peoplelab-support@wharton.upenn.edu).