[Executive Coaching and Feedback Program](#) (ECFP)
Wharton Leadership 360 and Wharton Character Index
2022-2023 MBA Frequently Asked Questions

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

Yes, 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 inform your goal and the direction of your work with your executive coach.

To participate in ECFP, you must complete the WL360 assessment in your 2nd year regardless of whether you took it in your first year. If you take the assessment both years, you can ask different people to evaluate you each time and will benefit from 2 years of 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, and second year reports in the People Lab platform.

What is required to generate a report?

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 & colleagues- see "who to ask for feedback" below) complete their assessment of you by **October 9**. Once complete, you will access your results for both assessments in People Lab.

What are the requirements for participation and timeline?

ECFP is included in your tuition and available to you during this offering. This is the only opportunity to participate in ECFP as a Wharton student. The requirements for participation are online enrollment (**enrollment is open September 13 - 23**) and completed reporting from the Wharton Leadership 360 and Wharton Character Index by **October 9** in order to be assigned an executive coach. View the full ECFP calendar [here.](#)

Date:	Instruction:
Week of August 29	**Wharton Leadership 360 and Wharton Character Index invitations are sent to 2Y students.** Begin to nominate 8-12 **colleagues** (manager, peer, direct report, other) and **classmates** (fellow students, learning teammates) after reaching out to them personally. For anonymity, data will only be shown for evaluator categories with two or more complete evaluations, with the exception of manager. Manager data will be displayed if at least one manager completes an evaluation. Responses from all categories will be combined, with the exception of manager. We highly recommend categorizing your non-manager evaluators into one category (for example, selecting the "other" category) to have the most robust experience.

September 13	**Attend the ECFP Information Session** to meet the program team and learn more about this exciting opportunity! The Information Session will take place on September 13 at 6:30 pm ET. The session will be recorded and distributed after the session, but live attendance is strongly encouraged.
September 13 - 23	**Enroll in ECFP.** Enrollment details will be communicated via MyWharton. Please complete the enrollment survey no later than 11:59 pm on September 23 to be accepted into the program.
October 9	**Deadline to complete your self-assessment and manage evaluator responses.** The minimum number of completed evaluation responses needed to view your report are WL360: 5, WCI: 3. <u>A WL360 report is required by October 9th to participate in ECFP.</u> 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 **October 9**. The assessment system will also send periodic reminders to those who have not completed it through **October 9.**
After October 9	**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 People Lab.
October 10 - 14	**ECFP to inform students of application status.**
October 17 - 21	**Coach Introduction** Receive your coach assignment introduction. This email will also contain everything you need to know to begin your coaching engagement.

How Do I Take the Assessments and Ask for Feedback?

Log in to manage your self-assessment and evaluators

- You will receive an email invitation from People Lab "noreply@qemailserver.com" with the subject "**Wharton Leadership 360** and **Wharton Character Index**" the week of August 29.

- Please login through the link in the email and **bookmark the site for future reference**.

- If you have trouble logging into the site please clear your cache and try an alternate browser.

Add Evaluators

- 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 People Lab "noreply@qemailserver.com" with the subject "[Your Name] - Wharton Leadership 360 and Wharton Character Index"

- Automated reminders will be sent periodically to your evaluators through **October 9.**

- 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 who has/has not responded with you, 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 9.**

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.

- Draw from your interactions with colleagues and students who have experienced your professional behaviors

and the results of those behaviors.

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.

- 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. Please be honest and specific with your feedback of me. This information will help me make the most purposeful choices while at Wharton.

Feedback will be collected through an online 360 tool. If you agree to participate, you will receive an email from People Lab "noreply@qemailserver.com" with the subject "[My Name] - Wharton Leadership 360 and Wharton Character Index" 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 around 20 - 40 minutes to complete. Although I will have access to a feedback report, all responses will remain anonymous except if you are my manager(s).

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

Who to ask for Feedback

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?

- Connect to People Lab using your PennKey and password here: https://peoplelab.wharton.upenn.edu/

- If you have met the minimums for each assessment, your results will automatically be visible on the People Lab site. New responses will be added to your report within 24 hours of completion.

- While you can access People Lab at any time, **if you have NOT met the minimum requirements for each assessment, your results will be NOT visible.**

- **Minimums are different between the 2 assessments. See below for details.**

- Download PDFs of your WL360 and WCI reports from People Lab 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.

What are the Requirement Minimums to View Reports?

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**. For anonymity, data will only be shown for evaluator categories with two or more complete evaluations, with the exception of manager. Manager data will be displayed if at least one manager completes an evaluation. Responses from all categories will be combined, with the exception of manager. We highly recommend categorizing your non-manager evaluators into one category (for example, selecting the "other" category) to have the most robust experience.

A Wharton Leadership 360 report is required for ECFP participation. You must complete the WL360 assessment in your 2nd year regardless of whether you took it in your first year.

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 or Additional Support?
Executive Coaching and Feedback Program Questions: ECFProgram@wharton.upenn.edu
Technical Questions: Peoplelab-support@wharton.upenn.edu