

## 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 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 utilized, providing the foundation of your goal and the direction of your work with your executive coach.

### 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 have a minimum of 5 evaluators (colleagues + fellow students, see “who to ask for feedback” below) complete their assessment of you by **June 23**. You will access your results for both assessments in the People Lab platform.

### What are the requirements for participation and timeline?

This is the only opportunity to participate in ECFP as a Wharton student. The requirements for participation are online enrollment (**enrollment is open June 5 – June 12**) and report generation from the **Wharton Leadership 360** and **Wharton Character Index** by **June 23** to be assigned an executive coach. Please view the full ECFP calendar [here](#).

Date:	Instruction:
<b>Week of June 5</b>	<p><b>Wharton Leadership 360</b> and <b>Wharton Character Index</b> invitations are sent to 48 class students.</p> <p>Begin to nominate <b>colleagues</b> (manager, peer, direct report, other) and <b>classmates</b> (fellow students, learning teammates) after reaching out to them personally.</p> <p>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>
<b>June 6</b>	<p>Attend the ECFP Information Session to meet the program team and learn more about this exciting opportunity! The virtual Information Session will take place on June 6<sup>th</sup> starting at 8:00 pm EDT/5:00 pm PST. The session will be recorded and distributed after the session, but live attendance is expected and appreciated.</p>
<b>June 5 – 12</b>	<p>Enroll in ECFP. Enrollment details will be communicated via MyWharton. Please complete the enrollment survey no later than 11:59 pm on June 12 to be accepted to the program.</p>

<b>June 23</b>	<p>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. <b><u>A WL360 report is required by June 23<sup>rd</sup> to participate in ECFP.</u></b></p> <p>For confidentiality we cannot share who has/has not completed their assessment of you so please don't ask!</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 <b>June 23</b>. The assessment system will also send periodic reminders to those who have not completed it through <b>June 23</b>.</p>
<b>After June 23</b>	<p>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.</p>
<b>June 28 – June 30</b>	<p><b>Coach Introduction</b> Receive your coach assignment introduction. This email will also contain everything you need to know to begin your coaching engagement.</p>

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

- 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 June 5.
- Please login through the link in the email and **bookmark the site for future reference.**
- If you have trouble logging in to the site 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 People Lab “noreply@qemailserver.com” with the subject “[Your Name] - Wharton Leadership 360 and Wharton Character Index”
- Automated reminders will be sent weekly to your evaluators through **June 23**.
- 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 **June 23**.

### 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.
- **We specifically encourage you to request/receive managerial and colleague feedback.**

### 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 Executive 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. I would encourage you to be honest and specific with your feedback of me. This information will help me make the most purposeful and informed choices while at Wharton.*

*Feedback will be collected through an online 360 tool. If you agree to participate, you will receive an email 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 anywhere from 30 - 45 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 here at Wharton.*

### How do I Access My Feedback Reports?

- You can connect to the People Lab site using your PennKey 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 any time, 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 manager, 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, 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. Please take note of the report requirements for this assessment if you are 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

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?

Executive Coaching and Feedback Program Questions: [ECFPProgram@wharton.upenn.edu](mailto:ECFPProgram@wharton.upenn.edu)

Technical Questions: [Peoplelab-support@wharton.upenn.edu](mailto:Peoplelab-support@wharton.upenn.edu)