

## [Executive Coaching and Feedback Program \(ECFP\)](#)

### Wharton Leadership 360 2023-2024 MBA

#### Frequently Asked Questions



#### Do I need to complete the Wharton Leadership 360 to participate in ECFP?

Yes, you must complete the Wharton Leadership 360 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 inform your goal and the direction of your work with your executive coach.

#### What if I collected feedback in my first year?

If you collected feedback through the Wharton Leadership 360 and received enough feedback to generate a report (self-assessment + 5 external evaluators) you may use your first-year Wharton Leadership 360 to meet the requirement. To check the status of your first-year report, please visit [People Lab](#). You are also welcome to collect feedback as a second-year and will receive an invitation on September 11.

#### What is required to generate a report?

To generate a Wharton Leadership 360 report as a second-year, you must complete the self- assessment and also have a minimum of 5 evaluators (fellow students and colleagues- see “who to ask for feedback” below) complete their assessment of you by **October 6**. Once complete, you will access your assessment results in People Lab.

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

ECFP is included in your tuition and only 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 12 - 22) and completed reporting from the Wharton Leadership 360 by October 6 in order to be assigned an executive coach. View the full ECFP calendar [here](#).

Date:	Instruction:
Week of September 11	<b>Invitation to the Wharton Leadership 360 are sent to 2Y students.</b> Begin to nominate colleagues and classmates after reaching out to them personally. We recommend adding at least 8-12 professional contacts.
September 12	<b>Attend the ECFP Information Session</b> to meet the program team and learn more about this exciting opportunity! The Information Session will take place on September 12 at 6:30 pm ET. The session will be recorded and distributed after the session, but live attendance is strongly encouraged.
September 12 - 22	<b>Enroll in ECFP.</b> Enrollment details will be communicated via email and MyWharton. Please complete the enrollment survey no later than 11:59 pm on September 22 to be accepted into the program.

October 6	<p><b>Deadline to complete your self-assessment and manage evaluator responses.</b></p> <p>A minimum of 5 completed evaluation responses is needed to view your WL360 report. <u><a href="#">A WL360 report is required by October 6 to participate in ECFP.</a></u></p> <p>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 6. The assessment system will also send periodic reminders to those who have not completed it through October 6.</p>
After October 6	<p><b>The Wharton Leadership 360 assessment remains open!</b></p> <p>You may continue to add evaluators and solicit feedback through the Wharton Leadership 360 until November 15. New data will automatically be included in your report within 24 hours which you can access through People Lab.</p>
October 9 - 13	<p><b>ECFP to inform students of application status.</b></p>
October 16 - 20	<p><b>Coach Introduction</b></p> <p>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 the People Lab “noreply@qemailserver.com” with the subject “Take the Wharton Leadership 360” the week of September 11th, 2023.
- Please login to the site 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.

### How to Ask For Feedback?

- **Before adding them as an evaluator in the assessment, contact your potential evaluators personally to invite them to be a part of the process.**
- 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. This assessment will allow me to collect data on my leadership skills. 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 and informed choices while at Wharton and beyond.*

*Feedback will be collected through the Wharton Leadership 360, 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 and leadership competencies, and it should take approximately 30 minutes to complete. Although I will have access to a feedback report, all responses will remain anonymous, except if you are/were my manager(s).*

*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!**
- Draw from your interactions with colleagues and students who have experienced your professional/leadership behaviors and the results of those behaviors.

### 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 the *People Lab* “noreply@qemailserver.com” with the subject “[Your Name] - Wharton Leadership 360.”
- If you know a company that 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!**
- Automated reminders will be sent to your evaluators who have not completed their assessment of you on September 19, September 27, and October 5.
- **We recommend you also reach out to remind your evaluators as they are more likely to complete it after personal communication.** To do this, reach out to all your evaluators before the due date, 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 6.

### How do I Access My Feedback Reports?

- To view your Wharton Leadership 360 report, **you must complete your self-assessment and receive at least 5 evaluations.**
- 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
- While you can access the People Lab platform at any time, if you have NOT met the minimum requirements (self-assessment + 5 external evaluators) your results will NOT be visible on the platform.
- The platform is updated nightly.
- New responses will be added to your report within 24 hours of completion.

### Questions or Additional Support?

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

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