

## Getting Started with the Leadership Circle 360 Profile

The Leadership Circle Profile is a 360-degree assessment tool designed to measure your current leadership skills and offer suggestions for developing your leadership potential. There are three important steps in the process:

### ■ STEP 1: IDENTIFY YOUR EVALUATORS & ASK THEM TO PROVIDE FEEDBACK

It is recommended that you identify 10 or more evaluators. Criteria for your evaluators are those people who:

- ▶ Know you well and will provide you with honest feedback.
- ▶ Have good intentions and sincerely want to help you learn more about yourself.
- ▶ Understand your job responsibilities and areas of influence.
- ▶ Can describe you in relation to the many roles you play on the job.

#### Evaluator Categories:

- ▶ **Boss's Boss** – Optional. May enter one or more. Only one completed survey needed to view breakout data on report.
- ▶ **Boss** - This is the person who gives you your performance appraisal. Include Sponsor and other Partners here. May enter more than one. Only one completed survey needed to view breakout data on report.
- ▶ **Peer** - These are people who know your work as a leader, but don't report to you or have input into your evaluation. Three or more completed surveys needed to view breakout data on report.
- ▶ **Direct Report** - These are people with whom you have input into their performance evaluations, or junior colleagues you work with. Three or more completed surveys needed to view breakout data on report.
- ▶ **Other** - These may be vendors, customers, partners, or people with whom you've worked on volunteer projects. Three or more completed surveys needed to view breakout data on report.

Be sure to contact the individuals you are requesting feedback from ahead of time by email and/or phone. Sample email language is provided at the end of this document for you to modify and send to your evaluators. If you choose not to send a pre-survey email, it is important you inform your evaluators they will be receiving an email containing the survey link from [notifications@theleadershipcircle.com](mailto:notifications@theleadershipcircle.com).

## ■ STEP 2: RECEIVE YOUR LOGIN INFORMATION

You'll receive an email from [notifications@theleadershipcircle.com](mailto:notifications@theleadershipcircle.com) asking you to login or create a password to access the survey. If the email doesn't appear in your inbox, please check your SPAM/JUNK folder.

- ▶ Click on the link within the email to create a password. (If your link is not active, copy/paste it into your Internet Browser, and click "Enter".)
- ▶ After creating your password, login to the survey.
- ▶ AWC will be adding the evaluators to the system for you. You will need to provide those names to Lindsey Barnes by February 19<sup>th</sup>.

## ■ STEP 3: COMPLETE THE SELF-SURVEY

Click on your self-survey button and follow the directions for taking your self-survey. If you must step away before completing the survey, click "logout". If you are interrupted, refresh the browser to see if you are still logged in. You can log back into the survey at any time and be taken right back to the place you left off, as the questions save after each answer.

### **For questions or technical problems:**

Please email: [alittleTLC@theleadershipcircle.com](mailto:alittleTLC@theleadershipcircle.com)

## ■ SAMPLE EMAIL TO YOUR EVALUATORS

Please customize and send to each of your evaluators BEFORE February 26<sup>th</sup> when we will set them up in The Leadership Circle system.

Dear **ENTER NAME**,

I am participating in The Leadership Circle Profile, a 360-degree assessment tool designed to measure my current leadership skills and develop my leadership potential. I am asking for your feedback because I value our relationship and your perspective.

I'm asking you to participate in this process, because I feel you know me well, and will give me honest feedback. Providing feedback involves completing an online survey. Your feedback is entirely confidential, and I will not know who has or has not completed the survey.

You will receive an e-mail from [notifications@theleadershipcircle.com](mailto:notifications@theleadershipcircle.com) that provides you with a link to create a password and complete the survey. Please save this email in the event you need to login more than once.

Completing the entire survey takes approximately 25 minutes of your time. If you must step away before completing the survey, click "logout". If you are interrupted, refresh the browser to see if you are still logged in. You can log back into the survey at any time and be taken right back to the place you left off.

Thank you for your willingness to participate and contribute to my development as a leader.

If you have any questions or experience technical difficulty with the survey, please contact:

The Leadership Circle Support Team at [alittleTLC@theleadershipcircle.com](mailto:alittleTLC@theleadershipcircle.com).

Warm Regards,

**YOUR NAME**