WOMEN UNLIMITED, INC. | MENTORING EDUCATION NETWORKING

PROFILOR 360 FREQUENTLY ASKED QUESTIONS
Mid-Level Leader

1. How do I start this feedback process?

One week after the first session Korn Ferry (KF) will send you an initial EMAIL NOTICE. It will be sent from <mark>**notify@datasltn.com**</mark>. The subject line will read, **"Your WOMEN Unlimited, Inc. Feedback Process"**. This email will provide information for accessing (you will be given an access code) and completing your "internet version" of the PROFILOR assessment.

Please note:

- **ALL YOUR RESPONDENTS MUST BE ABLE TO ACCESS THE INTERNET TO COMPLETE THE ASSESSMENT**

- **If incoming KF email is blocked, they will send instructions for your IT Department.**

2. What do I need to complete?

<u>Distribution Log</u> – The initial email will request a distribution log from you. You will identify the respondents and corresponding categories. (See category descriptions below)

Give assessments to individuals who can provide good insight on your management style. Ideally, choose individuals with whom you have worked for a minimum of 6 months.

Make certain that you complete and submit <u>the distribution log</u> to Korn Ferry within 3 days of notification. (KF cannot notify your respondents until they hear from you!) <mark>**BE SURE TO PRINT A COPY OF YOUR DISTRIBUTION LOG.**</mark>

<u>Self Assessment</u> - Please complete and <u>submit</u> your Self-assessment – this is a critical component!

3. How do I determine respondents for the PROFILOR categories?

You will be utilizing the Mid Level Leader survey:

- **Mid-Level Leader categories:**
  - **SELF (required)**
  - **BOSS (required**)**
  - **DIRECT REPORTS (if applicable)**
  - **PEERS/COLLEAGUES (required)**
  - **OTHER (recommended)**

You will need to complete the **SELF** assessment, identify a minimum of **1 Boss***, at least **2 Direct Reports** (if applicable) and at least **2 Peers/Colleagues**. There is also an **"Other"** category to gain additional feedback (former bosses or Senior Management for example). The more respondents in each category, the better. **At least two are needed per category to ensure anonymity.** *(Suggested distribution: 1 Boss, 4-5 Direct Reports, 4-5 Peers/Colleagues, 4-5 Other.)*

* *Up to 3 in the Boss category will allow feedback and will be identified by name.* Additional Boss feedback will cause all category feedback to be averaged.

Please identify respondents for all categories of feedback. *All feedback is confidential!* Peers, Direct Reports and Other will not be identified, and their responses will only be reported as group findings.

** THE BOSS category – You must enter a BOSS or we will not process your report. If you currently have no Manager – please advise us so we can process without and avoid sending unnecessary reminders.

4. Should I notify the people I have identified as respondents?

Yes, let them know you are participating in the WUI LEAD Program and would appreciate their feedback as you prepare to create an Individual Development Plan. Please tell them that the assessment should take no more than 20 – 30 minutes and that their timely response is appreciated.

The email they receive will be sent from **notify@datasltn.com**. The subject line will read **"_Participant_ Requests your Feedback for WOMEN Unlimited, Inc."** (_Participant_ would be populated with your name)

Please remind them to complete and submit their assessment.

5. Can I add respondents?

Yes, your access code will allow you to login to add respondents at any time up until the cut off date.

6. Will reminders be sent?

Yes, you and your respondents will receive automatic periodic reminders as necessary. You may be asked to send a personal reminder to your identified respondents.

7. How will I know who has submitted feedback in order to send personal reminders?

You can check the generic progress / status of your report. This option can be found on the Participant Set up Area. Since feedback is anonymous, it is advised that you send reminders to everyone.

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8. What is the cut-off date?

End of Business on December 8, 2016!

All assessments must be completed and submitted to **Korn Ferry No Later Than December 8, 2016 in order to provide you with a complete report one week after session 2.**

9. When will I receive my feedback report?

Korn Ferry will email you a link to your PROFILOR Report one week after the second workshop on **December 15, 2016.**

When preparing to listen to the ON-demand WebEx session, please print the below referenced pages for ease with the debriefing.

- Importance Summary (2 Pages)
- Skills Overview (2 -3 Pages)
- Perspective Comparison (4 - 5 Pages)
- Highest Ratings (1-2 Pages)
- Lowest Ratings (1 -2 Pages)
- Overall Performance Composite (1 Page)
- Focus for Development (4 – 5 Pages)
- Written Comments (length will vary)

Please Note:

**Korn Ferry will process reports with the data received on the cut-off date.
It is important to track the status of your report while in progress.**
NOTE: There is a $60 fee to re-open a processed report to attain additional feedback.

For Support:
KornFerry_support@datasltn.com

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