

## The Leadership Circle Profile PARTICIPANT Survey Process

You will receive an Invitation email from [notifications@theleadershipcircle.com](mailto:notifications@theleadershipcircle.com). Here is that email. Watch for it in your Inbox or Junk/Spam folder.

Subject: **Welcome to the Leadership Circle Profile Survey**

Dear \*IParticipantFullName\*,

Welcome to the \*IProductDescription!\*

Your account is set up and you can begin at any time. The deadline for completing the survey is \*IPlannedCompletionDate!\*

Use this link to access the survey:

\*IActivationLink!\*

If your link is not active; copy/paste it into your Internet Browser.

If you don't have a password please use the Forgot Your Password feature on the login page

Please contact me at the e-mail address below with any questions.

Kind Regards,

\*ICreatedByName!\*

\*ICreatedByEmail!\*

The **password** needs to be a minimum of 9 characters and include a capital letter, lower case letter and number.

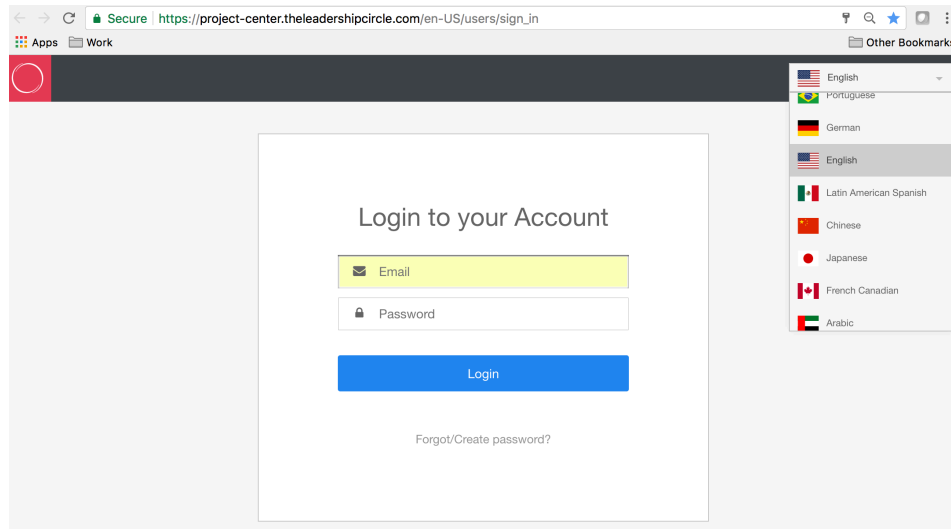
Create your password

Your password must have at least:

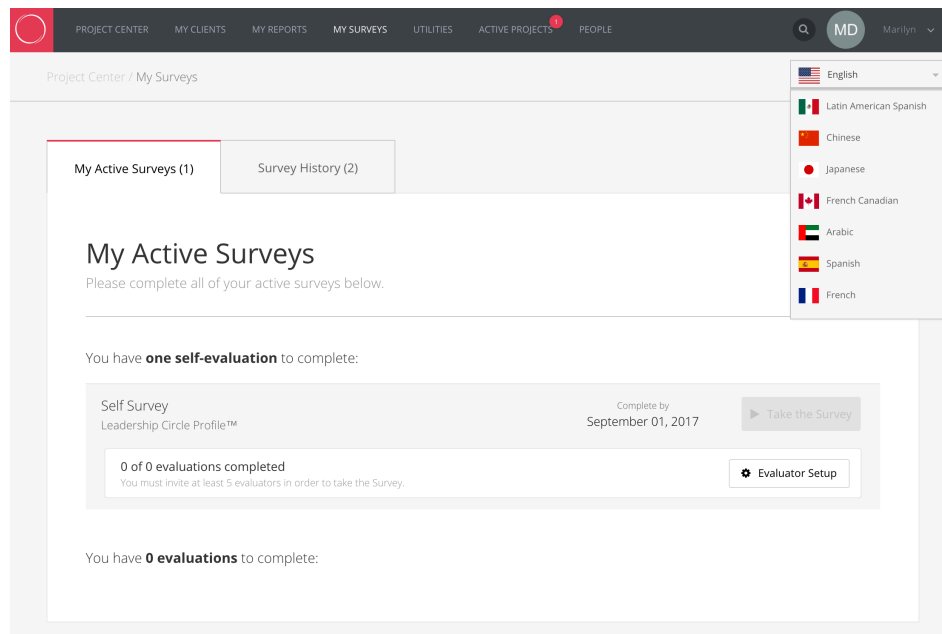
- 9 characters
- 1 lowercase letter
- 1 uppercase letter
- 1 number

Create password

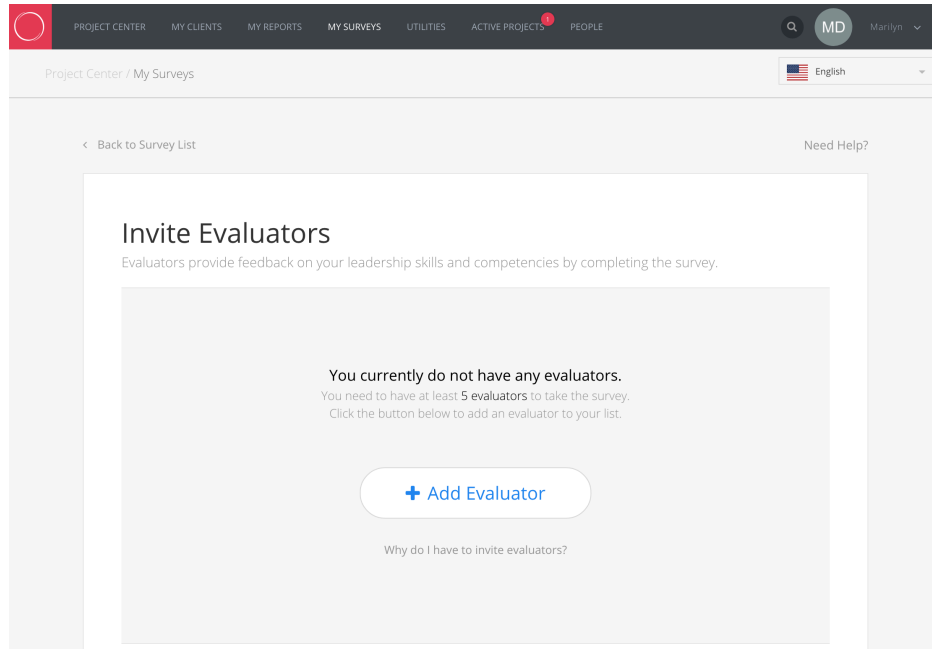
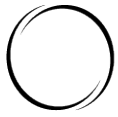
If you're unable to create a password from the email, please use the "Forgot/Create password?" feature from the login screen. Please note that it can take up to 15 minutes for the password email to arrive in your inbox.



After you create your password, you will be taken to the "My Active Surveys" tab. Click **Evaluator Setup** to invite evaluators. You must invite the minimum number of evaluators before the "Take the survey" button becomes active for the self-survey.



Click "+ Add Evaluator" button.



Your goal is to receive feedback from at least **10 evaluators**. In order to meet this goal, we suggest you invite at least 15 people to evaluate you. You can invite more than 15 people to evaluate you. Criteria for your evaluators are those people who:

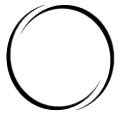
- Know you well and will provide you with honest feedback.
- Have good intentions and sincerely want to help you learn more about yourself.
- Understand your job responsibilities and areas of influence.
- Can describe you in relation to the many roles you play on the job.

The confidentiality of your evaluators is protected (with the exception of Boss and Boss's Boss), so you'll need **at least 3 completed evaluations in each category** to see the break out data in the category on the report. For example, if only two in the "Peer" category complete the survey, their data is included in the overall results, but not reported in the Peer column on the report. The only exception to this anonymity rule is your **Boss**, or **Boss' Boss**. Their data is not considered anonymous, and will break out in the respective category with just one.

### Evaluator Categories:

**Boss's Boss** (optional) – completes your Boss's job performance appraisal. Invite one or more. This person's quantitative responses will be identifiable (not anonymous) unless more than one boss's boss completes, then the responses will be combined.

**Boss** – completes your performance appraisal. This person's quantitative responses will be identifiable (not anonymous) unless more than one boss completes, then the



responses will be combined.

**Peers** – know your work as a leader but doesn't report to you or have input into your performance appraisal. Invite more than three. Three need to complete the survey for you to see the breakout data in this category.

**Direct Reports** – individuals you supervise and complete job performance appraisals for. We recommend including all. Three need to complete the survey for you to see the breakout data in this category.

**Other** – Invite at least three in the "Other" category. Others may include those in other organizations; others you've worked with in volunteer organizations; other close associates, constituents, vendors, customers, and/or customers/partners not in the above categories.

Enter the evaluator's email address, last name, first name, select relationship, change language if needed, and click "Add Evaluator." The invitation email is immediately sent to the evaluator.

**Add Evaluator**

Once added an email will be immediately sent to the evaluator inviting them to participate

Email Address  
jacquelinehansen@example.com

Last Name  
Hansen

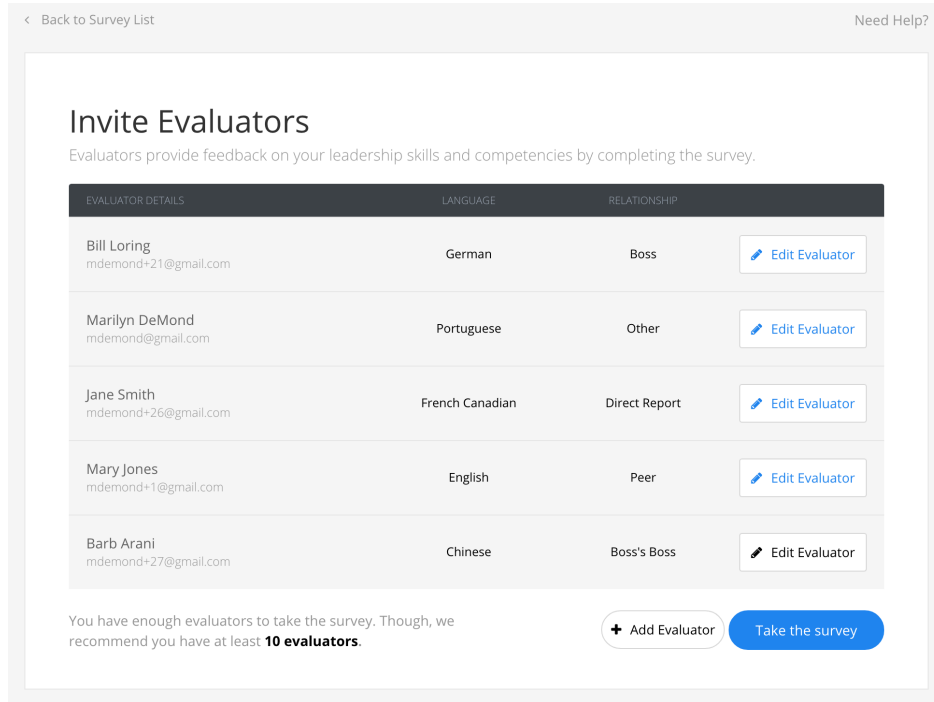
First Name  
Jacqueline

Survey Language  
English

Relationship  
✓ Boss  
Direct Report  
Peer  
Boss's Boss  
Other

Add Evaluator Cancel

The “**Take the survey**” button becomes active after you invite the minimum number of evaluators listed. You may invite as many evaluators as you’d like to reach the goal of at least 10 completed evaluator surveys.



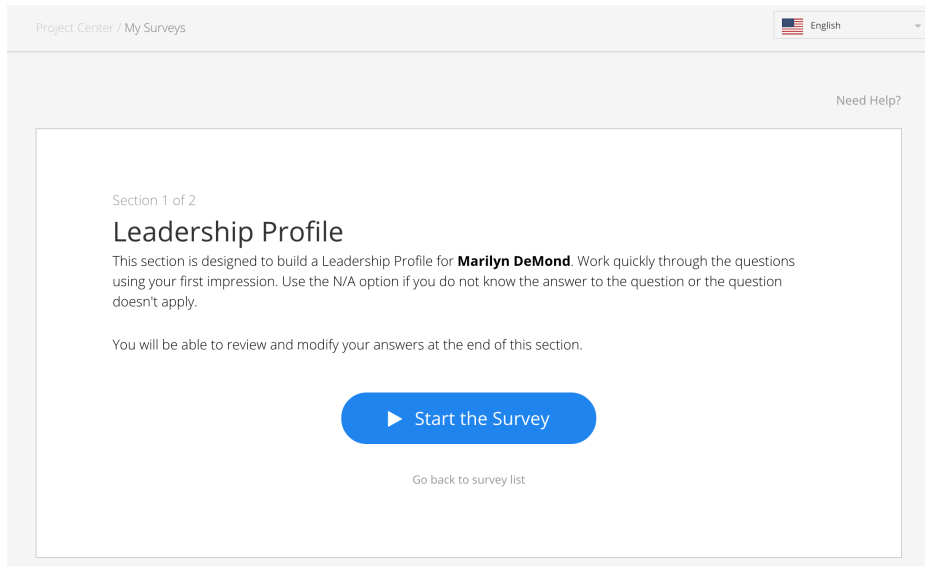
EVALUATOR DETAILS	LANGUAGE	RELATIONSHIP	
Bill Loring mdemond+21@gmail.com	German	Boss	<a href="#">Edit Evaluator</a>
Marilyn DeMond mdemond@gmail.com	Portuguese	Other	<a href="#">Edit Evaluator</a>
Jane Smith mdemond+26@gmail.com	French Canadian	Direct Report	<a href="#">Edit Evaluator</a>
Mary Jones mdemond+1@gmail.com	English	Peer	<a href="#">Edit Evaluator</a>
Barb Arani mdemond+27@gmail.com	Chinese	Boss's Boss	<a href="#">Edit Evaluator</a>

You have enough evaluators to take the survey. Though, we recommend you have at least **10 evaluators**.

[+ Add Evaluator](#) [Take the survey](#)

You may log out and log in as many times as needed to invite evaluators and complete the survey.

Click the “**Start the Survey**” button.



Project Center / My Surveys English

Need Help?

Section 1 of 2

## Leadership Profile

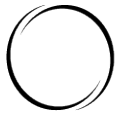
This section is designed to build a Leadership Profile for **Marilyn DeMond**. Work quickly through the questions using your first impression. Use the N/A option if you do not know the answer to the question or the question doesn't apply.

You will be able to review and modify your answers at the end of this section.

[▶ Start the Survey](#)

[Go back to survey list](#)

Questions appear one at a time as you select each answer.



Self Survey for **Marilyn DeMond**  
You are currently taking section 1 of 2

1%  
Question 3 of 124

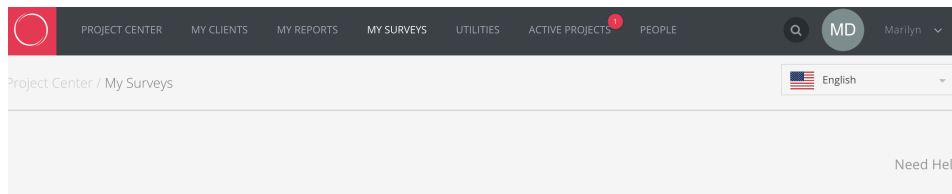
**I live and work with a deep sense of purpose.**

5 4.5 4 3.5 3 2.5 2 1.5 1 0

Always Often Sometimes Seldom Never N/A

< Previous Question

You may log out and log in as many times as needed to complete the survey. The system will serve you the next survey question and track your survey progress. Click “Continue the Survey.”

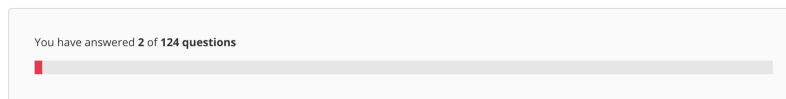


Section 1 of 2

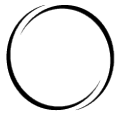
## Leadership Profile

This section is designed to build a Leadership Profile for **Marilyn DeMond**. Work quickly through the questions using your first impression. Use the N/A option if you do not know the answer to the question or the question doesn't apply.

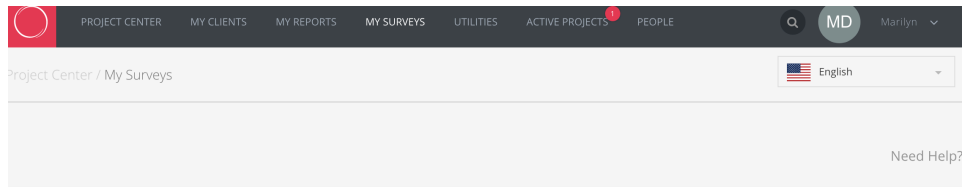
You will be able to review and modify your answers at the end of this section.



Continue the Survey



After you answer all questions in Section 1, click the “Review your Answers” button. On the next screen, click “Edit” to change any of your survey answers.



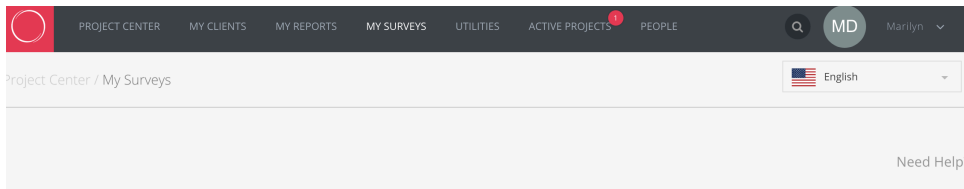
Section 1 of 2

## Review & Continue

Review your answers to the Leadership Circle Profile™. Change any answer by clicking on it.

<b>Your survey is not yet complete. You have 1 more sections to complete.</b>		<a href="#">Next Section</a>
1.	I am a workaholic.	3.0 <a href="#">Edit</a>
2.	I am sarcastic and/or cynical.	1.0 <a href="#">Edit</a>
3.	I live and work with a deep sense of purpose.	4.0 <a href="#">Edit</a>

Click “Update” to save your new answer. You may want to print this page for future reference. When you complete your edits, click “Next Section” to proceed with the survey.

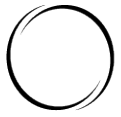


Section 1 of 2

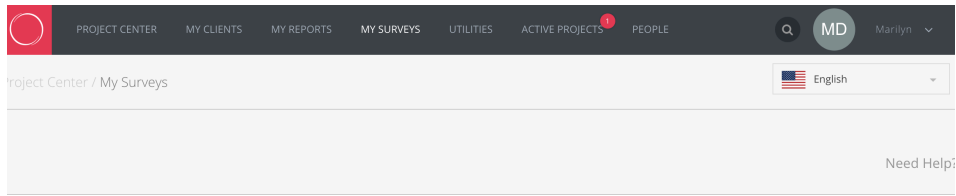
## Review & Continue

Review your answers to the Leadership Circle Profile™. Change any answer by clicking on it.

<b>Your survey is not yet complete. You have 1 more sections to complete.</b>		<a href="#">Next Section</a>
1.	I am a workaholic.	<a href="#">Update</a> <a href="#">Cancel</a>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">5 Always</div> <div style="text-align: center;">4.5</div> <div style="text-align: center;">4 Often</div> <div style="text-align: center;">3.5</div> <div style="text-align: center;">3 Sometimes</div> <div style="text-align: center;">2.5</div> <div style="text-align: center;">2 Seldom</div> <div style="text-align: center;">1.5</div> <div style="text-align: center;">1 Never</div> <div style="text-align: center;">0 N/A</div> </div>	



Section 2 is about the “Most Effective Leader” you have ever worked with.



Section 2 of 2

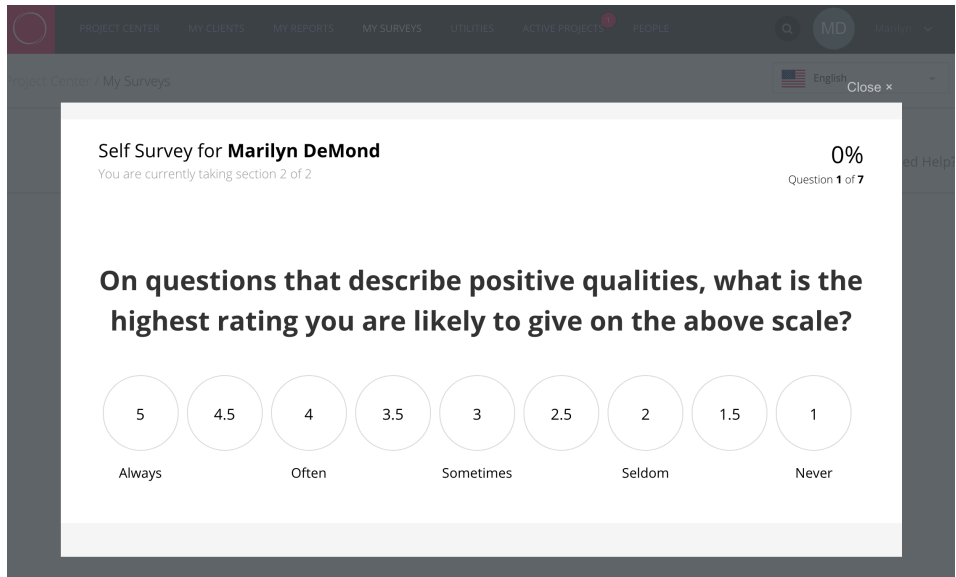
## Most Effective Leader

In this section, you will no longer be evaluating **Marilyn DeMond**. Instead, identify who is the most effective leader you have ever worked with (directly or indirectly). **Answer these questions with THAT person in mind.** At the end of this section, you will be able to review and modify your answers.

[Previous section](#) [▶ Start the Survey](#)

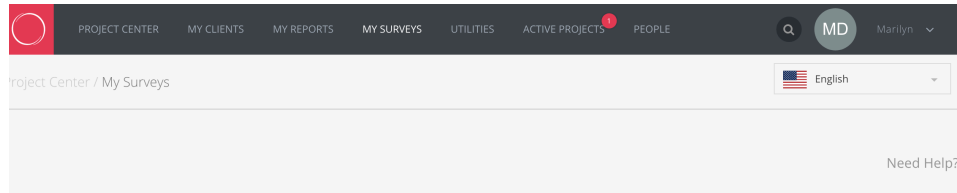
[Go back to survey list](#)

Questions appear one at a time as you select each answer.





After you have answered all questions in Section 2, click the “Review your Answers” button. On the next screen, click “Edit” to change any of your answers on the Review page. Click “Update” to save your new answer. Click “Finish Your Survey” when you complete your edits.



Section 2 of 2

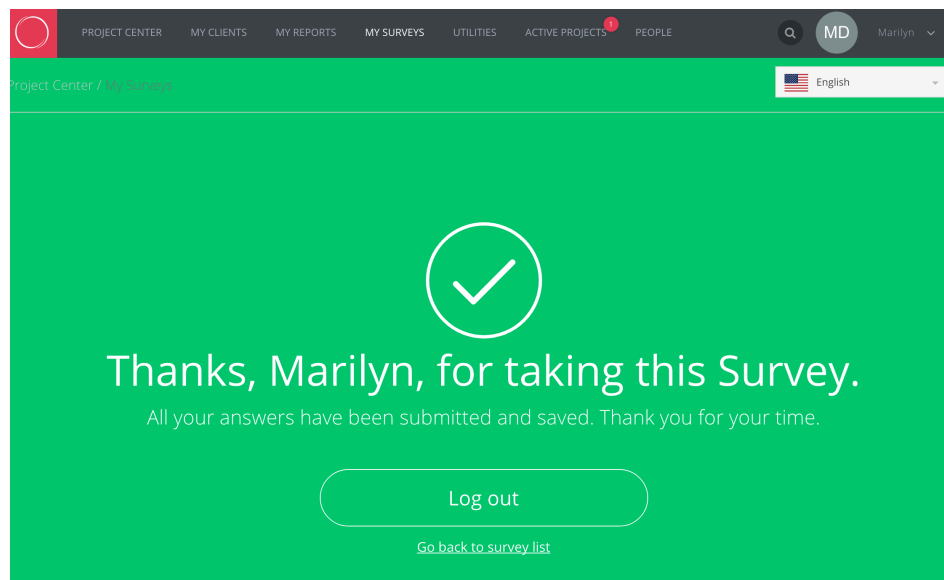
## Review & Continue

Review your answers to the Leadership Circle Profile™. Change any answer by clicking on it.

Your survey is almost complete. Please review your answers. [Finish Your Survey](#)

1.	On questions that describe positive qualities, what is the highest rating you are likely to give on the above scale?	5.0	<a href="#">Edit</a>
2.	He/she is an example of an ideal leader.	5.0	<a href="#">Edit</a>
3.	He/she promotes high levels of teamwork through his/her leadership style.	5.0	<a href="#">Edit</a>

You will see the screen below after you click “**Finish Your Survey.**”



We will periodically re-send emails on your behalf to evaluators with unfinished surveys.