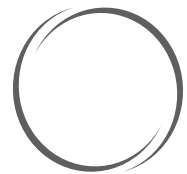


Completing Your Leadership Circle Profile™



The Leadership Circle®

Congratulations!

You have been selected to participate in *The Leadership Circle Profile 360* feedback process. This process will help you gain insight to your leadership. This booklet will give you the information you need to know to login, set up evaluators, complete the survey and get your results.





There are three steps to completing your *Leadership Circle Profile*.

STEP 1

Set Up Evaluators

STEP 2

Complete Self-Survey

STEP 3

Review Results

STEP 1 Set Up Evaluators

You will receive an email from *notifications@theleadershipcircle.com*. Click on the link in the email and follow the instructions to identify your evaluators. We suggest you include Your Boss, Your Boss's Boss (if relevant), Your Peers, Your Direct Reports, Others (Key Stakeholders, Clients or Additional Peers, Previous Direct Reports etc.). Invite evaluators by entering their emails and their names in the Leadership Circle Profile Portal.

It's a good idea to send your evaluators a personal note in advance asking them to help with your growth as a leader, and letting them know they will receive an email from *notifications@theleadershipcircle.com* that will include instructions on how to participate.





STEP 2 Complete Self-Survey

Complete Self-Survey by logging into the portal from the email you received from *notifications@theleadershipcircle.com*. It will take about 20 - 30 minutes.



STEP 3 Review Results

Your consultant will contact you to schedule a meeting to debrief your results.





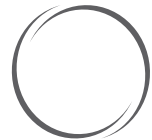
Effective **leaders**
outperform
ineffective leaders

**EVERY
TIME**

~W.A. (Bill) Adams

PLEASE VISIT
LEADERSHIPCIRCLE.COM

Contact your consultant
if you have any questions.



The Leadership Circle®