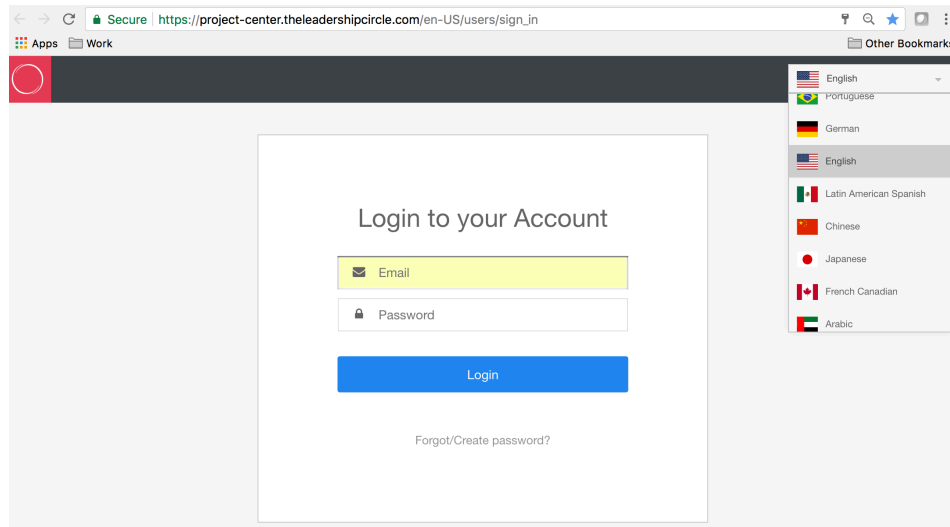
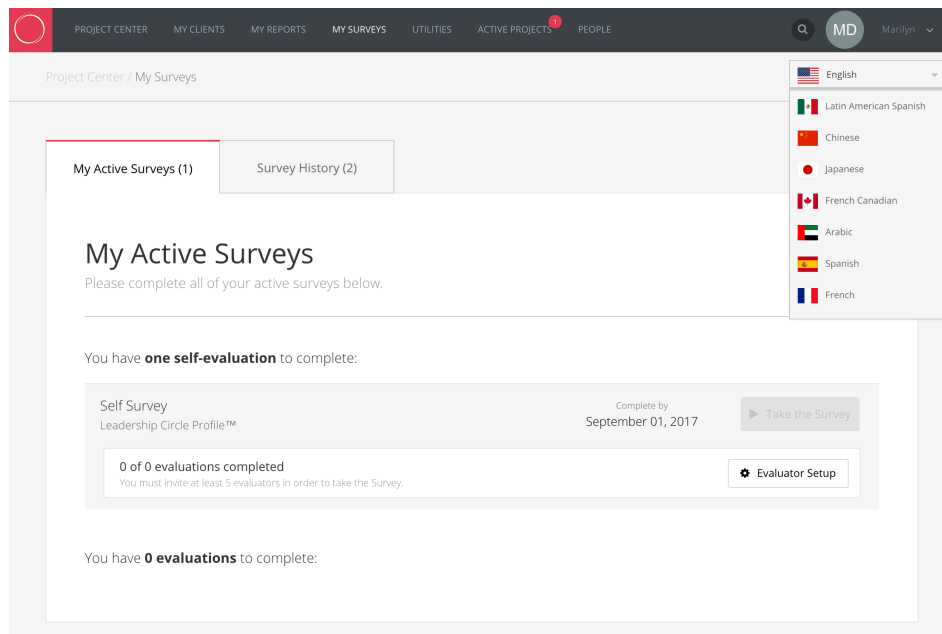


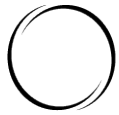
The Leadership Circle Profile PARTICIPANT Survey Process

You will receive an email from notifications@theleadershipcircle.com to create a password. The password needs to be a minimum of 8 characters and include a capital letter, lower case letter and number. If you're unable to create a password from the email, please use the "Forgot/Create password?" feature.

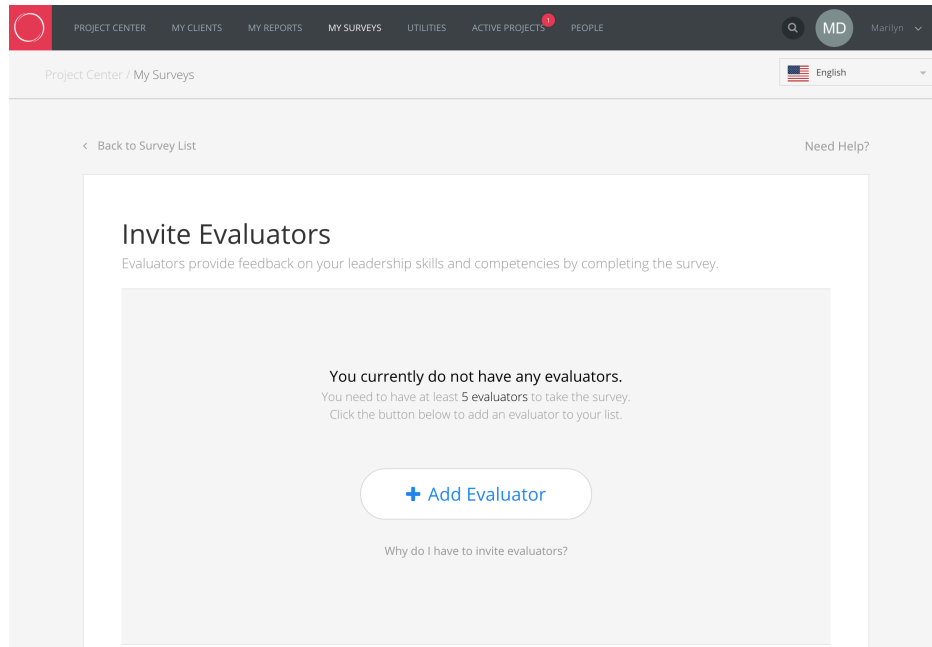


After you create your password, you will be taken to the "My Active Surveys" tab. Click Evaluator Setup to invite evaluators. You must invite the minimum number of evaluators before the "Take the survey" button becomes active for the self-survey.





Click “+ Add Evaluator” button.



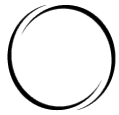
Your goal is to receive feedback from at least 10 evaluators. In order to meet this goal, we suggest you invite at least 15 people to evaluate you. You can invite more than 15 people to evaluate you. Criteria for your evaluators are those people who:

- 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

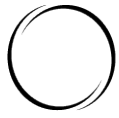
Last Name
Hansen

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	Edit Evaluator
Marilyn DeMond mdemond@gmail.com	Portuguese	Other	Edit Evaluator
Jane Smith mdemond+26@gmail.com	French Canadian	Direct Report	Edit Evaluator
Mary Jones mdemond+1@gmail.com	English	Peer	Edit Evaluator
Barb Arani mdemond+27@gmail.com	Chinese	Boss's Boss	Edit Evaluator

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

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

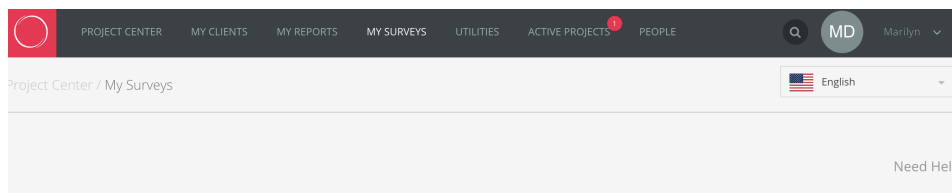
I live and work with a deep sense of purpose.

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.”



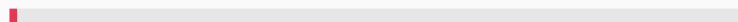
Section 1 of 2

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.

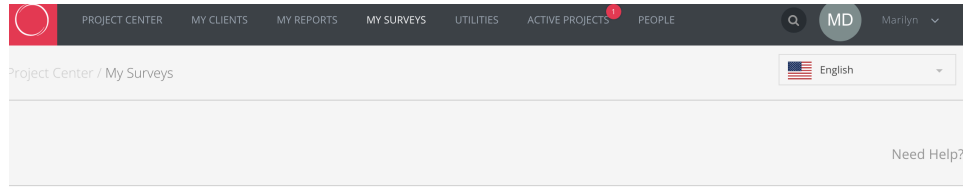
You will be able to review and modify your answers at the end of this section.

You have answered 2 of 124 questions



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.



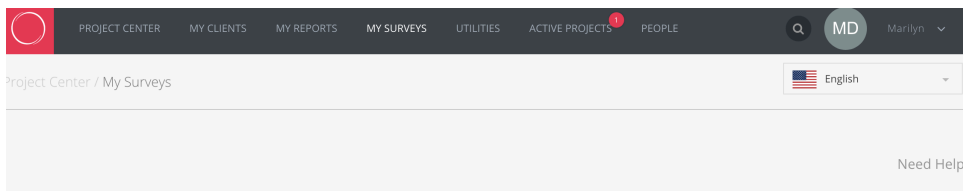
Section 1 of 2

Review & Continue

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

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

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.



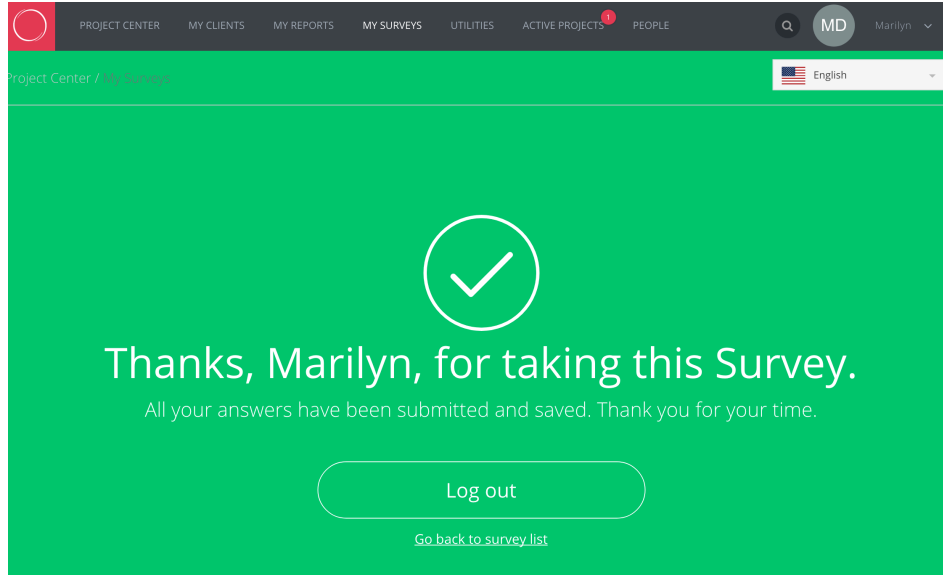
Section 1 of 2

Review & Continue

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

Your survey is not yet complete. You have 1 more sections to complete.		Next Section
1.	I am a workaholic.	Update Cancel
	<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>	

You will see the screen below after you click “Finish Your Survey.” Click this and a final confirmation screen will appear.



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