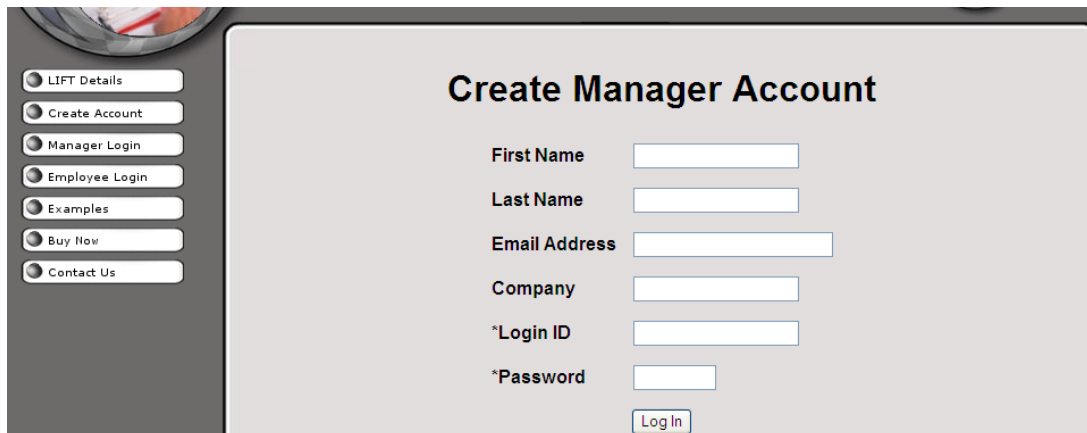


Getting Started with - The Leadership Instant Feedback Tool (LIFT)

In under 5 minutes and in 3 easy steps,
you can start getting confidential, anonymous feedback from your staff!

Step 1 - Log on to:

<http://tinyurl.com/LIFTManagerSetup>



The screenshot shows a web interface for creating a manager account. On the left is a vertical navigation menu with buttons for 'LIFT Details', 'Create Account', 'Manager Login', 'Employee Login', 'Examples', 'Buy Now', and 'Contact Us'. The 'Create Account' button is highlighted. The main content area is titled 'Create Manager Account' and contains the following fields: 'First Name', 'Last Name', 'Email Address', 'Company', '*Login ID', and '*Password'. Each field has a corresponding text input box. Below the password field is a 'Log In' button.

Step 2 – Enter your data to set up your account



Step 3 – Manage your employees

You can add or delete employees or change the frequency of feedback

Click  on the lower left hand side of your screen.

LIFT - Manage Employees - Internet Explorer provided by Dell
 http://managerinstantfeedback.com/LIFT/manage_direct_reports.php

Protected mode is currently turned off for the Local intranet and Internet zones. Click here to open security settings.

Manage Employees

Employee	Enable Peer Evaluation	Checkmark to Remove
ali@magnaleadership.com	<input type="checkbox"/>	<input type="checkbox"/>
kgazzara@email.phoenix.edu	<input type="checkbox"/>	<input type="checkbox"/>
marleen@magnaleadership.com	<input type="checkbox"/>	<input type="checkbox"/>
doctorkevin@cox.net	<input type="checkbox"/>	<input type="checkbox"/>
SELECT ALL	<input type="checkbox"/>	<input type="checkbox"/>

Add Employee

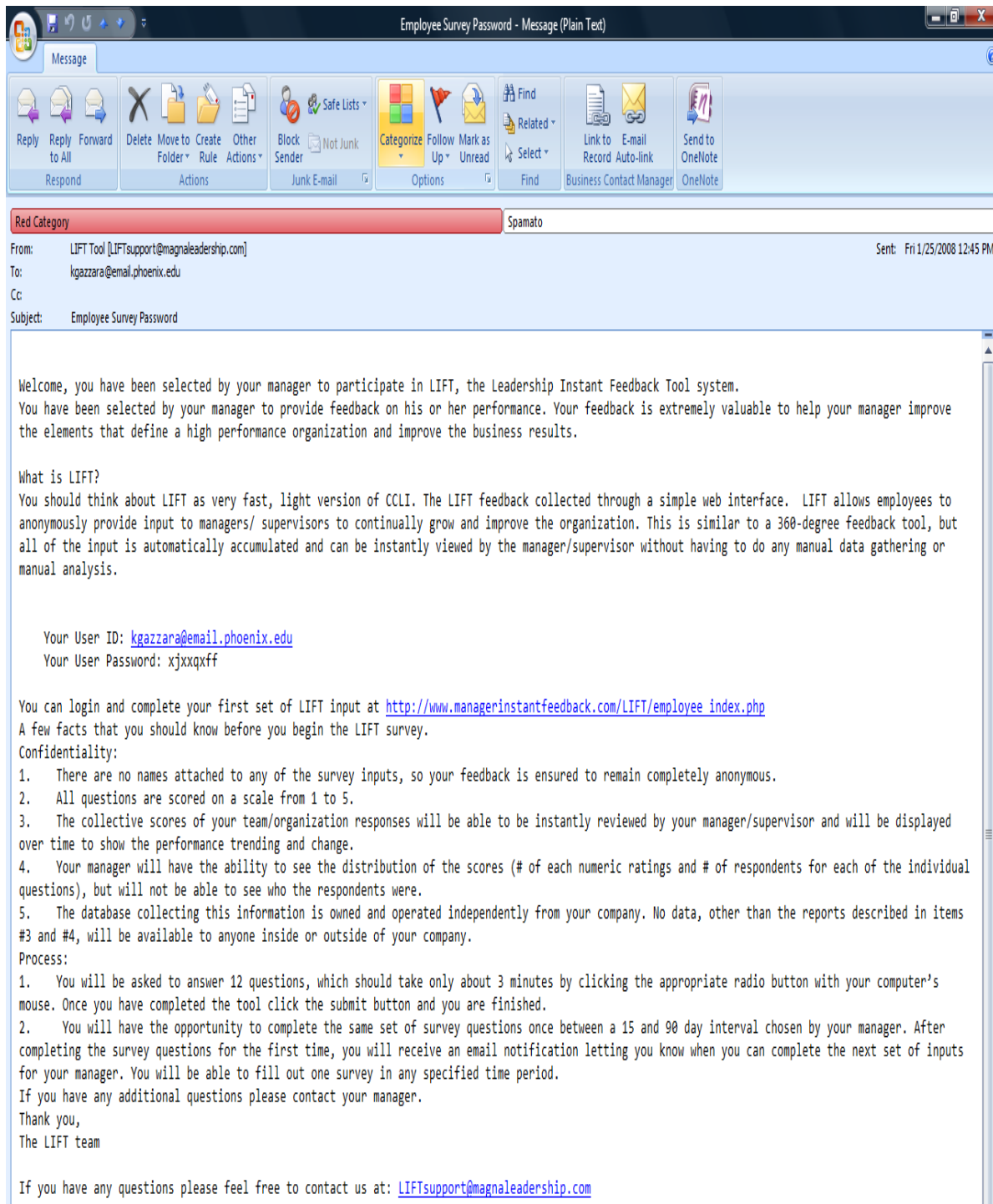
New Employee Username	Checkmark to Add
<input type="text"/>	<input type="checkbox"/>

Time Period Intervals

	Manager Survey	Peer Survey
Current Interval	2 Weeks	N/A
New Interval	Choose Interval ▾	Choose Interval ▾

Information: An automated email will be sent to each employee requesting their participation and providing them their user name and a password to log into the LIFT input tool. A copy of the employee email that will be sent can be viewed [here](#). Please verify that the email address is entered correctly, you will not be advised of any non-existing email addresses.

Your employees receive and automated email inviting them to participate in LIFT with a system-generated password.



Employees complete a 3-minute Survey

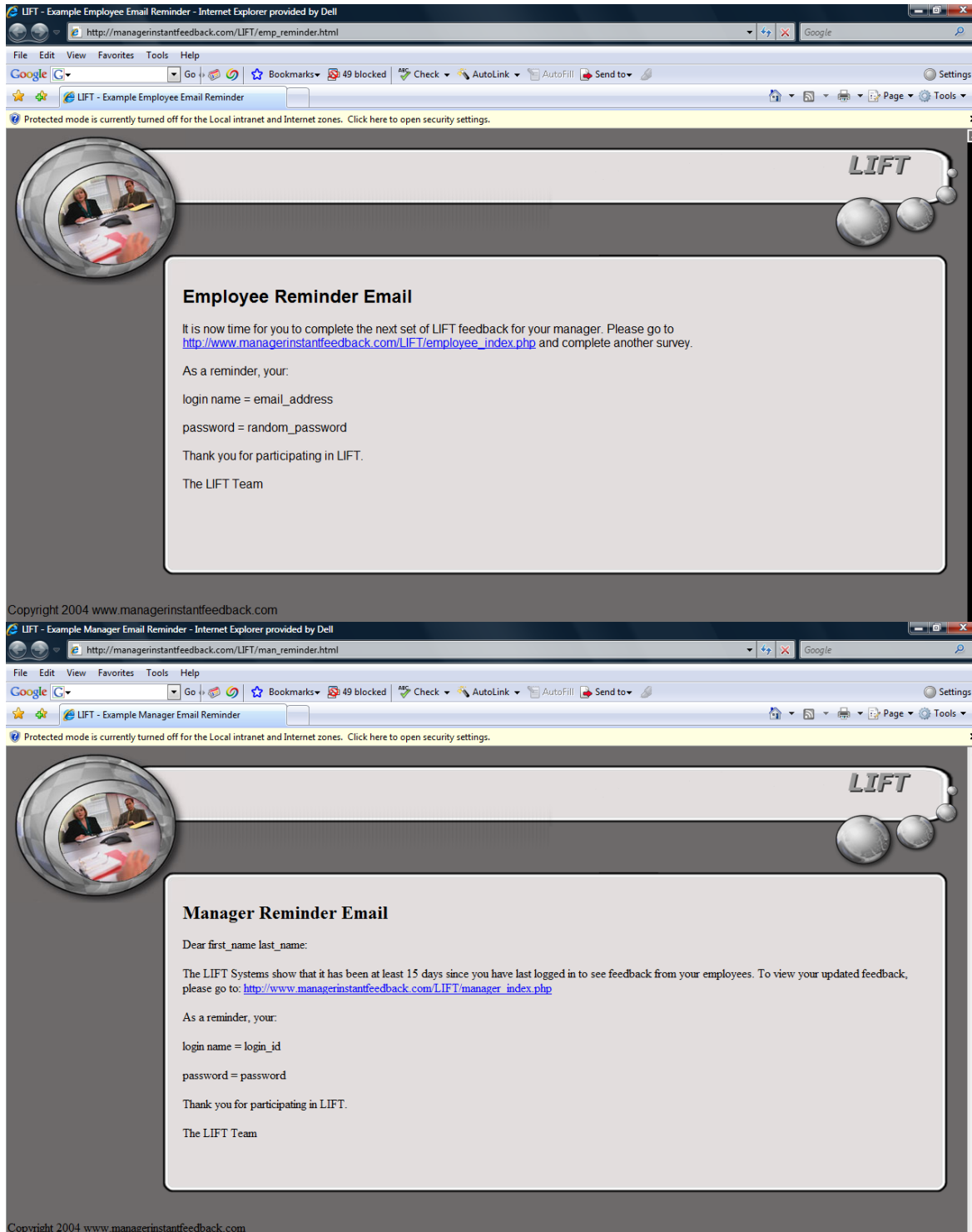
Standard Employee Survey

1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree, N/A - Not Applicable

No.	Question	Response
1.	Is effective at consistently completing projects successfully.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
2.	Derives satisfaction from helping employees succeed.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
3.	Meaningfully uses the feedback provided by others.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
4.	Constantly looks for opportunities to grow his/her employees.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
5.	Is consistent with his/her words and actions over time.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
6.	Shows genuine care for others.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
7.	Promotes an organization culture that allows people to cooperatively perform as a team.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
8.	Instills his/her level of confidence in others.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
9.	Empowers employees to achieve the shared goals of the organization.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
10.	Creates plans that go beyond the short-term horizon.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
11.	Consistently moves the organization forward when in a changing environment.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
12.	Prepares the organization to excel at producing goods and services that the customers want and need.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A

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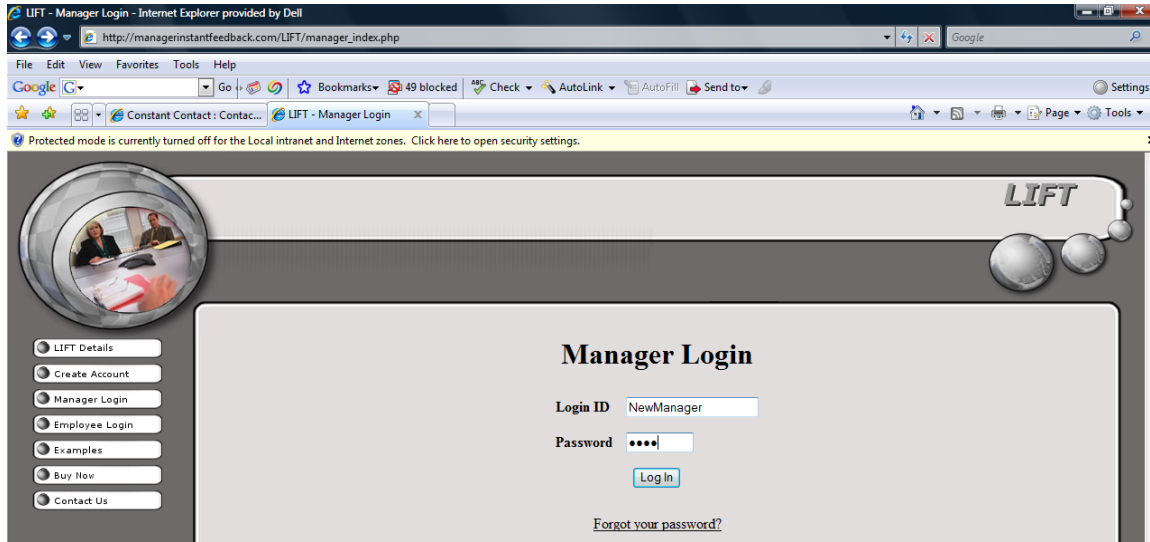
Once every interval of your choice (2 weeks, 1 month, 2 months or 3 months) you and your employees receive a reminder email to keep the feedback coming.



Once your account is set-up and you want to check your data, add/delete employees or change the frequency of feedback.

Step 1- Login

<http://tinyurl.com/LIFTlogin>



Step 2 – Click  on the lower left hand side of your screen.

Step 3 - Choose the Date range you prefer (Biweekly suggested for first 2 months of viewing)

Step 4 - See your results

Biweekly Segments from Sep. 04 2008 to Oct. 29 2008

Color	Value Range
	0 - 2.49
	2.50 - 3.99
	4.00 - 5.00

LEGEND: 1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree, N/A - Not Applicable

No.	Question	Average Score				Respondents	Question Total Avg.
		Sep. 04 2008 to Sep. 18 2008	Sep. 19 2008 to Oct. 03 2008	Oct. 04 2008 to Oct. 18 2008	Oct. 19 2008 to Oct. 29 2008		
1.	Is effective at consistently completing projects successfully.	0.00	0.00	0.00	4.00	1	4.00
2.	Derives satisfaction from helping employees succeed.	0.00	0.00	0.00	5.00	1	5.00
3.	Meaningfully uses the feedback provided by others.	0.00	0.00	0.00	3.00	1	3.00
4.	Constantly looks for opportunities to grow his/her employees.	0.00	0.00	0.00	4.00	1	4.00
5.	Is consistent with his/her words and actions over time.	0.00	0.00	0.00	5.00	1	5.00
6.	Shows genuine care for others.	0.00	0.00	0.00	2.00	1	2.00
7.	Promotes an organization culture that allows people to cooperatively perform as a team.	0.00	0.00	0.00	3.00	1	3.00
8.	Instills his/her level of confidence in others.	0.00	0.00	0.00	1.00	1	1.00
9.	Empowers employees to achieve the shared goals of the organization.	0.00	0.00	0.00	4.00	1	4.00
10.	Creates plans that go beyond the short-term horizon.	0.00	0.00	0.00	3.00	1	3.00
11.	Consistently moves the organization forward when in a changing environment.	0.00	0.00	0.00	2.00	1	2.00
12.	Prepares the organization to excel at producing goods and services that the customers want and need.	0.00	0.00	0.00	2.00	1	2.00
TOTALS		0.00	0.00	0.00	3.17	12	3.17

Step 5 – Click on any rating to see details of score distributions

Biweekly Segments from Sep. 04 2008 to Oct. 29 2008

Response Distribution for Question 1 from Oct. 19 2008 to Oct. 29 2008

Question: "Is effective at consistently completing projects successfully."

1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree, N/A - Not Applicable

Total Responses: 1

Label	Percentage	Frequency
Value 1 Responses	0.00%	0 responses
Value 2 Responses	0.00%	0 responses
Value 3 Responses	0.00%	0 responses
Value 4 Responses	100.00%	1 responses
Value 5 Responses	0.00%	0 responses
N/A Responses	0.00%	0 responses

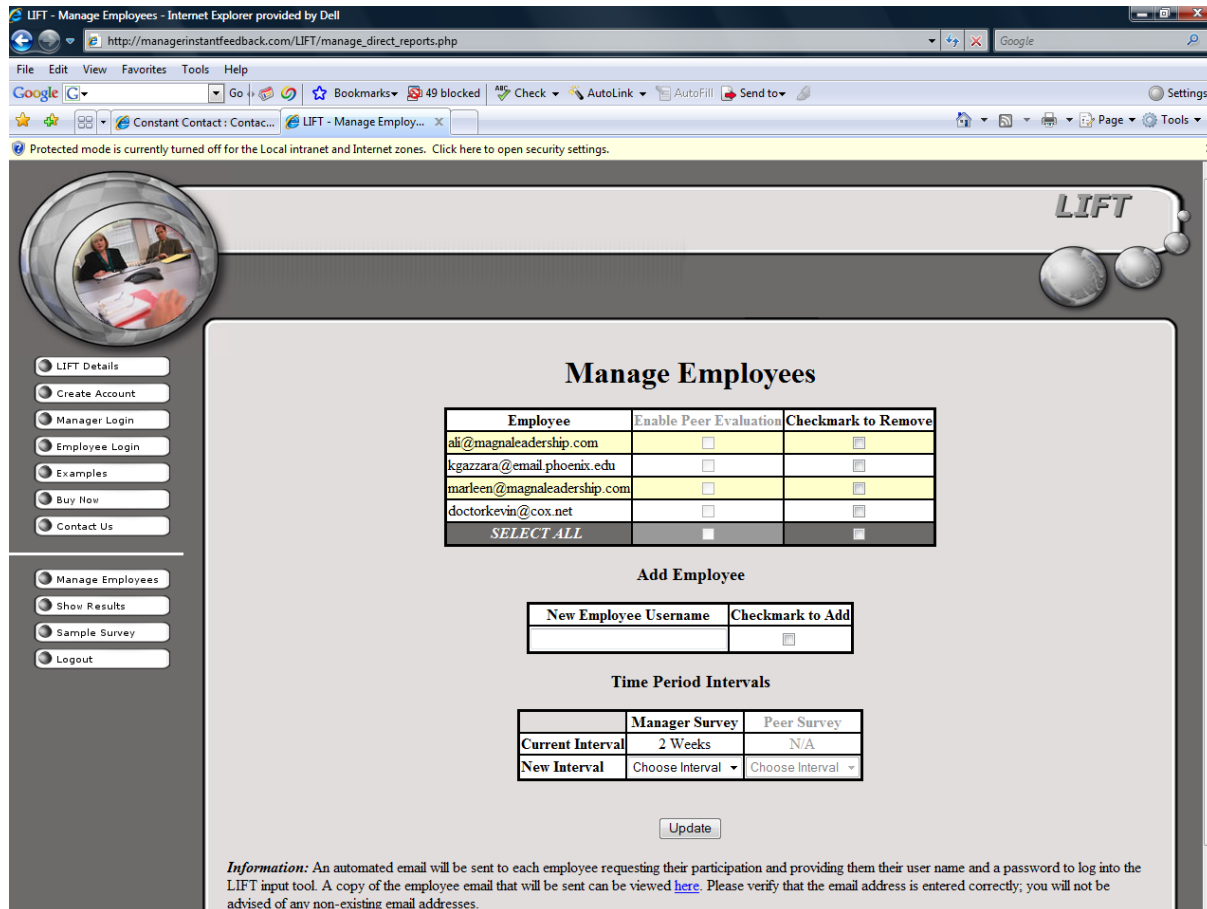
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Average Score					
04 2008 to 18 2008	Sep. 19 2008 to Oct. 03 2008	Oct. 04 2008 to Oct. 18 2008	Oct. 19 2008 to Oct. 29 2008	Respondents	Question Total Avg.
0.00	0.00	0.00	<u>4.00</u>	1	<u>4.00</u>
0.00	0.00	0.00	<u>5.00</u>	1	<u>5.00</u>
0.00	0.00	0.00	<u>3.00</u>	1	<u>3.00</u>
0.00	0.00	0.00	<u>4.00</u>	1	<u>4.00</u>
0.00	0.00	0.00	<u>5.00</u>	1	<u>5.00</u>
0.00	0.00	0.00	<u>2.00</u>	1	<u>2.00</u>
0.00	0.00	0.00	<u>3.00</u>	1	<u>3.00</u>
0.00	0.00	0.00	<u>1.00</u>	1	<u>1.00</u>
0.00	0.00	0.00	<u>4.00</u>	1	<u>4.00</u>
0.00	0.00	0.00	<u>3.00</u>	1	<u>3.00</u>
0.00	0.00	0.00	<u>2.00</u>	1	<u>2.00</u>
0.00	0.00	0.00	<u>2.00</u>	1	<u>2.00</u>
0.00	0.00	0.00	<u>3.17</u>	12	<u>3.17</u>

Supplemental Information

Want to add or delete employees or change the frequency of feedback?

Click  on the lower left hand side of your screen.



Manage Employees

Employee	Enable Peer Evaluation	Checkmark to Remove
ali@magnaleadership.com	<input type="checkbox"/>	<input type="checkbox"/>
kgazzara@email.phoenix.edu	<input type="checkbox"/>	<input type="checkbox"/>
marleen@magnaleadership.com	<input type="checkbox"/>	<input type="checkbox"/>
doctorkevin@cox.net	<input type="checkbox"/>	<input type="checkbox"/>
SELECT ALL	<input type="checkbox"/>	<input type="checkbox"/>

Add Employee

New Employee Username	Checkmark to Add
<input type="text"/>	<input type="checkbox"/>

Time Period Intervals

	Manager Survey	Peer Survey
Current Interval	2 Weeks	N/A
New Interval	Choose Interval ▾	Choose Interval ▾

Information: An automated email will be sent to each employee requesting their participation and providing them their user name and a password to log into the LIFT input tool. A copy of the employee email that will be sent can be viewed [here](#). Please verify that the email address is entered correctly; you will not be advised of any non-existing email addresses.

How do the LIFT questions map to my CALIBER Report?

Question	Leadership Practice
1. Is effective at consistently completing projects successfully.	Competent
2. Derives satisfaction from helping employees succeed.	Reinforcement

3. Meaningfully uses the feedback provided by others.	Communication
4. Constantly looks for opportunities to grow his/her employees.	Creative
5. Is consistent with his/her words and actions over time.	Authentic
6. Shows genuine care for others.	Stewardship
7. Promotes an organization culture that allows people to cooperatively perform as a team.	Cultural
8. Instills his/her level of confidence in others.	Confident
9. Empowers employees to achieve the shared goals of the organization.	Empowerment
10. Creates plans that go beyond the short-term horizon.	Visionary
11. Consistently moves the organization forward when in a changing environment.	Organizational Performance
12. Prepares the organization to excel at producing goods and services that the customers want and need.	Business Results

Questions? Please contact: LIFTSUPPORT@Magnaleadership.com