1. **Who can give feedback to supervisors?**
    Every full-time faculty, staff and administrator hired on or before Tuesday, November 13, 2018.

2. **What time frame is being evaluated?**
    The period of time covered is from March 1, 2018 to the current date.

3. **Supervisors Feedback, "Is it anonymous?"**
    Yes.

4. **How can I participate?**
    Via email, each full-time faculty, staff and administrator will receive an electronic communication with the name of the supervisor to whom he/she can give feedback. Included will be instructions on how to complete the feedback survey. All responses made by each individual are **anonymous**.

5. **How can I participate remotely (ex. from home)?**
    You will be able to access the feedback survey if you are off-campus by clicking on the link www.mdc.edu/supervisorfeedback. You will receive a dialog box asking for your credentials. To sign in, enter the following:
    - User name. Type MDCC\xxxxxxxx, where xxxxxxxx is your employee network id, what you use to sign on to your computer at work.
    - Password. Enter your network password, the same one you use when you sign on to your computer at work.
    - Click on OK; then you will be on the feedback page.

6. **When is the Supervisors Feedback administration period for this term?**
    The administration period is from February 11, 2019 through March 4, 2019. Completed survey *must* be submitted no later than 11:59 p.m. on March 4, 2019, the deadline date.

7. **I didn't receive instructions or the link for the Supervisors Feedback survey. What should I do?**
    Participants are based on full-time active employment status of at least 90 calendar days prior to the beginning of the administration period, and a predetermined cut-off date of November 13, 2018. is used. If you were hired into a full-time position after that date (after Tuesday, November 13, 2018) you will not be included in the current year's implementation. If this is not the case, you can participate by visiting the Supervisors Feedback website at http://www.mdc.edu/feedback/supervisors/default.aspx and clicking on the appropriate link.

    Note: If you supervise full-time employees who do not have access to computers, please direct them to a Computer Lab on your campus to complete the survey.

8. **If I am a new supervisor (as a new employee or due to a promotion), will I receive feedback?**
Supervisors' feedback is based on full-time active employment status of at least 90 calendar days prior to the beginning of the administration period and a predetermined cut-off date of November 13, 2018 is used. If you were hired full-time after that date (after Tuesday, November 13, 2018) you will <u>not</u> receive feedback in 2019.

9. **I am a supervisor transferring to another supervisory position on or after December 17, 2018, will I receive feedback?**
The supervisor data captured from MDConnect reflects the organizational structure entered in the system as of Thursday, December 17, 2018 and you will be evaluated by your subordinates that were in the MDConnect system on December 17, 2018.

10. **My supervisor is no longer with the College or was transferred/promoted, "Should I complete the feedback?"**
Yes.

11. **Who should I be evaluating?**
You are asked to provide feedback on your ***direct*** supervisor.

12. **How was it determined who my supervisor is?**
Data is maintained in the MDConnect system; however, the area head makes the determination of "supervisor". Each department reviews the data prior to implementation of the feedback program.

13. **What should I do if the supervisor that I am asked to review is not correct?**
You should notify your direct supervisor
Note: Appropriate changes will be made in the MDConnect system, but cannot be made on the Supervisors Feedback survey for submission at this time.

14. **What action should be taken by the supervisor if any of his/her full-time employees are missing or incorrect?**
Any changes in the reporting structure must be submitted to Martha Arrieta, Director, Compensation, Benefits, & HRIS, Human Resources via email at marriet1@mdc.edu, **no later than Friday, December 7, 2018**. It is vital to include the following information in the email:

   ➢ employee name, EMPLID, position #
   ➢ supervisor name, EMPLID and position #

15. **If my supervisor position is vacant, whom should I be giving feedback on?**
You would provide feedback on whoever is assigned as the supervisor at the time of the feedback program administration.

16. **Can my responses be traced back to me?**
    No. All responses made by each individual are anonymous.

17. **Are there any special accommodations if I am physically unable to complete the answer sheet?**
    Yes. If you need special accommodations regarding the completion of the online survey, contact Jennis Ramsay, Human Resources at ext. 7-0293 or via email at jramsay@mdc.edu.

18. **Can I submit written comments with the feedback?**
    No. Written comments are not part of the Supervisors Feedback Program.

19. **When will each supervisor have access to their feedback report?**
    Each supervisor will be able to view his/her feedback report online during the second half of March. Supervisors will receive an email from Human Resources the day prior to reports availability, which will also include a link to the Interpretation Guide for Supervisors Feedback Report. A copy of this report will also be made available online to his/her direct supervisor as well as the respective area head.

    The report will contain responses to each item on the feedback survey. Individual responses will not be included; all responses will remain anonymous.

20. **Will the names of respondents be included with the feedback reports?**
    Responses are not separately identified. All responses made by each individual are anonymous and combined with all other responses. However, if you are the only subordinate and you choose to respond, it would be evident that it was you.

21. **If everyone else indicates what job classification they are and I do not, won't my supervisor know it was I?**
    No.   All responses made by each individual are anonymous and combined with all other responses. Responses are not summarized by job classification in the report the supervisor receives.

22. **Where can I direct questions regarding the Supervisors Feedback program?**
    Questions regarding the Supervisors Feedback Program can be directed to Jennis Ramsay, Human Resources at ext. 7-0293 or via email at jramsay@mdc.edu.