

2012 Supervisors Feedback – Q&A's

Who can give feedback to supervisors?

Every full-time faculty, staff and administrator.

What time frame is being evaluated?

The period of time covered is from March 1, 2011 to the current date.

How can I participate?

Via email, each full-time faculty, staff and administrator will receive electronic communication with the name(s) of the supervisor(s) to whom (s)he can give feedback. Included will be instructions on how to complete the on-line feedback survey. All responses made by each individual will be kept anonymous.

How can I participate remotely (ex. from home)?

You will be able to access the on-line feedback 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\xxxxxxx, where xxxxxxx 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.

When is the Supervisors Feedback administration period for this term?

The administration period is from Monday, January 30 to Friday, February 17, 2012. All responses **must** be submitted by the deadline.

I didn't receive instructions and the link for the Supervisors Feedback survey. What should I do?

Participants are based on a projected full-time active employment of at least 90 calendar days by the beginning of the administration period and a predetermined cut-off date is used. If you were hired full-time after that date (on or after Wednesday, November 2, 2011) 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 <https://www.mdc.edu/hr/Administration/SupervisorFeedback/supervisorfeedback.pdf> 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.

If I am a new supervisor (as a new employee or due to a promotion), will I receive feedback?

Supervisors' feedback is based on a projected full-time active employment of at least 90 calendar days by the beginning of the administration period and a predetermined cut-off date is used. If you were hired full-time after that date (on or after Wednesday, November 2, 2011) you will not receive feedback in 2012.

Who should I be evaluating?

You are asked to provide feedback on your **first level**; immediate supervisor(s).
Level 1: An individual may report to more than one person on a day-to-day basis and have up to 3 supervisors identified in the Odyssey system (one primary and up to two alternates. These are the only names that will appear on this survey.

How was it determined who my supervisor is?

Data is maintained on-line by the department Time and Attendance Preparer; however, the department manager makes the determination of “supervisor”. Each Campus Administrative Services with some assistance from Academic Affairs and/or District Area Head reviews the data prior to implementation of the feedback program.

May I view who was assigned as my supervisor on the Employee Portal?

Yes. From the MDC Main Page, select the Employee Portal, click on “My Personal Records”; next click on “Update My Personal Information”. Your primary and alternate supervisor information will be displayed. If this information is not accurate, please contact your immediate supervisor to have the information corrected by your department Time and Attendance Preparer. These fields can not be updated by you at this time.

What should I do if the supervisor(s) that I am asked to review is not correct?

You should notify your immediate supervisor in order for the department Time and Attendance Preparer to enter the correct information into the Odyssey system and you will not be able to participate. Note: Appropriate changes will be made in the system, but cannot be made on the Supervisors Feedback survey for submission at this time.

If my supervisor position is vacant, whom should I be giving feedback on?

The department Time and Attendance Preparer should have entered your temporary supervisor in the Odyssey system. This may be someone assigned to fill-in until the position is filled or it may be one administrative level up (e.g. Associate Dean position vacant; department employees temporarily report to Dean). You would provide feedback on whoever is assigned as the supervisor at the time of the administrative feedback program administration.

Can my responses be traced back to me?

No. All responses are anonymous.

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 on-line survey, contact Jennis Ramsay in Human Resources at Ext. 70293.

Can I submit written comments with the feedback?

No. Written comments are not part of the Supervisors Feedback Program.

When will each supervisor have access to their feedback report?

Each supervisor will be able to view his/her feedback report on-line on or about mid-March. A copy of this report will also be made available on-line to his/her immediate 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.

Will the names of respondents be included with the feedback reports?

Responses are not separately identified. All responses 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.

If everyone else indicates what job classification they are and I do not, won't my supervisor know it was I?

No. All responses are anonymous and combined with all other responses. Responses are not summarized by job classification in the report the supervisor receives.

Where can I direct questions regarding the Supervisors Feedback program?

Questions regarding the Supervisors Feedback Program can be directed to Jennis Ramsay in the Division of Human Resources. She can be reached at Ext. 70293.