

2009 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, 2008 to the current date.

How can I participate?

Each full-time faculty, staff and administrator will receive a notification letter with the name(s) of the supervisor(s) to whom (s)he can give feedback. Included will be a packet of materials to complete the process. All responses made by each individual will be kept anonymous.

When is the Supervisors Feedback administration period for this term?

Letters and packets will be available for distribution by the Testing Department on January 30 (interoffice mail is not used). The administration period is from February 2 to February 20, 2009. All responses **must** be received by the deadline.

I didn't receive a supervisors feedback packet. 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 November 6, 2008), you will not be included in the current year's implementation. If this is not the case, contact the Testing Department at your campus location.

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 November 6, 2008), you will not receive feedback in 2009.

My supervisors feedback packet was incomplete; I did not receive the appropriate survey form(s). What should I do?

Contact the Testing Director at your campus location to receive the appropriate paperwork.

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.

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 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 are not updatable 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. Note: Appropriate changes will be made in the system, but cannot be made on the supervisors feedback document 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.

Should I bubble in my personal data information on the answer sheet?

No. All responses are anonymous. Do not add any personal data.

Are there any special accommodations if I am physically unable to complete the answer sheet?

If you need special accommodations regarding the completion of the answer sheet, contact Pat Schwartz in Human Resources at Ext. 70277.

Can I return written comments with the feedback?

No. Written comments are not part of the Supervisors Feedback Program. Any comments received by the Testing Department will not be returned and will be shredded by the Testing Department.

Can I return the packets in the Student Feedback drop boxes?

Yes. Follow the instructions included with the feedback survey forms.

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 Pat Schwartz, Director of HRIS/Project Management. She can be reached in the Division of Human Resources at Ext. 70277.