

1. Who can give feedback to supervisors?

Full-time faculty, staff and administrators hired on or before Monday, November 6, 2023, are eligible to submit feedback on their direct supervisor.

2. What timeframe is being evaluated?

The period of time covered is from March 1, 2023, to the end of the annual survey administration period.

3. Supervisors' Feedback, "Is it anonymous"?

Yes.

4. How do I participate?

Each full-time faculty, staff and administrator will receive an electronic communication with the name of the supervisor for whom they can give feedback. Instructions on how to complete the feedback survey will be included. You will be able to access the feedback survey whether you are onsite or in remote work by clicking on the link provided to www.mdc.edu/supervisorfeedback.

You will be asked to enter your credentials. To sign in, enter the following:

- Username: Type MDCC\xxxxxxx, 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.

All responses made by each individual are **anonymous**.

5. When is the Supervisors' Feedback administration period for this term?

The administration period is from Monday, February 5, 2024, through Thursday February 29, 2024. Completed surveys **must** be submitted no later than 11:59 p.m. on February 29, 2024.

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

Eligibility is based on full-time active employment status of at least 90 calendar days prior to the beginning of the administration period on February 5, 2024.

7. 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 (see #5 above). This criterion also applies to your status in a supervisor role at the predetermined cut-off date of November 6, 2023. If you were hired or promoted to a full-time supervisor position after that date (Monday, November 6, 2023), you will not receive feedback in 2023.

8. I am a supervisor transferring to another supervisory position on or after December 15, 2023, will I receive feedback?

The supervisor data captured from MDConnect reflects the organizational structure as of Friday, December 15, 2023. You will be evaluated by the subordinates identified in MDConnect on December 15, 2023.

9. The supervisor listed in my survey is no longer with the College or was transferred or promoted, "Should I complete the feedback survey?"

Yes. The recommended step is to complete the survey.

10. Who should I be evaluating and how is that determined?

You will evaluate your direct supervisor as defined and maintained in MDConnect's organizational data on December 15, 2023. Each department reviews the data prior to implementation of the feedback program to ensure the accuracy of reporting structure.

11. What should I do if the supervisor that I am asked to review is not correct?

You should notify your direct supervisor. **Note:** Supervisors may submit change requests to the Compensation Department via email to HRCompensation@mdc.edu. Requests will be reviewed and will be made in MDConnect, if appropriate. However, changes cannot be made on the Supervisors' Feedback survey for submission in this administration cycle.

12. If my supervisor's position is currently vacant, whom should I be giving feedback on?

Your survey will list the supervisor identified by MDConnect on December 15, 2023. If the individual is no longer in that position, you may submit the survey regardless. If the position is vacant or was vacant on December 15, 2023, you will not be eligible to participate in this administration cycle.

13. What action should be taken by a supervisor if any of their full-time employees are missing or incorrect?

Any changes in the reporting structure must be submitted to the Compensation Department in the Division of Human Resources via email to HRCompensation@mdc.edu.

It is vital to include the following information in the email:

- employee name, EMPL_ID, position #
- supervisor name, EMPL_ID and position #

Upon receipt/review of this information, appropriate changes will be made in MDConnect.

14. 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. Individual responses are anonymous. However, if you are the only subordinate and you choose to respond, it would be evident that it was you.

15. 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 Laura Marks, in the Division of Human Resources at ext. 7-0289 or via email at lmarks@mdc.edu.

16. Can I submit written comments with the feedback?

No. Written comments are not part of the Supervisors' Feedback Survey form.

17. When will each supervisor have access to their feedback report?

Each supervisor will be able to view their respective report online in early March. Supervisors will receive an email from the Division of Human Resources the day prior to the availability of the reports, which will also include a link to the [Interpretation Guide for Supervisors Feedback Report](#). This report will also be made available online to their respective 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.

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

No. Responses are not individually 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.

19. Where can I direct questions regarding the Supervisors Feedback Program?

Questions regarding the Supervisors' Feedback Program can be directed to Laura Marks, Director, Employee Relations/Employee Development in the Division of Human Resources at ext. 7-0289 or via email at lmarks@mdc.edu.

REMINDER: Supervisors' Feedback is a resource to be utilized by managers to assist in the performance review process.