



## CollaboRATE 2018 – Leader Frequently Asked Questions

### What is CollaboRATE?

- CollaboRATE is Denver Public Schools' annual all-employee survey, designed to provide leaders, their team and DPS as a whole with feedback to help us grow and improve.
- Employees must have been hired before Nov. 1, 2017, to be eligible to take the 2018 survey.
- The survey window is open from Jan. 3–Jan. 12.

### What conversations should I have with my team before CollaboRATE?

- CollaboRATE is a confidential survey that helps us all to grow, strengthen our teams and become better for our students. Responses will not be tied back to you.
- Due to a variety of login issues last year, we have now moved to a single sign-on platform. To access the survey you will use your DPS username and password to log in, however your sign-on is not connected with the data you provide in the survey.
- There are two new items that have been added to the 2018 survey focused on *feeling valued at a school or department level* and *enjoying the work at your school or department*. This will help leaders ensure that their team members feel engaged and valued.
- For school leaders, please explain to your team that school-specific questions are meant to provide feedback on the entire school team.
- Principals will be asked to answer a number of questions about “MY DEPARTMENT.” Principals, please think about your **network/ED** when answering questions about “MY DEPARTMENT.”
- Central school-support team members will be asked to answer a number of questions about “MY DEPARTMENT.” Each leader should inform their teams on how to interpret “MY DEPARTMENT” for the purpose of the survey. Discuss this decision with your leadership team.
  - For example: Should the Growth and Performance Team interpret MY DEPARTMENT as all of HR or specifically as the Growth and Performance Team?
  - For example: Should the Hilltop terminal interpret MY DEPARTMENT as all of Transportation or specifically as the Hilltop team?

### How do I take the CollaboRATE Survey?

- On Jan. 3, you will receive an email from K12 Insight that contains three links.
  - **CollaboRATE survey link:** This link allows you to take the entire CollaboRATE survey and provide feedback to direct/indirect leaders all in one sitting.
  - **Direct supervisor feedback link:** This link is to be used if you submit your engagement survey portion but need to revisit the survey to complete your direct supervisor feedback survey.
  - **Other leader feedback link:** This link is to be used if you have submitted feedback to your direct supervisor but need to revisit the survey to complete feedback for additional leaders.
- We had a variety of login issues last year. To simplify this process, the platform now allows you to use your DPS username and password to log in. Your sign-on is not connected with the data you provide in the survey.



- Employees will continue to receive reminder emails from K12 Insight until they have completed the CollaboRATE engagement and leader feedback surveys. As a leader, you will also receive participation emails that allow you to track the participation rate of your team.
- If you or someone you know did not receive the K12 email with the unique survey link:
  - Search your inbox and deleted items for “K12 Insight”
  - Wait until the next morning. You will receive an email from K12 Insight every morning at 6 a.m. from Jan. 3 to Jan. 12 until you complete the survey.
  - Reach out to your HR partner
- **NEW THIS YEAR:** You can now take the survey on your mobile phone! Simply access the K12 Insight email from your phone and click on the link to begin.

### Can I forward the survey? What if someone didn't receive it?

- **Please do not forward the survey, as each email contains a unique link for each employee.**
- If you or someone you know did not receive the K12 email with the unique survey link:
  - Search your inbox and deleted items for “K12 Insight”
  - Wait until the next morning. You will receive an email from K12 Insight every morning at 6 a.m. from Jan. 3 to Jan. 12 until you complete the survey.
  - Reach out to your HR partner

### Are my answers confidential?

- Yes. This is a confidential survey. CollaboRATE is administered by an outside firm, K12 Insight on the Qualtrics Platform. Your responses are strictly confidential and no one in the district will know if you participate or be able to connect you to your answers.
- K12 Insight reports do not tie participants to their responses. Rather, the final reports will only include aggregated results and open-ended responses. Reports may also indicate how the entire population responded, how specific schools responded, or what percentage of staff members participated.

### How will results be used as part of my and other leaders' performance reviews and development?

- The CollaboRATE survey results will be incorporated into the growth and performance systems for leaders. For principals, assistant principals and deans, this will be a component of LEAD. For Senior/Team Leads, it is used as a development tool. For central school-support leaders, feedback will be used as a component of LIFT (Leadership Investment Framework for Talent).

### Who provides me feedback?

- Participants will be able to provide confidential feedback on both direct and indirect leaders. For school-based staff, this will include principals, assistant principals, deans and if applicable, Senior/Team Leads. Principals will also be able to provide feedback on multiple ISs/EDs.
- Central school-support staff will provide feedback on leaders who have supervised them (directly or indirectly) within the past 12 months.
- When you get your report, there will be a data filter for supervisor type. By offering the choice to give feedback to both direct and indirect supervisors, it ensures that more leaders receive feedback to help them grow and develop. As we continue to transform into a learning organization, this is key



as we focus on strategies of culture and leadership to meet our Denver Plan 2020 goals.

- For principals, you can filter your results by bargaining unit and select Denver Classroom Teachers' Association. This filtered data set is comprised of teachers who report to you in Infor and will contribute to the body of evidence for your LEAD evaluation.

### **How do my team members find me in the survey to give me feedback?**

- Your direct reports will automatically receive a survey to give you feedback. Additionally, team members can search for other leaders by using their full name as it appears in the DPS system. Please make sure you provide this information to your team before they start the survey.

### **Does every leader receive results?**

- To receive individual results, a leader must have at least five different people submit feedback.
  - Central school-support leaders: Encourage your direct reports and people you have supervised directly and indirectly within the last 12 months to provide feedback.
  - School-based leaders: Encourage your direct reports and people you have provided instructional leadership for over the past school year to provide feedback.
- Leaders can log in to Qualtrics and monitor your participation daily. All employee feedback will be taken into account at the district level.

### **Will Senior/Team Leads receive feedback? How will that data impact them?**

- Yes, Senior/Team Leads will receive feedback through CollaboRATE if they have five or more responses. Senior/Team Leads' CollaboRATE feedback will be used as a growth tool, rather than influencing their performance review.

### **How can I track participation?**

- On Jan. 4, you will receive an email from K12 Insight with a link to access the Qualtrics Participation Dashboard. Use your DPS username and password to log in. You can view the CollaboRATE dashboard daily to see your current number of responses throughout the survey window.
- Please help us hear from all employees by encouraging your team to complete the survey. Last year we had 73% participation, and this year we need your help to reach 100%! Remember, you need at least five responses in order to view your individual results.

### **When will I get the results?**

- On Jan. 29 leaders will receive an email with information to access their engagement and leader results on the CollaboRATE dashboard.

### **What do I do with my results?**

- Two of our Denver Plan 2020 strategies are culture and leadership. It is expected that all leaders share their engagement results with their team to build a strategic engagement and leader plan for 2018. For tools and resources to increase engagement and improve culture on your team, go to [www.thecommons.dpsk12.org/collaborate](http://www.thecommons.dpsk12.org/collaborate) and use the CollaboRATE Thrive Guide.

### **Need Support?**

- **Confidentiality questions:** [westregion@k12insight.com](mailto:westregion@k12insight.com)



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# CollaboRATE

Strengthening Our DPS Schools, Together

- **Technical support:** Call DoTS hotline at 720-423-3888 or email [dots\\_hotline@dpsk12.org](mailto:dots_hotline@dpsk12.org)
- **Survey assistance:** Contact your HR partner