

***I am a certification supervisor. When will I participate in MSF?*** Supervisors who are part of the DLA New Supervisor Certification Program participate in MSF twice: at the end of the 1<sup>st</sup> and 2<sup>nd</sup> years of their certification program. They do not participate in MSF at the same time as their organizations, unless the time coincides exactly with the end of the 1<sup>st</sup> and 2<sup>nd</sup> year of their certification program. Certification supervisors will receive information on their MSF participation directly from the DTC program manager for the certification program. Special webinar sessions are set-up separately for certification supervisors.

***Why are certification supervisors on a different MSF schedule than their organizations?*** As a new supervisor, you are just beginning your leadership journey and learning/practicing new skills. It would not be fair to you, or to your raters, to expect them to assess you before you've been in your position 9-12 months. By keeping your participation in MSF aligned exactly with your certification period, we ensure that all certification supervisors are included in MSF, and assessed after at least 9-12 months in the job.

***Since certification supervisors are on a different schedule, isn't this a bit confusing for our managers, peers, and employees – in other words, those people who will be rating us?*** It certainly has that potential. What helps is if you share information with your manager, your peers, and your employees about when you will be participating in MSF. If you are participating before or after your organization's schedule (which is most likely), you'll want to tell them so, and why. You'll also want to let them know that you will be asking them to rate you twice, at the end of both your 1<sup>st</sup> and 2<sup>nd</sup> year of your certification program.

***If MSF comes to my organization before I'm scheduled to participate as a certification supervisor, can I and my employees still attend the on-site information sessions?*** Yes, by all means attend if you can, and encourage your employees to attend. Just make sure that everyone understands they won't be rating you at that immediate moment. If you and your employees are unable or not interested in attending the sessions at that time, that's no problem. Special webinar sessions for certification supervisors will be set up later for when you do participate. Also, taped sessions of the information briefings are available on the web for viewing by both "raters" and "ratees" at any time.

***Why do certification supervisors take MSF twice?*** The results of the first MSF serve as the foundation for coaching and self-development electives that certification supervisors accomplish in Phases 3-4 of the certification program. The results of the second MSF provide a gage to new supervisors to see how they have progressed over the course of the year. In addition, it provides additional feedback to them as they leave the certification program and set continuing developmental goals for themselves.

***Are MSF results handled any differently for certification supervisors?*** While MSF results are maintained in strict confidence for everyone, certification supervisors are provided with the opportunity to discuss their results one-on-one with an executive coach. This executive coach will assist certification supervisors in interpreting their results and developing/implementing individualized action plans. The DTC program manager for the certification program will provide more specific details to certification supervisors when they participate in MSF.

***So if I am a certification supervisor I will be receiving information on MSF directly from DTC?*** That is correct. DTC will handle all arrangements for your participation in MSF. If you are notified by other sources that you are to participate in MSF, especially if the time does not coincide with the end of your 1<sup>st</sup> and 2<sup>nd</sup> years of the certification program, notify the DTC certification program manager who will research and resolve any problems.

***Who is the MSF point of contact for certification supervisors?*** The POC is Paula Kluczynski, DTC Leadership & Management Development Team, at (614) 692-6182, DSN 850.