

GC OEC Staff Facilitator Feedback Instructions

Using the form:

1. Under “Personnel” in the forms section of Jude’s webpage, click on the link for the Facilitator Feedback Survey.
2. You will see the Test Pilot log-in page. Type “oec” in the login box.
3. Read the instructions at the top of the survey. Complete the form by choosing the appropriate program from the drop down box and fill in information as requested.
 - a. Please use the full (first and last name) of the facilitator that you observed.
 - b. Please use your full (first and last name) as the person giving feedback.
4. Please complete ALL sections of the form, including “Strengths,” “Stretches” and “General Comments.”
5. When completed, click the “Submit Your Responses” button at the bottom of the page.
6. Continue this procedure until you have completed feedback for the Lead Facilitator, yourself, and one Assistant Facilitator assigned to you for feedback. Lead Facilitators provide feedback for all staff, including self.