Macorva

Employee FAQ

Macorva has been hired to collect feedback on your experiences at work and with coworkers. Macorva's job is to provide a simple, anonymous experience for you to provide honest feedback. You can view a 3-minute overview of our process at video.macorva.com.

For questions, contact:
support@macorva.com

Table of contents

About the survey **3**

- Why is this survey being performed? 3
- What happens during the survey? 3
- What will I be asked? 3

Anonymity & Privacy **3**

- Can coworkers see my ratings for them? 3
- How does Macorva ensure anonymity? **3**

Results & Access **3**

- Who can view my results? 3
- Whose results can I view? 4
- What will the results look like? 4

Action Plans **4**

- Will I have to do every recommended action? 4
- How do I know these results aren't biased? 4
- Can I create my own actions in my Action Plan? 4
- Will my manager see all my recommendations? 4
- Can my manager add to my Action Plan? 4
- Can Radiant AI help me as a manager? 4

Support **5**

- Who can I contact with more questions? 5

About the survey

Why is this survey being performed?

Your leadership team hired Macorva to cut through layers of management, learn directly from your experiences, and invest in the growth and development of this organization, its leadership, and its employees

What happens during the survey?

You will get an email or text message when the survey starts. It contains a link that opens your personal survey. You can fill out the survey on any smartphone, tablet, or computer. You will also receive reminders during the survey period.

What will I be asked?

A brief set of questions about how happy you are at work, the tools you use, etc. You will then have the opportunity to rate your experiences with coworkers on a 1-5 scale and select positive and negative attributes (like “friendly”, “reliable”, or “disorganized”) to describe your experiences.

Anonymity & Privacy

Can coworkers see my ratings for them?

No. Your feedback is 100% anonymous. Ratings are only used to generate summary scores, which are only displayed if there are 5+ ratings.

How does Macorva ensure anonymity?

All your feedback, including feedback on experiences with coworkers, is stored on secure servers that your employers and managers cannot access. Your feedback will not be identifiable in Macorva’s results.
All coworker experience ratings are combined into one score, on a 1-10 scale. Scores are only displayed if 5 or more ratings were provided, and scores cannot be used to figure out who you rated or what rating you gave.

Results & Access

Who can view my results?

Your results are visible to you and your direct managers. They are not visible to your peers, reports, or your managers' peers.

Whose results can I view?

You can see your results and the results of employees you manage - those directly underneath you in the org chart.

What will the results look like?

You will receive an overall score on a 1-10 scale and a summary of the most common attributes coworkers tagged to describe you. You will also see a list of suggested actions based on your feedback trends. Our AI connects you with research-backed actions to help you build stronger connections at work, develop your skills, and drive change in the organization.

Action Plans

Will I have to do every recommended action?

No. You can review your recommended actions and decide which ones work best for you. Select as few or as many as you like by clicking the “+” button to add actions to your Action Plan.

How do I know these results aren’t biased?

Conventional employee reviews can produce biased results because only a few people are able to provide feedback. Macorva minimizes biases by collecting feedback from everyone and reporting on trends rather than individual experiences.

Can I create my own actions in my Action Plan?

Yes! Click the “Tasks” button in your Home dashboard to review your Action Plan. At the bottom of your task list, you will see an option to “Create new task.” Simply type in your action and add a due date to add it to your Action Plan.

Will my manager see all my recommendations?

No. Your manager will only see your 360° and your Action Plan, which contains only the actions you have chosen to complete or create.

Can my manager add to my Action Plan?

Yes. Managers can see their reports' 360° trends and Action Plans and may choose to add actions to employee's Action Plans based on their own recommendations.

Can Radiant AI help me as a manager?

Yes! Radiant AI provides every manager with recommended actions that help them develop their leadership skills and work employees to address 360° feedback trends.

Support

Who can I contact with more questions?

You can contact your HR representative with general questions, and you can email support@macorva.com with questions related to our services and how we protect your anonymity.



PUT YOUR DATA TO WORK

www.macorva.com 713-965-7560 support@macorva.com