



General Focus Group FAQs for Team Members

- **Can I participate even if I didn't respond to the State of Missouri Workforce surveys?** Yes, your voice is still important to us, and we welcome your input whether you participated in the surveys or not.
- **Who is eligible to participate in the team member focus groups vs. the leadership focus groups?** The survey committee has defined the following:
 - Team member** = individual contributors with *no* direct reports.
 - Leadership** = team members with at least one direct report.If you are a program or project manager without direct reports, we encourage you to participate as a team member. Please be aware that the recommended focus group structure may be modified based on departmental preferences and organizational needs.
- **Am I required to have supervisor approval to attend?** While supervisor approval is needed for coverage and time coding purposes, your department ultimately has discretion on how coverage will be determined and supervisor approval is granted.
- **I have HR concerns, is a focus group the time and place to ask or report them?** No, the focus groups are not an appropriate place to discuss such concerns. We will only focus on the questions related to survey data.
- **People within my department may know who I am, how can you guarantee my anonymity?** The data will be reported in an aggregated format. The survey committee will not share any personally identifiable information or statements.
- **How will my voice be captured during the focus group?** Facilitators will use an anonymous electronic survey platform, such as Slido, as well as a note taker provided by the survey committee. No sessions will be recorded.
- **The focus group is full; how can I ensure my voice is heard?** Focus group registration is on a first-come, first-served basis. A waitlist will be available, but additional follow-up with departments will be required. Stay tuned!
- **What is the process for being contacted if I am on a waitlist?** Team members will be contacted from the waitlist on a first-come, first-served basis. You'll receive an email from the survey committee requesting confirmation of your participation. If you don't respond within 48 hours, the survey committee will move on to additional team members from the waitlist.