



**SUPERVISORS FEEDBACK PROGRAM  
2020-2021 TIME TABLE**

November 9, 2020	Last day for new employees to be included in 2021 file
November 12, 2020	E-mail from Human Resources reminding supervisors to review preliminary reports and update any incorrect information.
December 04, 2020	Last day of the ongoing process for updating supervisor reporting in MDConnect.
December 14, 2020	Freeze reporting information that will be included in this administration period and start processing data. Manage users for Employee Organizational Structure SharePoint site.
February 04, 2021	College President's email - informing full-time employees of upcoming Supervisor Feedback Survey Administration
<b>February 08, 2021</b>	Email from Human Resources to all full-time employees with instructions regarding the online administration of the program. <b>First day of administration period.</b>
February 17, 2021	Email communication reminder - <10 business days Remain - VP HR
February 25, 2021	Email communication reminder - 3 business days Remain - VP HR
<b>March 01, 2021</b>	Email communication reminder - One Day Remains - VP HR <b>Last day of administration period.</b>
March 02, 2021	Process and verify Supervisors Feedback statistics. (IE)
March 12, 2021	E-mail communication VP HR - Interpretation Guide for Supervisors Feedback Report
March 12, 2021	Reports available for all supervisors.