

SUPERVISORS FEEDBACK PROGRAM TIME TABLE

November 08, 2018	E-mail from Human Resources reminding supervisors to review preliminary reports and update any incorrect information.
November 13, 2018	Last day for new employees to be included in 2019 file.
December 07, 2018	Last day of the ongoing process for updating supervisor reporting in MDConnect.
December 17, 2018	Freeze reporting information that will be included in this administration period and start processing data. Manage users for Employee Organizational Structure SharePoint site.
February 07, 2019	Dr. Padron informs full-time employees of upcoming 2019 Supervisors Feedback Program.
February 11, 2019	Email from Human Resources to all full-time employees with instructions regarding the online administration of the program. First day of administration period.
February 19, 2019	Email communication reminder - 10 business days Remain - from HR.
February 28, 2019	Email communication reminder - 3 business days Remain - from HR.
March 04, 2019	Email communication reminder - One Day Remains - from HR. Last day of administration period.
March 05, 2019	Process employee responses and post results on pre-prod website.
March 14, 2019	E-mail communication from HR - Interpretation Guide for Supervisors Feedback Report.
March 15, 2019	Reports available for all supervisors.