



SUPERVISORS FEEDBACK PROGRAM 2023-2024 TIMETABLE

November 6, 2023	Last Day for new employees to be included in 2024 file.
December 15, 2023	Freeze reporting information that will be included in this administration period and start processing data. Manage users for Employee Organizational Structure SharePoint site.
January 24, 2024	College President's email announcing the start of the annual Supervisor Feedback Survey Administration period.
February 05, 2024	Email from Division of Human Resources to all full-time employees with instructions to access/complete online survey. First day of administration period.
February 14, 2024	Email communication reminder - 10 business days to complete.
February 22, 2024	Email communication reminder - 5 business days to complete.
February 26, 2024	Email communication reminder – 3 business days to complete.
February 29, 2024	Last day of administration period.
March 4, 2024	Process and verify Supervisors Feedback statistics.
March 14, 2024	Reports available for all supervisors.
March 18, 2024	E-mail communication VP HR - Interpretation Guide for Supervisors Feedback Report