



SUPERVISORS FEEDBACK PROGRAM 2025-2026 TIMETABLE

Monday, November 3, 2025 Last Day for new employees to be included in 2026 file.

Monday, November 10, 2025 E-mail from Human Resources to supervisors to review preliminary reports and verify their subordinates.

Monday, November 17, 2025 E-mail from Human Resources reminding supervisors to review preliminary reports and update any incorrect information.

Friday, December 12, 2025 Last Day of the ongoing process for updating supervisor reporting in MDConnect.

Monday, December 15, 2025 **Freeze reporting information that will be included in this administration period and start processing data.**
Manage users for Employee Organizational Structure SharePoint site.

Wed., February 4, 2026 College President's email announcing the start of the annual Supervisor Feedback Survey Administration period.

Wed., February 4, 2026 Email from Division of Human Resources to all full-time employees with instructions to access/complete online survey.
First day of administration period.

Monday, February 9, 2026 Email communication first reminder

Thursday, February 12, 2026 Email communication reminder - 10 business days to complete.

Thursday, February 19, 2026 Email communication reminder - 5 business days to complete.

Tuesday, February 24, 2026 Email communication reminder – 3 business days to complete.

Friday, February 27, 2026 Email communication final reminder. **Last day of administration period.**

Monday, March 2, 2026 Process and verify Supervisors Feedback statistics.

Monday, March 9, 2026 Reports available for all supervisors.

Monday, March 16, 2026 E-mail communication VP HR - Interpretation Guide for Supervisors Feedback Report.