



## **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        | <b>Freeze reporting information that will be included in this administration period and start processing data.</b><br>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.                                                                            |
| <b>Wed., February 4, 2026</b>    | Email from Division of Human Resources to all full-time employees with instructions to access/complete online survey.<br><b>First day of administration period.</b>                       |
| 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.                                                                                                                               |
| <b>Friday, February 27, 2026</b> | Email communication final reminder. <b>Last day of administration period.</b>                                                                                                             |
| 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.                                                                                                        |