



**SUPERVISORS FEEDBACK PROGRAM  
2024-2025 TIMETABLE**

Monday, January 27, 2025	College President's email announcing the start of the annual Supervisor Feedback Survey administration period.
Monday, February 3, 2025	Email from Division of Human Resources to all full-time employees with instructions to access/complete online survey. <b>First day of administration period.</b>
Monday, February 10, 2025	Email communication 1 <sup>st</sup> reminder
Thursday, February 13, 2025	Email communication reminder - 10 business days to complete
Thursday, February 20, 2025	Email communication reminder - 6 business days to complete
Tuesday, February 25, 2025	Email communication reminder - 3 business days to complete
Friday, February 28, 2025	Email communication reminder - LAST DAY OF ADMINISTRATION PERIOD
Monday, March 3, 2025	Process and verify Supervisors Feedback statistics.
Monday, March 10, 2025	Reports available for all supervisors.
Monday, March 17, 2025	E-mail communication from <b>Vice Provost, Human Resources</b> - <u><a href="#">Interpretation Guide for Supervisors and link to reports</a></u>