

Attachment F: PHAP Host Site Supervisor Survey Invitation Email

From: OSTLTS Evaluation (CDC)

Subject: PARTICIPATION REQUESTED: PHAP Host Site Supervisor Survey

Dear PHAP Host Site Supervisor,

My name is [Evaluator], and I am a member of the PHAP evaluation team. My team and I would like to invite you to participate in the PHAP Host Site Supervisor Survey. This survey gathers your opinions of how PHAP adds value to your agency and solicits your suggestions for improvement. Your feedback is tremendously important to help us understand and improve the host site experience.

To access the survey, click: [insert link]

The survey should take approximately 20 minutes to complete. Your participation is completely voluntary and your responses will be kept secure. All results will be reported in summary form only.

We ask that you please do not forward this email to others. If there are other individuals within your organization who are the supervisor of record for an associate, they will also receive the survey.

Thank you in advance for your participation. If you have any questions or concerns, please feel free to contact me at OSTLTS_Evaluation@cdc.gov or [insert phone number].

Thank You,

[Evaluator's name]