

Performance Appraisal



To all our Managers,



Your staff is scheduled for evaluation!

Please note that performance evaluations are due April 28, 2017 for all **Classified employees**. You don't have to wait at the last minute! We will be sending out reminder notifications on the given dates below:



1st notification: March 17, 2017

2nd notification: March 31, 2017

3rd notification: April 14, 2017

Final notice: April 25, 2017

DUE TO HUMAN RESOURCES APRIL 28, 2017

Let's do our part in ensuring the success of our staffs and complete your evaluations on time! Please utilize the attached checklist to ensure we're on track for all our staffs.

Human Resources Department

Performance Appraisal



To all our Classified staff,

It is time for your performance review!



Please note that your evaluations are due in April. We will be sending out notifications to you and your manager as a reminder to complete evaluations before our April 28, 2017 deadline for all **Classified employees**.

Reminder dates will be as follows:



1st notification: March 17, 2017

2nd notification: March 31, 2017

Final notice: April 14, 2017

DUE TO HUMAN RESOURCES APRIL 28, 2017

Help us do our part in ensuring your success and complete your evaluations on time!

Human Resources Department