

## Janeal Blue

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**From:** Stephanie Federico  
**Sent:** Monday, December 3, 2018 10:02 AM  
**To:** Dan Troy  
**Cc:** Stephanie Federico  
**Subject:** Evaluation Reminder

**Importance:** High

Hello,

This email is just a friendly reminder regarding evaluations that are possibly past due or upcoming evaluations due by January 31, 2019. The columns below show you the name of who is to be evaluated, the type of evaluation, and the date the evaluation is or was due.

Please complete the following evaluations as soon as possible and submit them to Human Resources:

900002682	Merlynn	Foppiano	On Schedule Evaluation	2/1/2017
900001609	Sharese	McGee	On Schedule Evaluation	10/18/2018
900265713	Bryan	Millard	Probation (6-12 months)	7/1/2017
900265713	Bryan	Millard	Probation (1-6 months)	1/1/2017
900006088	Terry	Reece	On Schedule Evaluation	2/1/2017
900247403	Keith	Stearns	Probation (1-6 months)	7/1/2015
900247403	Keith	Stearns	Probation (6-12 months)	1/1/2016

If you have an employee(s) on your list that is a Director level or higher, please remember you need to do a 360 evaluation. Please send me a list of people who you would like to evaluate them. They will need both peer evaluators and direct report evaluators. Once I receive the list I will send out the evaluation requests. Typically we give the evaluators a 2 week deadline to complete the evaluations, then send you the compilation report.

If you have any questions or concerns, please feel free to contact me.

Thank you,

***Stephanie Federico***

**Human Resources Specialist**

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