

## Janeal Blue

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**From:** Stephanie Federico  
**Sent:** Monday, December 3, 2018 9:56 AM  
**To:** Terry Reece  
**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:

900002131	Darrell	Anderson	On Schedule Evaluation	4/1/2015
900003125	Scott	DeMello	Longevity (Move to Step F)	3/1/2014
900281278	Joan	Hurwit	Probation (1-6 months)	5/21/2018
900281278	Joan	Hurwit	Probation (6-12 months)	11/21/2018
900003378	Brian	McAlister	Longevity (Move to Step F)	3/1/2014

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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