

Janeal Blue

From: Stephanie Federico
Sent: Tuesday, March 5, 2019 12:11 PM
To: Janeal Blue
Subject: FW: Evaluation Reminder

Importance: High

Thank you,

Stephanie Federico
Human Resources Specialist
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From: Stephanie Federico
Sent: Friday, September 7, 2018 1:35 PM
To: Madeline Medeiros Taylor <madeline_medeiostay@cuesta.edu>
Cc: Stephanie Federico <stephanie_federico@cuesta.edu>
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 October 31, 2018. 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:

Judy	Beier	Offcycle Evaluation	9/14/2018
Anna	Paez	On Schedule Evaluation	10/1/2018
Cody	Winkelpleck	Probation (6-12 months)	10/5/2018

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

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