

Questions regarding the classified employee performance evaluation process should be directed to Reginald Marsh (ext. 2607; marshri@longwood.edu) or to Dawn Dykes-Smith (ext. 2466; dykessmithda@longwood.edu).

MEMORANDUM

TO: Supervisors and Managers of Classified Salaried Employees
FROM: Human Resources
DATE: October 6, 2009
SUBJECT: *Extension Granted* - 2009 Annual Performance Evaluations for Classified Salaried Employees are due in Human Resources Wednesday, November 4, 2009

Please remember that it is time to conduct performance evaluations for classified salaried staff for the rating period October 25, 2008 to October 24, 2009. Supervisors (raters) and reviewers must complete and return performance evaluations to Human Resources by the *revised deadline* of **Wednesday, November 4, 2009**. Also due in HR on November 4, 2009 are the Classified Employee Goals/Responsibilities (EWP) for the upcoming 2009-2010 performance rating cycle.

Please note that the extended deadline is the date by which performance evaluations are due in Human Resources. You should follow any internal due dates set by your respective management. Also, the extended due date reduces the review and processing time in Human Resources. Therefore, your cooperation in meeting this deadline is greatly appreciated.

Additional information and forms regarding the classified employee performance evaluation process may be found below:

Department of Human Resource Management Policy # 1.40, Performance Planning and Evaluation:

http://www.dpt.state.va.us/hrpolicy/web/pol1_40.html

Longwood University Classified Performance Evaluation Memorandum dated August 17, 2009:

<http://www.longwood.edu/HR/HRCcommunications/2009PerfEvalmemoClassified.pdf>

Employee Performance Plan and Work Profile:

<http://www.longwood.edu/HR/FormsEMS/0304Cycle/EWP0408.doc>

Instructions for Completing Employee Work Profile:

<http://www.longwood.edu/HR/FormsEMS/0304Cycle/EWPinstruct082708.doc>

Please contact Reginald Marsh (ext. 2607; marshri@longwood.edu) or Dawn Dykes-Smith (ext. 2466; dykessmithda@longwood.edu) if you have any questions.

Thank you for assisting with this important process.