

Morello, Jr., Joseph

From: humanresourcesev@smccd.edu
Sent: Monday, May 08, 2017 7:01 AM
To: Morello, Jr., Joseph
Cc: Melgoza, Ingrid
Subject: Performance Evaluations Due

Dear Manager,

This is to notify you that employee performance evaluation(s) are due for the following staff:

Joseph Morello Jr

Jose Bonilla	Athletic Trainer	Annual Review	01-JUL-2017
Anthony Brunicardi	Instructional Aide II	Annual Review	01-JUL-2017

Please be sure to complete the performance evaluation on time.

For CSEA members, a performance evaluation must be completed within thirty days from the due date. The employee shall be given a copy of the performance evaluation at least three working days prior to a meeting to discuss the evaluation.

Performance evaluation forms and procedures are available on the District Downloads (from the Portal Page). The forms and procedures are located under Human Resources, Performance Evaluations or by clicking one of the following link:

<http://www.smccd.edu/evaluation-procedures/>

Please send the completed employee evaluation form to the Office of Human Resources by the due date listed above. If you have any questions, please contact Ingrid Melgoza in Human Resources at ext. 6724.

Office of Human Resources
San Mateo County Community College District