HUMAN RESOURCES MEMORANDUM NO. 04-034

June 18, 2004

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary V. Gloston
Human Resources Director

SUBJECT: PET Training Class

A Professional Entry Test (PET) Training Class will be conducted on July 14, 2004, at the U.S. Mint, 3rd floor auditorium, in New Orleans. The training will begin at 9:00 a.m. and conclude at approximately 3:00 p.m., depending on the size of the class.

Managers should encourage their employees, who qualify for professional level jobs and are interested in promotional opportunities, to attend this training class to prepare for the Professional Entry Test.

Please register for the class by completing the attached form and returning it to the Human Resources Office by mail or fax to (225) 342-7928. Please call (225) 342-0880 if you have any questions.

Attachment
PROFESSIONAL ENTRY TEST TRAINING
REGISTRATION FORM
July 14, 2004
U.S. Mint Auditorium, New Orleans

Please Print:

NAME: ____________________________________________

OFFICE: ___________________ TELEPHONE #: ______________

Signatures:

EMPLOYEE: ___________________ DATE: ______________

SUPERVISOR: ___________________ DATE: ______________

Return to:
Department of Culture, Recreation and Tourism
Human Resources Office
P.O. Box 94361
Baton Rouge, LA 70804-9361
Fax: (225) 342-7928