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## HUMAN RESOURCES MEMORANDUM NO. 2014-009(A)

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

**FROM:** Rikki Nicole David, SPHR, IPMA-CP Human Resources Director

**SUBJECT:** Performance Evaluation System (PES) – Updated Form

**DATE:** April 30, 2014

This memo is an Addendum to HR Memo #2014-009 issued on March 6, 2014. The PES Form has been updated by the Department of State Civil Service since the issuance of the previous HR Memo. The only changes to the form are:

- (a.) The PES Form Revision Date is 4/2014
- (b.) The addition of the language *“By signing and dating this form, I am certifying that my evaluating supervisor conducted a planning session with me on the date shown”* beneath “Step #3 – Employee” on Page 1
- (c.) The addition of the language *“By signing and dating this form, I am certifying that my evaluating supervisor conducted a planning session with me on the date shown”* beneath “Step #3 – Employee” on Page 2

The revised PES form, dated 4/2014, can be accessed on OLG/DCRT’s intranet (Channel Z) at <http://www.crt.state.la.us/management-and-finance/human-resources/forms/performance-evaluation-system/index>

For questions regarding the Performance Evaluation System, please feel free to contact Jennifer Dyer at (225) 342-0954 or [jdyer@crt.la.gov](mailto:jdyer@crt.la.gov).

RND:bc

c: Personnel Liaisons

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