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## HUMAN RESOURCES MEMORANDUM NO. 2012-031

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

**FROM:** Rikki Nicole David, SPHR   
Human Resources Director

**SUBJECT:** PES Training Reminder

**DATE:** November 5, 2012

Please be reminded, as announced in HR Memo #2012-016, there is mandatory online training associated with the new Performance Evaluation System (PES) that must be completed by all classified supervisors. The required courses are available through the Louisiana Employees Online (LEO) system, and include:

- CPTP PES Basics (15-20 minutes)
- CPTP PES Planning Process (45-60 minutes)
- CPTP PES Evaluation Process (45-60 minutes)

Currently, only 26% of classified supervisors and second-level evaluators have completed the required training thus far. **In accordance with Civil Service guidelines, these courses must be completed no later than December 31, 2012.** If you have not already done so, please take a little time to complete these courses as soon as possible.

For questions or assistance, please feel free to contact Brandi Conway at (225) 342-0954 or [bconway@crt.la.gov](mailto:bconway@crt.la.gov).

Managers, please make this information available to any supervisory personnel that may report to you that do not have email access.

RND:rnd  
c: Personnel Liaisons

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