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LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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UNDERSECRETARY

**HUMAN RESOURCES MEMORANDUM NO. 2015-018**

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

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

**SUBJECT:** Performance Evaluation System (PES) Instructor–Led Training

**DATE:** June 4, 2015

An instructor-led PES refresher training will be offered in June and early July by the Human Resources Division. This training is designed to strengthen Evaluating Supervisors' and Second-level Evaluators' understanding of the PES process/form. The location and the number of sessions for such training will be determined by the number of supervisory personnel that express interest in attending the course. Appointing Authorities are encouraged to analyze the needs of their respective offices in regard to whether this training should be mandatory for all current and/or new supervisors on a case-by-case basis.

Those interested in attending the PES refresher training are encouraged to contact Jennifer Dyer at (225) 342-0954 or [jdyer@crt.la.gov](mailto:jdyer@crt.la.gov) by Thursday, June 11th.

RND:jd  
c: Personnel Liaisons

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