

From: [Brown, Alyssa](#)
To: [Ortberg, Jennifer](#)
Cc: [Ryan Rodriguez, Christina](#); [Lee, Claudia](#); [Brown, Alyssa](#)
Subject: Classified Performance Evaluations
Date: Friday, July 5, 2024 3:39:00 PM

Jennifer, for your review below is a list of the evaluation due dates for your team. If you notice any errors or outdated information from the Banner data, please let me know.

If there is a due date before July 2024, that means the evaluations may have been missed. If you completed the evaluations, please forward the signed copies to me so the records can be updated. If you didn't complete the evaluations, let's talk about whether doing an off-cycle evaluation makes sense. The annual due date won't change if we do an off-cycle but I'm not sure waiting almost another full year is a good idea.

All that said, please add these dates to your Outlook calendar to remind you (set to an annual appointment reminder) annually of each direct report's due date. Evaluations are considered late 30 days after the due date. Per CFCP contract you should provide your employee 10 day advance notice of the in-person evaluation conference date.

NAME	EMPID	JOB TITLE	REVIEW TYPE	DUE DATE
Banales, Christy L	E80746	A & R Specialist Senior	ANNUAL	8/1/2021
Bui, Ivane D	E75419	A & R Specialist	ANNUAL	8/6/2024
Coerper, Alex R	E83886	Administrative Clerk	ANNUAL	10/22/2025
Coerper, Alex R	E83886	Administrative Clerk	5-MONTH	9/22/2024
Coerper, Alex R	E83886	Administrative Clerk	3-MONTH	7/22/2024
Emery, Stephanie M	E75458	A & R Team Leader	ANNUAL	11/21/2021
Jacobs, Stephanie G	E82215	Administrative Clerk	ANNUAL	8/1/2021
Ladd, Sara J	E84594	Administrative Clerk	ANNUAL	4/9/2025
Ladd, Sara J	E84594	Administrative Clerk	5-MONTH	3/9/2024
Ladd, Sara J	E84594	Administrative Clerk	3-MONTH	1/9/2024
Lopez Rodriguez, Marlina A	E84950	Administrative Clerk	ANNUAL	10/22/2025
Lopez Rodriguez, Marlina A	E84950	Administrative Clerk	5-MONTH	9/22/2024
Lopez Rodriguez, Marlina A	E84950	Administrative Clerk	3-MONTH	7/22/2024
Malvin, Robin M	E79718	A & R Specialist SEA	ANNUAL	12/27/2018
Moore, Doreen M	E84596	Administrative Clerk	ANNUAL	5/11/2025
Moore, Doreen M	E84596	Administrative Clerk	5-MONTH	3/11/2024
Moore, Doreen M	E84596	Administrative Clerk	3-MONTH	1/11/2024
Munford, Demetrice L	E84595	A & R Specialist	ANNUAL	8/12/2025
Munford, Demetrice L	E84595	A & R Specialist	5-MONTH	7/12/2024
Munford, Demetrice L	E84595	A & R Specialist	3-MONTH	5/12/2024
Nguyen, Minh Tung T	E31397	A & R Technician	ANNUAL	8/4/2019
Pyles, Cora A	E81420	Administrative Clerk	ANNUAL	8/1/2021
Quiroz Moreno, Jorge E	E76133	A & R Specialist	ANNUAL	8/10/2021
Rogers, Stephani A	E52629	A & R Specialist Senior	ANNUAL	2/22/2022
Sanchez, Jessica	E43387	A & R Specialist Senior	ANNUAL	2/22/2022
Yan, Julie Y	E82580	A & R Specialist	ANNUAL	8/24/2024

Alyssa



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