

Davis, Kimberlee

From: Davis, Kimberlee
Sent: Tuesday, July 24, 2018 10:57 AM
To: Soria, Deborah
Subject: Evaluation Schedule - Complete List

Good Morning! Below is a list of the employee(s) we currently have listed as being under your supervision. Because of the new fiscal year, we are providing an up-to-date list of when evaluations are due. If there are any inaccuracies please let me know so I can make proper adjustments. Also, within this list, you will see if you have any evaluations currently due or overdue. If you have already submitted the evaluation(s) that are marked as due/overdue, please let me know. If you have not completed the evaluation for the employee(s) listed below, please do so at your earliest opportunity. I have included a link to the evaluation forms. If you need help with the evaluation, please let me know. Thank you and have a great day!

Complete	Overdue	Currently Due	https://my.whccd.edu/organizations/hr/Forms/Forms.aspx			
Last Name	First Name	Classification	4 Month Evaluation Due Date	8 Month Evaluation Due Date	Annual Evaluation Due Date	Supervisor
Hernandez	Tiffany G.	Classified			February	Deborah Soria
Ledesma	Beatrice	Classified			May	Deborah Soria
Macias	Airy	Classified			October	Deborah Soria
Stieve	Karen	Classified			July	Deborah Soria
Taylor	Janessa	Classified			June	Deborah Soria

KIMBERLEE DAVIS
HUMAN RESOURCES ANALYST
9900 CODY STREET
COALINGA, CA 93210
559-934-2157 | kimberleedavis@whccd.edu | fax 559-934-2815

