

## Davis, Kimberlee

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**From:** Davis, Kimberlee  
**Sent:** Thursday, August 23, 2018 4:32 PM  
**To:** Felix-Mata, Bertha  
**Subject:** Evaluation(s) Due

Good Afternoon! Please refer back to your evaluation spreadsheet. If you have already submitted the evaluation(s) 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 -

Complete      Overdue      Currently Due      <https://my.whccd.edu/organizations/hr/Forms/Forms/All>

| Last Name | First Name | 4 month evaluation | 8 month evaluation | Annual Evaluation | Supervisor        |
|-----------|------------|--------------------|--------------------|-------------------|-------------------|
| Jimenez   | Rafael     | September          | January            | May               | Bertha Felix-Mata |

**KIMBERLEE DAVIS**  
HUMAN RESOURCES ANALYST  
9900 CODY STREET  
COALINGA, CA 93210  
559-934-2157 | [kimberleedavis@whccd.edu](mailto:kimberleedavis@whccd.edu) | fax 559-934-2815



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## Davis, Kimberlee

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**From:** Davis, Kimberlee  
**Sent:** Thursday, June 07, 2018 3:59 PM  
**To:** Kozlowski, Michelle D.  
**Subject:** Evaluation(s) Due

Good Afternoon! Please refer back to your evaluation spreadsheet. If you have already submitted the evaluation(s) let me know. If you have not completed the evaluation for the employee(s) listed below, please do so at your earliest convenience. If you have included a link to the evaluation forms, please let me know. Thank you -

Complete      Overdue      Currently Due      <https://my.whccd.edu/organizations/hr/Forms/Forms/AllIter>

| Last Name | First Name | 4 month evaluation | 8 month evaluation | Annual Evaluation | Supervisor         |
|-----------|------------|--------------------|--------------------|-------------------|--------------------|
| Blair     | Paul       |                    |                    | July              | Michelle Kozlowski |
| Sanchez   | Edwardo    |                    |                    | June              | Michelle Kozlowski |

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HUMAN RESOURCES ANALYST  
9900 CODY STREET  
COALINGA, CA 93210  
559-934-2157 | [kimberleedavis@whccd.edu](mailto:kimberleedavis@whccd.edu) | fax 559-934-2815

