



PERSONNEL CABINET

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MEMORANDUM

PERSONNEL MEMO 13-06

TO: Cabinet Secretaries
Agency Heads
HR Administrators
Constitutional Officers

FROM: Tim Longmeyer, Secretary *TML*

RE: Employee Performance Evaluation Orientation

DATE: February 22, 2013

The Personnel Cabinet is pleased to introduce a new online training course, "The Employee Performance Evaluation Orientation." The course outlines the year-long evaluation process and will prove to be very helpful for current as well as new employees. All employees who are eligible to participate in the evaluation system must complete the online training before December 31, 2013.

Evaluations are a statutory requirement and agencies use them when considering promotions and other personnel actions. Therefore, employees need to understand the evaluation process and their role in it. Agencies need to use the system to establish clear performance goals, recognize outstanding performance, and encourage productive communication between employees and supervisors.

After this calendar year, the training is only required for new employees once they become eligible for evaluations as provided in 101 KAR 2:180. The training will remain available for employee reference and for additional training purposes.

Agencies are responsible for tracking the completion of this training. HR Executives and Evaluation Liaisons soon will receive additional information about the new requirement, including instructions for employees without computer access. Once they receive the additional information, agencies may begin providing specific guidance and instructions to employees.

Thank you in advance for your cooperation in this effort.



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