Re: PWP accomplishments (2016)

From: [Redacted]
To: [Redacted]
Date: 2016/07/13 15:40
Subject: Re: PWP accomplishments (2016)
Attachments: TEXT.htm

Thanks, I'll work on this in the coming days.

See the attached in which I hopefully completed the appropriate spots.

In addition - please feel free to consider the following wherever it most appropriately fits:

In addition to the information in the attached email from please be aware that I need your PWP accomplishments by COB Wed, July 13th or sooner if possible. Because you
have already provided input for Kathy's PWP for the period of July 1, 2015, to March 31, 2016, you only need to highlight for me your accomplishments between April 1 to June 30, 2016. Please use the attached blank PWP. Just as a reminder, I am your rater and Kathy is your reviewer. I plan to send (and discuss) your evals with you by July 22nd. If you will be on leave during this time, please let me know so we can plan ahead to talk at another time.

Regarding your CLC leaders' evals in which you are the rater and I am the reviewer, please also submit those to me by COB Wed, July 20th. If possible, please also have them sign and acknowledge receipt of their 2016-2017 performance standards.

Hope you are well. Thanks for all of your hard work.