



**LA Gov HCM
Quick Tips**

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Updating the Appraisal Infotype for the Transition Year 2011-2012

How should the Appraisal Infotype (IT0025) be updated to gain accurate information for annual performance evaluation reporting required by the Department of State Civil Service?

The Appraisal Infotype should reflect a single date, i.e., Begin Date 6/30/12 to End Date 6/30/12 for all active classified employees who are being evaluated for the transition period. The evaluations should be entered as follows:

Satisfactory	=	2.50 (Meets Requirements)
NI/Unsatisfactory	=	1.50 (Needs Improvement)
Not Evaluated	=	2.55 (Meets Requirements)
Unrated	=	0.00

The above appraisal criteria will assist you in reporting accurate information for the annual performance report. Additional information, including the questionnaire will be provided to agencies in advance of the reporting deadline requirement.

Questions? Call your Program Assistance Consultant at (225) 342-8274.