



LOUISIANA DEPARTMENT OF STATE
CIVIL SERVICE

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GENERAL CIRCULAR NUMBER 2012-014

DATE: May 18, 2012

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Performance Evaluation System Mandatory Training Requirements

On May 2, 2012, the Civil Service Commission approved the following mandatory requirements for classified state supervisors effective July 1, 2012:

Current classified state supervisors will be required to complete the following three Performance Evaluation System (PES) courses by December 31, 2012:

- **CPTP PES Basics** (15 – 20 minutes)
- **CPTP PES Planning Process** (45 – 60 minutes)
- **CPTP PES Evaluation Process** (45 – 60 minutes)

New classified state supervisors will be required to complete these same courses within 90 days of hire or promotion/appointment to the supervisory position or by December 31, 2012, whichever is later. These e-learning courses provide users with an in-depth look at the PES process in its entirety. E-learning allows learners to access courses wherever and whenever needed. These courses can be accessed from LEO My Training in the Comprehensive Public Training Program > Web Courses catalog.

Non-supervisory employees are also encouraged to take these courses. The PES Basics course is designed for all employees. There also are short sections in the PES Planning Process, and PES Evaluation Process courses designed for non-supervisory employees. Although State Civil Service Rules do not mandate this training for non-supervisory employees, individual agencies may choose to establish such training requirements for their employees.

To aid the reporting and tracking for this program, Comprehensive Public Training Program (CPTP) team members will provide agency training coordinators with support and tracking mechanisms. More information on these mechanisms will be available later. If you have questions, please contact Gwen Parker (Gwen.Parker@la.gov) or Amanda Newfield at (Amanda.Newfield@la.gov) at 225-342-8539.

Sincerely,

s/Shannon S. Templet
Director