

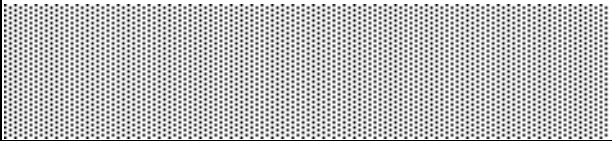
**Communication in Lieu of
PERFORMANCE EVALUATION**

<i>Employee Name</i>		<i>Colleague ID (Not Soc Sec Nbr)</i>	<i>HR Processed</i>	
			<i>On</i>	<i>By</i>
<i>Position Number</i>	<i>Position Title</i>		<i>Department</i>	

There has been no change in performance from the immediate previous evaluation, and no formal evaluation is deemed necessary at this time. The employee has been informed that evaluations may also be conducted at a time other than the anniversary date if there is a significant improvement or deterioration in job performance. In addition, a review of the position description has revealed no significant change at this time.

This communication is submitted in lieu of a performance evaluation for inclusion in the personnel records.

Remarks (optional).

<i>Supervisor's typed or printed name & title</i>	<i>Supervisor's Signature</i>	<i>Date</i>
	<i>Employee's Signature</i>	<i>Date</i>
<i>Unit Administrator's typed or printed name & title</i>	<i>Unit Administrator's Signature</i>	<i>Date</i>

Distribution

Original to Human Resources, Copy to Employee, Copy to Supervisor