



Commonwealth of Kentucky
FINANCE AND ADMINISTRATION CABINET
OFFICE OF ADMINISTRATIVE SERVICES

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Dear Fellow Employees:

The Performance Management Group of the Personnel Cabinet is pleased to announce the release of an online training course for employees designed to offer employees an overview of the evaluation system. The goal of the **Employee Performance Evaluation Orientation** is to educate employees on the performance evaluation system and process as well as provide a refresher for employees with previous experience with the program.

All employees subject to evaluation, regardless of current eligibility for participation, are required to complete the online training during calendar year 2013. Employees hired in years thereafter are required to complete the online orientation prior to January 1 of the employee's initial performance evaluation period, as outlined in 101 KAR 2:180.

To access the course, click the following link: <https://personnel.ky.gov/VideoLibrary/EmpPerfEval.swf>. The course may take a few moments to load and will not take longer than one hour to complete. You may click <http://hr.personnel.ky.gov/Documents%20Anonymous/EPES-%20EmpOrientCourse.pdf> to access a printable version of the course and if you wish to read the employee handbook, it may be accessed by this link: <https://personnel.ky.gov/Pages/learning-PerfEval-EE.aspx>.

Deadline for completion of the course is December 30, 2013. Upon completion of the course, employees must submit an Employee Acknowledgement Form to their supervisor. To assist in compliance verification please print name along with signature. Instructions for accessing the form are located at the end of the course.

Supervisors -- please allow employees time to complete the course prior to year-end and once completed, please sign and forward forms to me at Finance and Administration Cabinet, Office of Administrative Services, Division of Human Resources, 702 Capitol Avenue Room 188, Frankfort, KY 40601. As stated above, the course should not take longer than one hour to complete.

If you have difficulty accessing the course, please contact your agency information technology staff. For questions regarding the Performance Management Program, contact your agency evaluation liaison, Jackie Flynt at Jackie.Flynt@ky.gov or (502)564-8109 or the Human Resources Generalist assigned to your agency.

Sincerely,

Jackie Flynt
Human Resources Administrator