

From: [Su, Jean](#)
To: [Ortiz, Vanessa](#)
Subject: FW: Please IGNORE. This is a TEST message from MTSAC: Notice of Employee Evaluation Review Past Due/Due within 90 Days
Date: Wednesday, April 6, 2022 1:41:34 PM

Jean Su

Sr. System Analyst / Programmer
Mt. San Antonio College
Tel: 909-274-4369
Email: jsu32@mtsac.edu

From: StaffInfo@mtsac.edu <StaffInfo@mtsac.edu>
Sent: Wednesday, April 06, 2022 1:39 PM
To: [REDACTED]
Subject: Please IGNORE. This is a TEST message from MTSAC: Notice of Employee Evaluation Review Past Due/Due within 90 Days

[REDACTED]
Date: April 06, 2022 13:39:20
From: StaffInfo@mtsac.edu
Subject: Please IGNORE. This is a TEST message from MTSAC: Notice of Employee Evaluation Review Past Due/Due within 90 Days
To: taddison@mtsac.edu

Dear Addison, Tamika R.,

This is a gentle reminder that the following employee(s) are due for their performance evaluation. Please make sure to set your appointment with your staff member to discuss their evaluation.

EMP ID	EMP NAME	EMP JOB TITLE	REVIEW DESC	REVIEW DATE	REVIEW STATUS
[REDACTED]	[REDACTED]	Early Child Develop Spec I	1Y-One Year Review	01/07/2022	Past Due
[REDACTED]	[REDACTED]	Early Child Develop Spec II	1Y-One Year Review	01/16/2022	Past Due
[REDACTED]	[REDACTED]	Program Account Technician	1Y-One Year Review	01/17/2022	Past Due
[REDACTED]	[REDACTED]	Early Child Develop Spec I	1Y-One Year Review	07/01/2022	Due within 90
[REDACTED]	[REDACTED]	Registration Specialist	1Y-One Year Review	07/02/2022	Due within 90
[REDACTED]	[REDACTED]	Registration Specialist	1Y-One Year Review	07/02/2022	Due within 90
[REDACTED]	[REDACTED]	Registration Specialist	1Y-One Year Review	07/02/2022	Due within 90

Performance evaluations are a valuable opportunity for both managers and staff to discuss performance, developmental needs and objectives. The District is also responsible for maintaining our accreditation standard (Accreditation Standard IIIA.1.b) to improve institutional effectiveness by evaluating our staff regularly and systematically, and providing opportunities for professional development.

Please do not reply to this e-mail. This mailbox is not monitored and you will not receive a response. Should you need any assistance with the evaluation process, please contact Human Resources at (909)274-4225.

Kindest regards,

Human Resources

To access the Classified, Confidential, Supervisor and Management Evaluation forms, please click the following link:
<http://www.mtsac.edu/hr/forms.html>