



*From time to time really exciting things happen at CPAESS and we will be sending you news splashes to keep you up to date!*

Hello CPAESS Staff,

I hope this email finds you well and that you're enjoying some down time this summer. Thank you all for your hard work over this past year, and for representing CPAESS so well. As you know, we are in the final stages of the Performance Evaluation (PE) process. Consistency reviews were held at the program, entity, and President's office levels; and in the next few days Supervisors will be sharing your final PE with you. This process will occur in Workday.

I ask that you read, comment on, and acknowledge your review as soon as you're able to. Acknowledging a performance review means you have received it, not necessarily that you agree with it. [This link explains](#) how to Acknowledge Performance Reviews in Workday:

If you don't believe the final performance rating is appropriate, you are entitled to raise an appeal. You can comment to note your concerns when acknowledging the review. The appeal [process is explained here](#).

Thanks again, and we look forward to working with you to set new SMART goals for the next year. Please know I am [an email](#) or a phone call away.

*Glenn*