

To: Sue Cypert, Human Resources Office

From: _____(supervisor)

Re: _____ (employee)

Date:

On _____ the above named employee and I completed a *360 Performance Review* for that individual.

Please file this notification in the employee's personnel (HR) file.

Thank you.

NOTE RE TRAINING / DEVELOPMENT ISSUES:

If, based on your experience with the *360 Performance Review* process, you have recommendations for professional development / training / skill development for employees at SLU please send them to Colleen Manley, Associate Director, or Sue Cypert, Associate Vice President, at Human Resources.