

**From:** [argos@smccd.edu](mailto:argos@smccd.edu)  
**To:** [Engel, Karen](#)  
**Subject:** Performance Evaluations Due  
**Date:** Monday, June 23, 2025 10:00:59 AM  
**Attachments:** [Perf Eval Due 20250623.pdf](#)

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Dear Manager,

This is to notify you that employee performance evaluation(s) are due for the staff listed in the report attached:

Please be sure to complete the performance evaluation on time.

For CSEA members, a performance evaluation must be completed by the due date. The employee shall be given a copy of the performance evaluation at least three working days prior to a meeting to discuss the evaluation.

Performance evaluation forms and procedures are available on the District Downloads (from the Portal Page). The forms and procedures are located under Human Resources, Performance Evaluations or by clicking one of the following link:

<http://www.smccd.edu/evaluation-procedures/>

Please send the completed employee evaluation form to the Office of Human Resources at [hreval@smccd.edu](mailto:hreval@smccd.edu) by the due date. If you have any questions, please contact Teddy Washington in Human Resources at ext. 6723.

Office of Human Resources  
San Mateo County Community College District