

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

PERSONNEL MEMORANDUM 24-77

December 8, 1977

TO: All Agency Heads

SUBJECT: Changes in the Performance Appraisal Training Schedule Outlined  
in Personnel Memorandum 23-77 of November 28, 1977

Due to various factors, including a lack of timely responses from some agencies and our own misjudgment of the time needed to train the initial trainers, the aforementioned schedule has been modified by eight working days. Also, the number of locations has been reduced.

We have made what we feel is the most easily workable adjustment. Because many agencies have scheduled their raters according to the arrangement in Personnel Memorandum 23-77, and since it is still anticipated that eight working days will suffice to train raters in each of the five days, the old schedule for Day Two is now Day One; the old schedule for Day Three is now Day Two, etc., as follows:

<u>Day One:</u>	<u>December</u>	22	<u>Day Four:</u>	<u>January</u>	30
		23			31
		27		<u>February</u>	1
		28			2
		29			3
		30			6
	<u>January</u>	3			7
		4			8
<u>Day Two:</u>	<u>January</u>	5	<u>Day Five:</u>	<u>February</u>	9
		6			10
		9			13
		10			14
		11			15
		12			16
		13			17
		16			21
<u>Day Three:</u>	<u>January</u>	17	<u>Make-Up Week</u>	<u>(Augusta Only):</u>	
		18		<u>February</u>	27
		19			28
		20		<u>March</u>	1
		23			2
		24			3
		25			
		26			

Regarding locations for training, there were not enough candidates in some areas to justify the expense of separate training sessions. For this reason, trainees scheduled for Machias and Presque Isle will be trained in Bangor; and those scheduled for Portland will receive training in Lewiston

To those agencies and individuals who have already scheduled their raters, we extend our sincerest apologies. We can appreciate the extent of the effort that has been devoted to this task. Thank you very much for your cooperation.

JOBERT J. STOLT  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS