

STATE OF MAINE
DEPARTMENT OF PERSONNEL

September 5, 1979

PERSONNEL MEMORANDUM 25-79

TO: All Department/Agency Heads
SUBJECT: Performance Tests (Steno/Typing)

The Department of Personnel will conduct a workshop in the development and administration of performance tests for those agencies needing assistance.

Please let Richard G. Paradis, Director of Personnel Administration, know who would like to attend, and any special topics they would like to have addressed. The names should be sent to us before September 18 in order that timely scheduling can be made.

Thank you for your support in this matter.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS