

Performance Planning and Review Form

Civil Service Rules **require** that every classified employee (restricted, job appointment, provisional, probational, or permanent) **must** have a performance planning session and a rating session annually. The rating and review session **must** take place **no more than** 60 calendar days before and **no later than** the employee's anniversary date.

Complete a separate *State Employees Performance Planning and Review (PPR) Form (SF-15)* for each employee you supervise.

This is the link to the Civil Service Home Page: <http://www.dscs.state.la.us/>

Link to Civil Service PPR page directly:

<http://www.civilservice.la.gov/PROGASST/PPR/pprformstandard.doc>