



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 30, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-36

Distributed via Campus Email

TO: President Wright, Vice Presidents, Deans, Directors and Department Heads

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: 2006-2007 Employee Performance for Non-Faculty Employees

This correspondence is in reference to my VPBA Memo FY07-13 dated January 3, 2007 distributed via campus email addressing annual Performance Evaluations for Non-Faculty employees. In response to inquires about the ability to access and edit a computerized version of the new annual performance evaluation form, the new annual employee evaluation form is now in an editable format and can be access at the following web address:

http://www.pvamu.edu/Include/Business_affairs/Forms/HR/Employees_Evaluation_Form.doc

If you have any questions or concerns, please contact Mr. Albert Gee at 936-261-1730.