

**\*\*\*IMPORTANT CONTINUOUS PERFORMANCE MANAGEMENT (CPM)  
INFORMATION\*\*\***

CPM Annual Planning and Evaluation forms were launched and are currently accessible to Supervisors in Success Factors. For their processing, Supervisors should see a form for all of their Classified employees, except WAEs. **The CPM Annual Planning and Evaluation processes must be completed in their entirety by the LDH internal deadline of February 15, 2026.**

If you encounter issues with the forms or did not receive a 2025 Evaluation and/or 2026 Planning form for a direct subordinate(s), you must notify HR immediately.

EVALUATION INFORMATION:

- Any employee who was hired on or after 10/01 will not have an evaluation form in Success Factors. HR will process these as “Not Evaluated”. Supervisors will receive an email when this is completed, but no action will be necessary.
- The Evaluating Supervisor shall assign one of the five ratings listed below based on the employee’s overall satisfaction of position requirements. Position requirements include, but are not limited to, performance, behavior, and quality/quantity of work.
  - **Exceptional:** Consistently exceeds position requirements
  - **Exceeds Expectations:** Occasionally exceeds the position requirements
  - **Successful:** Meets position requirements
  - **Needs Improvement:** Occasionally fails to meet position requirements
  - **Unsuccessful:** Consistently fails to meet position requirements
- Documentation is required for both an Exceptional rating and an Unsuccessful rating. The employee’s performance shall be documented in the available space within the form in Success Factors to provide sufficient feedback to support and defend the performance evaluation rating rendered. If more space is needed beyond the form, the Evaluating Supervisor shall provide a copy of all additional documentation to the employee.

- A **permanent, Classified** employee who receives an “Unsuccessful” performance evaluation rating can request an Agency Review no later than March 16 following the performance evaluation year. Agency Reviews are only applicable to “Unsuccessful” ratings. Additional information on the process is forthcoming.

PLANNING INFORMATION:

- **The following goals are required to be included in ALL Classified Employees’ and Supervisors’ CPM Plannings:**

**eCertification Compliance (if enrolled)-weighted at 5%**

Beginning at 1 p.m. on payroll Monday, review and certify your time statement through LEO. Certify no later than end of day Wednesday following payroll end. If discrepancies are found, notify your supervisor and time administrator immediately. Once advised corrections have been processed, certify the correct time statement in accordance with previously stated deadline.

If absent and unable to certify by the deadline (Wednesday), you must do so the day you return to work.

**Mandatory Training-weighted at 5%**

Complete all mandatory training by internal deadline.

- **Additionally, the following goals are required to be included in ALL Classified Supervisors’ CPM Plannings as well:**

**eCertification Compliance (if enrolled)-weighted at 5%**

After 1 p.m. on payroll Monday review subordinates time statement for accuracy. Supervisors must approve completed time statements by the end of the day on Wednesday following payroll. If time statement is not approved due to absence, do so on the day you return. If discrepancies are found, contact the subordinate and time administrator immediately. Upon correction, review and approve the statements according to the timeline.

**Mandatory Training-weighted at 5%**

Complete all mandatory training by internal deadline and ensure your staff have successfully completed mandatory training by internal deadline.

**Continuous Performance Management (CPM)-weighted at 10%**

Complete CPM within prescribed deadlines for all classified employees, except WAEs. Create and maintain supporting documentation. Develop performance expectations that are justifiably job-related, measurable, and attainable. Evaluate performance objectively. Discuss performance with subordinates on an on-going basis. Complete and document mid-year review. Address poor performance or areas needing improvement more frequently than the annual and mid-year performance review. Ensure office priorities are accurately and adequately addressed in employee’s CPM.

ADDITIONAL INFORMATION:

- **CPM Plannings are required**, within 60 days for appointment of new employees and the permanent movement of an existing employee into a position having a different position number with significantly different duties. An earlier internal deadline is set for plannings at the beginning of a new performance year.
- **Mid-Year Reviews:** More information will be forthcoming on this LDH process. Supervisors are required to conduct mid-year reviews during the month of June for ALL Classified employees, except WAEs, via the LDH Form to be disseminated. These reviews cannot be completed in Success Factors but must align with the official planning goals. The forms must be completed and maintained by Supervisors in the confidential supervisory file.
- **Second Level Evaluators** are not required for two employee groups: employees who report directly to an unclassified Executive Director, unclassified Agency Head or the unclassified Secretary; or employees for whom the Second Level Evaluator is an unclassified Executive Director, unclassified Agency Head or the unclassified Secretary.

**For more CPM-related information, please refer to the LDH webpage:**

<https://ldh.la.gov/page/cpm>

**For questions or assistance, contact:**

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