

From: Gansemer, Jim  
Sent: 9/6/2011 10:29:57 AM  
To: Diaz De La Rubia, Tomas (diazdelarubia1@llnl.gov); Friedmann, Julio (friedmann2@llnl.gov); Cherry, Brian K (/O=PG&E/OU=CORPORATE/CN=RECIPIENTS/CN=BKC7); bruce.foster@sce.com (bruce.foster@sce.com); cab@cpuc.ca.gov (cab@cpuc.ca.gov); hoovermr@sce.com (hoovermr@sce.com); Crawford, Dona (crawford13@llnl.gov); Cantwell, Elizabeth R. (cantwell1@llnl.gov); Streitz, Fred (Streitz1@llnl.gov); McCoy, Mike (mccoy2@llnl.gov)  
Cc:  
Bcc:  
Subject: Request for PA Input

As part of our annual performance evaluation process, Jeff Stewart has requested that you provide input for the period September 1, 2010 to August 31, 2011.

**By Friday September 9th**, I would like to get written appraisal input. Generally, a paragraph or so is sufficient. The following information should be included:

The input should include the employees:

- Your name and title
- Employees:
  - 1) Programmatic title (if any)
  - 2) Roles and responsibilities
  - 3) Significant accomplishments
  - 4) Overall performance

I also encourage you to provide constructive feedback for the employee on things they could work on to get themselves to the next level in their careers.

In addition to the basic information in the previous bullets, the following information is extremely valuable in terms of maximizing the impact of the input and allows me to fully recognize the employees overall contribution:

- The importance of this work in terms of the project
- The importance of the project to the Laboratory, National Security, etc.
- Whether the individual had supervisory responsibilities and/or the authority to make decisions with respect to budget
- How large of an impact would the loss of this individual have on your project
- Does the individual possess key skills which would be difficult to replace.

Short quotes addressing the previous bullets that can be inserted into the individuals performance appraisal are extremely helpful and can also be used on the individuals ranking viewgraph that will be viewed by all levels of Engineering management. **These quotes can be the single most valuable type of input as they tend to be remembered.**

I realize that providing appraisal input can be a time-consuming process for many of you with multiple reports, but high quality input from project and program management is the key to writing an appraisal that correctly reflects the work the individuals performed and insures they get the recognition they deserve.

Thank you for completing this request in a timely manner

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