



REQUEST FOR REVIEW OF CLASSIFIED PERFORMANCE REVIEW RATING

I am requesting a review of my PPR evaluation. The reason I am requesting the review is (check one):

() I did not receive a rating or a copy of the form on or before my anniversary date and I am therefore officially "UNRATED." I am requesting that a rating be granted and made official by the Reviewer.

() I am in disagreement with my overall rating. I have provided below or attached documentation or a statement (in accordance with Civil Service Rule 10.13) which explains in full the reasons why I disagree with my overall rating.

NOTE: This form must be postmarked or received in the HRM Office within 15 calendar days after your anniversary date.

Print Name

Unit

Employee Signature

Date

HRM Action: _____

By _____

This form may be returned to the HRM Office by fax to 225/578-8284 or by hand delivery or campus mail to 103 J. N. Efferson Hall or by regular mail to P. O. Box 25203, Baton Rouge, LA 70894-5203. It is recommended that if the form is sent by regular mail, the envelope be marked "CONFIDENTIAL – PPR." Faxed copies are preferred. Forms must be postmarked or received within 15 calendar days following the anniversary date.