

## SAMPLE ABMS EMAIL ALERT

Date: November 27, 2012 01:31:08am  
To: Supervisor@dgs.ca.gov  
Cc: Employee@dgs.ca.gov, Office Attendance Clerk@dgs.ca.gov  
Subject: Individual Development Plan (Std. 637)  
Message Level: Summary

Hello Supervisor:

In accordance with DGS Office of Human Resources (OHR) Personnel Operations Manual, the following employees are due for an Individual Development Plan (Std. 637) in April 2010.

### **SAMANTHA SAMPLE**

This alert retrieves all Permanent Employees (except CBID 99) not currently serving a probationary period. Performance Appraisals are not required for employees who completed a probationary period within six months prior to their birth date and their job performance is standard or higher. For more information, please refer to the Personnel Operations Manual (POM) on OHR's website at (<http://www.documents.dgs.ca.gov/ohr/pom/IDP.doc>).

Once you and your employee have discussed and signed the IDP, please follow your Division/Office instructions for forwarding the completed Std. 637 to OHR.

Please do not reply to this alert as it was sent through an unattended mailbox. Contact your office Attendance Clerk or the Training and Performance Enhancement Section for assistance, if needed.

For a template of the IDP (Std. 637) form, please click on this link.  
<http://documents.dgs.ca.gov/hr/FormsTemplates/IDP1994.pdf>