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DATE: October 26, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Upcoming Continuous Performance Management (CPM) Evaluation and Planning Cycle

As we prepare for the upcoming Continuous Performance Management (CPM) evaluation and planning cycle, please review the following form availability dates, important changes, and reminders.

2027 Performance Planning

The 2027 Performance Planning form will be available for Agency Administrators to launch or prelaunch from **November 1, 2026, through January 31, 2027**. Supervisors may access and complete pre-launched forms beginning January 1, 2027.

Agency Administrators are strongly encouraged to prelaunch forms beginning November 1 to give supervisors adequate preparation time.

Important deadlines:

- **January 31, 2027:** Deadline to launch or prelaunch regular 2027 Performance Planning forms in SuccessFactors. Access to launch or prelaunch these forms will end after this date.
- **March 1, 2027:** Deadline for completing performance planning for existing employees, regardless of the launch date.

Agencies that do not launch forms for existing employees by January 31 must complete performance planning outside SuccessFactors using paper forms, in accordance with applicable State Civil Service procedures.

Important Change: 2027 New Appointment/Replan Performance Planning Form

Beginning January 2, 2027, the 2027 New Appointment/Replan Performance Planning form will be available for launch through October 31, 2027.

Agency Administrators must:

- Launch the form within **15 calendar days** of the qualifying event, such as a new appointment, reallocation effective date, or replanning date.
- Ensure the route map is completed within **60 calendar days** of launch.

This timeline allows agencies to enter personnel changes and gives supervisors time to complete performance planning.

Eligibility: This form may be used only for employees hired on or after January 2, 2027, or for qualifying replanning events occurring on or after that date. It shall not be used for employees already employed on or before January 1, 2027.

Existing employees whose forms were not launched by January 31 using the regular 2027 Performance Planning form must complete planning outside SuccessFactors using paper forms, in accordance with applicable State Civil Service procedures.

2026 Performance Evaluation

The 2026 Performance Evaluation period runs from **January 1 through March 1, 2027**. The Performance Evaluation and Not Evaluated forms will be available for prelaunch beginning November 1, 2026.

Agency Administrators are strongly encouraged to prelaunch these forms beginning November 1 to give supervisors adequate preparation time and help ensure completion by the March 1 deadline.

CPM Form Availability Schedule

CPM Form	Available	Access Removed
2026 Performance Evaluation	11/1/26	3/1/27
2026 Not Evaluated	11/1/26	3/1/27
2026 Rating Replacement	3/2/26	5/17/27
2027 Performance Planning	11/1/26	1/31/27
2027 New Appointment/Replan Performance Planning	1/2/27	10/31/27

Agency Administrator Reminders**Agency Administrators should:**

- Prelaunch applicable Performance Planning and Evaluation forms beginning November 1, 2026.
- Communicate form availability dates and deadlines to Level 1 and Level 2 supervisors.
- Ensure New Appointment/Replan Performance Planning forms are launched within 15 calendar days of the qualifying event and completed within 60 calendar days of launch.
- Monitor form completion using the CPM Form Status reports.
- Follow up with supervisors as needed to ensure timely completion.
- Take Agency Administrator training if you have not already done so. We are offering twelve different class dates and times in December. Please enroll via LaGov Learning.

For additional guidance regarding CPM deadlines and requirements, please refer to [CPM Resource Hub](#).

Thank you for your continued support and coordination in ensuring a successful CPM evaluation and planning process.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director