

HUMAN RESOURCES MEMORANDUM 01-005		DATE ISSUED: 3/12/2001
SUBJECT: CONSTRUCTIVE INTERVENTION (Performance Correction)		REFERENCE: None
TO: OFFICE CHIEFS, ALL MANAGERS AND SUPERVISORS, PERSONNEL LIAISONS, ADMINISTRATIVE ASSISTANTS		SUPERCEDES: HR Memo 98-011

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

This HR Memorandum updates the Department of General Services (DGS) Constructive Intervention process.

Definition of Constructive Intervention

Constructive intervention, a performance correction process, helps managers and supervisors address performance problems. Use of this method will ensure the best possible opportunity for a positive outcome. We have, therefore, adopted it as the DGS' official performance correction process. The attached description defines constructive intervention and its goals.

Use of this process involves three steps:

- Defining performance expectations;
- Formally defining elements of the correction;
- Bringing the correction to a positive and productive conclusion.

Consultation

The Office of Human Resources (OHR), Performance Enhancement Section (PES) provides consultation on the use of constructive intervention.

Question

Questions regarding the memorandum should be directed to the PES Manager, at (916) 445-4019, or the Performance Program Manager at (916) 445-3962.

Debra Bouler, Chief
Office of Human Resources

DB:GM:mct

Attachment: Constructive Intervention Outline

cc: Personnel Analysts and Personnel Specialists
Attendance Clerks