



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Performance Appraisals
Effective June 18, 2003

FROM: Director of Human Resources

DATE: March 3, 2003

Please share this memo with supervisors and all others in your agency who are involved with this process.

Enclosed are the annual performance appraisal forms for employees in your agency. Also enclosed is a report by location that lists all employees in your agency. The performance appraisal forms are available in *MS Word* template format as well as Adobe Acrobat (pdf). The Word document can be completed and saved for future editing; however, the PDF format provides only printing capability. Both versions are available from our web site:

www.co.henrico.va.us/hr/forms.html

or

virtual.henrico/hr/forms.html

Please hold all completed evaluations in your agency until you receive the final approval report listing all employees in your agency as of that time. You can expect to receive this final approval report sometime the week of May 19th. We ask that you return all completed evaluations to the Human Resources Department during the week of June 2, 2003 along with the completed and signed final approval report which will serve as a transmittal—placing any evaluations that are disapproved or extended at the top of the stack. More information and instruction will be shared with you when the final approval report is distributed to you in May.

Should you have any questions regarding this process, please feel free to contact Mary Harris (501.4384; email: har30) or Pat Brown (501.4382; email: bro06).

George H. Cauble, Jr., SPHR

Attachments