



County of Henrico, Virginia

# INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials

SUBJECT: Educational Achievements

FROM: Director of Human Resources

DATE: June 13, 2003

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For the past several years, the County Manager has officially recognized County employees' educational achievements and would like to do so again this year.

Please survey your department and return the attached form to me by **June 27th**. For each individual who received a high school diploma (or equivalent), associate's, bachelor's, master's, or doctorate degree within the past year, please supply the employee's full name, job title, official name of degree conferred, date of graduation, and the name of the institution attended, so that the employee may be commended personally by the County Manager in writing. The employee will also be recognized in an upcoming issue of the Personnel Update.

George H. Cauble, Jr., SPHR

Attachment

c: County Manager

## EDUCATIONAL ACHIEVEMENTS

**Department:** \_\_\_\_\_

Employee's Full Name \_\_\_\_\_

Job Title \_\_\_\_\_

Official Name of Degree Conferred \_\_\_\_\_

Name of Institution \_\_\_\_\_

Date of Graduation \_\_\_\_\_

Employee's Full Name \_\_\_\_\_

Job Title \_\_\_\_\_

Official Name of Degree Conferred \_\_\_\_\_

Name of Institution \_\_\_\_\_

Date of Graduation \_\_\_\_\_

Employee's Full Name \_\_\_\_\_

Job Title \_\_\_\_\_

Official Name of Degree Conferred \_\_\_\_\_

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Date of Graduation \_\_\_\_\_

Employee's Full Name \_\_\_\_\_

Job Title \_\_\_\_\_

Official Name of Degree Conferred \_\_\_\_\_

Name of Institution \_\_\_\_\_

Date of Graduation \_\_\_\_\_

Please complete and return this form to the Department of Human Resources no later than **June 27, 2003**.