



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Performance Appraisals
Effective June 16, 2004

FROM: Director of Human Resources

DATE: March 8, 2004

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

I am enclosing the annual performance appraisal forms for employees in your agency as well as a report by location that lists all employees in your agency. The performance appraisal forms are available in Word 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

For the 2004-2005 fiscal year, all supervisors are to be rated on *Leadership/Employee Development*. The change to this dimension is the addition of "providing professional development and growth opportunities for employees of all levels." This is a result of the County Manager's emphasis on Succession Management to now include middle managers. When setting the criteria for the 2005 evaluations of your supervisory staff, be sure you include this emphasis on staff development and succession management.

If there are past due evaluations for employees in your agency, you will find a listing of these enclosed as well. Please make sure these are submitted to our office as quickly as possible so that the old dates can be removed from MAPS.

You should hold all completed evaluations in your agency until you receive the final approval report listing all employees in your agency at that time. You can expect to receive this final approval report by the middle of May. We ask that you return all completed evaluations to the Human Resources Department during the week of June 1, 2004 along with the completed and signed final approval report which will serve as a transmittal. Any evaluations that are disapproved or extended should be placed at the top of the stack. More information and instructions 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