



County of Henrico
INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials

SUBJECT: Educational Achievements

FROM: Director of Human Resources

DATE: July 1, 2004

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 complete and return the attached form to me by **July 23rd**. For each individual employee in your agency who received either 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, name of the institution attended, and date of graduation so that your employee(s) may be commended by the County Manager in writing. Each employee will also be recognized in an upcoming issue of the *Personnel Update*.

George H. Cauble, Jr., SPHR

Attachment

c: County Manager

EDUCATIONAL ACHIEVEMENTS

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 _____

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 _____

Name of Institution _____

Date of Graduation _____

Department: _____