



County of Henrico, Virginia

INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials **SUBJECT:** New Publication
FROM: Director of Human Resources **DATE:** August 9, 2004

Enclosed is a new brochure that the Recruitment/Employment Division of the Human Resources Department has created as an aid to applicants who are seeking employment or promotional opportunities with the County. This brochure is entitled "Getting The Job—A Guide To Interviewing" and provides the applicant with helpful hints leading up to and handling a job interview.

This brochure is a universal and common sense guide to interviewing and is applicable for virtually any job in any environment, be it the County of Henrico or other public or private organization. While this is written with applicants as the intended audience, it is also something that all supervisors, who have an interviewing function as a part of their job, may find useful.

I am enclosing several copies for your use. Feel free to copy, share, and use it at your discretion.

George H. Cauble, Jr., SPHR

Enclosures

c: Frances W. Schley