



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Performance Appraisals
Effective June 28, 2006

FROM: Director of Human Resources

DATE: March 30, 2006

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

In addition, next week we will send an e-mail to all agency heads with updated instructions for creating an on-line P-12 (Dimensions and Standards). This email will also include information on recent performance appraisal process enhancements made to the JOSH@work system.

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 **May 31, 2006** 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 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