



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Performance Appraisals
Effective June 23, 2007

FROM: Director of Human Resources

DATE: April 6, 2007

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 the Human Resources Web site at:

www.co.henrico.va.us/hr/forms.html (Internet)

or

virtual.henrico/hr/forms.html (Intranet)

The performance appraisal forms are in the *Departmental Forms* section under the sub-heading *Performance Appraisal*.

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 28, 2007 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 Becky Simulcik (501.4783; sim10@co.henrico.va.us), Mary Harris (501.4384; har30@co.henrico.va.us) or Pat Brown (501.4382; bro06@co.henrico.va.us).

George H. Cauble, Jr., SPHR

Attachments