



County of Henrico, Virginia

INTEROFFICE MEMORANDUM

TO: Agency Heads & Key Officials SUBJECT: Performance Appraisals

FROM: Director of Human Resources DATE: March 7, 2008

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

As I do each year about this time, I am enclosing the annual performance appraisal forms for employees in your agency as well as a report by location that lists all current 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 while the PDF format provides "printing only" capability. Both versions are available from the Human Resources Web site at:

www.co.henrico.va.us/hr/forms.html

Once at this site, the performance appraisal forms can be found in the *Departmental Forms* section under the sub-heading *Performance Appraisal*.

For the evaluation year 2007-2008, you will continue to use the performance "dimensions" listed on the front of the attached appraisal forms as you have done in the past. These are the same dimensions that you shared with your employees and evaluated them on last year.


In 2008-2009, with the implementation of our new STEP Human Resource Management System, you will begin using "competencies" in the selection, development, evaluation, and retention of your employees. You will be using the attached competencies in your employee performance appraisal process. It is important to note that the use of competencies in this integrated fashion to manage our talent is a very innovative and forward thinking approach which is designed to better meet your needs and those of Henrico County. The first enclosure defines the nine (9) competencies that all employees will be evaluated on. The second enclosure provides the behavioral anchors or descriptions of each competency as exhibited by non-supervisory employees as well as those who serve as supervisors. Please share these competencies with your employees when you have the performance appraisal meeting with them this spring. You may "redefine" any of the descriptions of the competencies to appropriately fit your operation, if you wish; however, we are hopeful that the attached will fit most if not all of your departmental needs.

In an effort to streamline the entire performance appraisal process, "next year" you will be writing one or more paragraphs on each employee's overall performance rather than the multiple entries for each of the current dimensions. We will be providing all new forms for the 2008-2009 appraisal process around this time next year.

This new process will provide an integrated system in managing the County's employee selection, development, performance evaluation and retention processes. We are excited about these innovative changes and look forward to taking a few minutes to share these changes with you at our upcoming Intellectual Capital Series scheduled for April 2, 2008 at the Training Center.

For the current year, you should hold all completed evaluations in your agency until you receive the final approval report listing all employees in your agency. You can expect to receive this final approval report around mid-May. We ask that you return all completed evaluations to the Department of Human Resources by May 23, 2008 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; har30@co.henrico.va.us), Angela Greenhill (501-5278; gre22@co.henrico.va.us); Kathy Roach (501-4271; roa@co.henrico.va.us) or Paula Reid (501-7202; rei21@co.henrico.va.us).



George H. Cauble, Jr., SPHR

Enclosures

C: Assistant Department Heads