



County of Henrico
INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials

SUBJECT: Educational Achievements

FROM: Director of Human Resources

DATE: May 20, 2011

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 enclosed form by **June 30**. 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

Enclosure

c: County Manager



EDUCATIONAL ACHIEVEMENTS

In completing this form, please do not leave any blank entries. It's imperative that you write out the degree earned (no initials) and reference the field of study in which the degree was conferred (see example).

Agency Contact/Person Completing Form

Agency's Name: _____ Your Name _____ Ph# _____

Employee's Full Name.....Fred S. Flintstone
Job Title.....Rock Star
Official Name
of Degree Conferred
Do Not Use Initials.....Bachelor of Arts
Major..... Sociology
Name of Institution.....University of Bedrock
Date of Graduation.....1/1/2009

EXAMPLE

Employee's Full Name _____
Job Title _____
Official Name
of Degree Conferred
Do Not Use Initials _____
Major _____
Name of Institution _____
Date of Graduation _____

Employee's Full Name _____
Job Title _____
Official Name
of Degree Conferred
Do Not Use Initials _____
Major _____
Name of Institution _____
Date of Graduation _____

Employee's Full Name _____
Job Title _____
Official Name
of Degree Conferred
Do Not Use Initials _____
Major _____
Name of Institution _____
Date of Graduation _____

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Job Title _____
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Major _____
Name of Institution _____
Date of Graduation _____

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Job Title _____
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Major _____
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