



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Performance Appraisals
Effective June 15, 2005

FROM: Director of Human Resources

DATE: March 14, 2005

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. New this year you'll see the job category added as a prefix to the dimension number (i.e., dimension 047, Operation of Equipment, under Job Category D, will show as D-047). 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

If your agency is participating in the Pilot Group for JOSH@work, we have attached additional information about the process and about training sessions to be held during the week of March 21st in the Board Room, Western Government Center.

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 June 1, 2005 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; email: har30) or Pat Brown (501.4382; email: bro06).

George H. Cauble, Jr., SPHR

Attachments