



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Annual Employee Performance
Appraisals Effective June 27, 2007

FROM: Director of Human Resources

DATE: March 9, 2007

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

It will soon be time for the County's annual employee performance appraisal cycle to begin. In preparation for this, please make sure that you have:

- **Completed any overdue evaluations for any of your employees.** To find out whether your agency has outstanding evaluations, you can access this information through MAPS by typing "**PADT**" on any MAPS command line. This will give you a list of all evaluations beginning with the oldest with the effective (or past due) date of the evaluation, the evaluation type as well as the name, position number, etc. If the date is past due, please submit the completed evaluation to our office as soon as possible.
- ◆ **Made changes in MAPS for any positions that have had dimension changes since the last evaluation.** This will ensure that the printed evaluation forms contain the correct dimensions.
- ◆ **Made sure the job descriptions in JOSH@work have been updated** for any changes in duties and/or dimensions that may have occurred.

Printed evaluation forms will be distributed the week of April 2nd making it necessary for all dimension changes in MAPS to be keyed by your department prior to March 30th.

Please contact Becky Simulcik in the HR Information Systems Division (501-4783; sim10) if you have any questions regarding this year's process. Thank you for your cooperation and diligence in making the annual employee performance appraisal process a success.

George H. Cauble, Jr., SPHR