



County of Henrico
INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials

SUBJECT: Educational Achievements

FROM: Director of Human Resources

DATE: May 22, 2009

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 attached 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

Attachment

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).*



Your Agency:.....

Your Name:.....

Phone:.....

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

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 _____

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 _____

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

PLEASE RETURN COMPLETED FORMS BY JUNE 30, 2009 TO MICHELLE BETTS
 DEPARTMENT OF HUMAN RESOURCES, PH. 501-4625