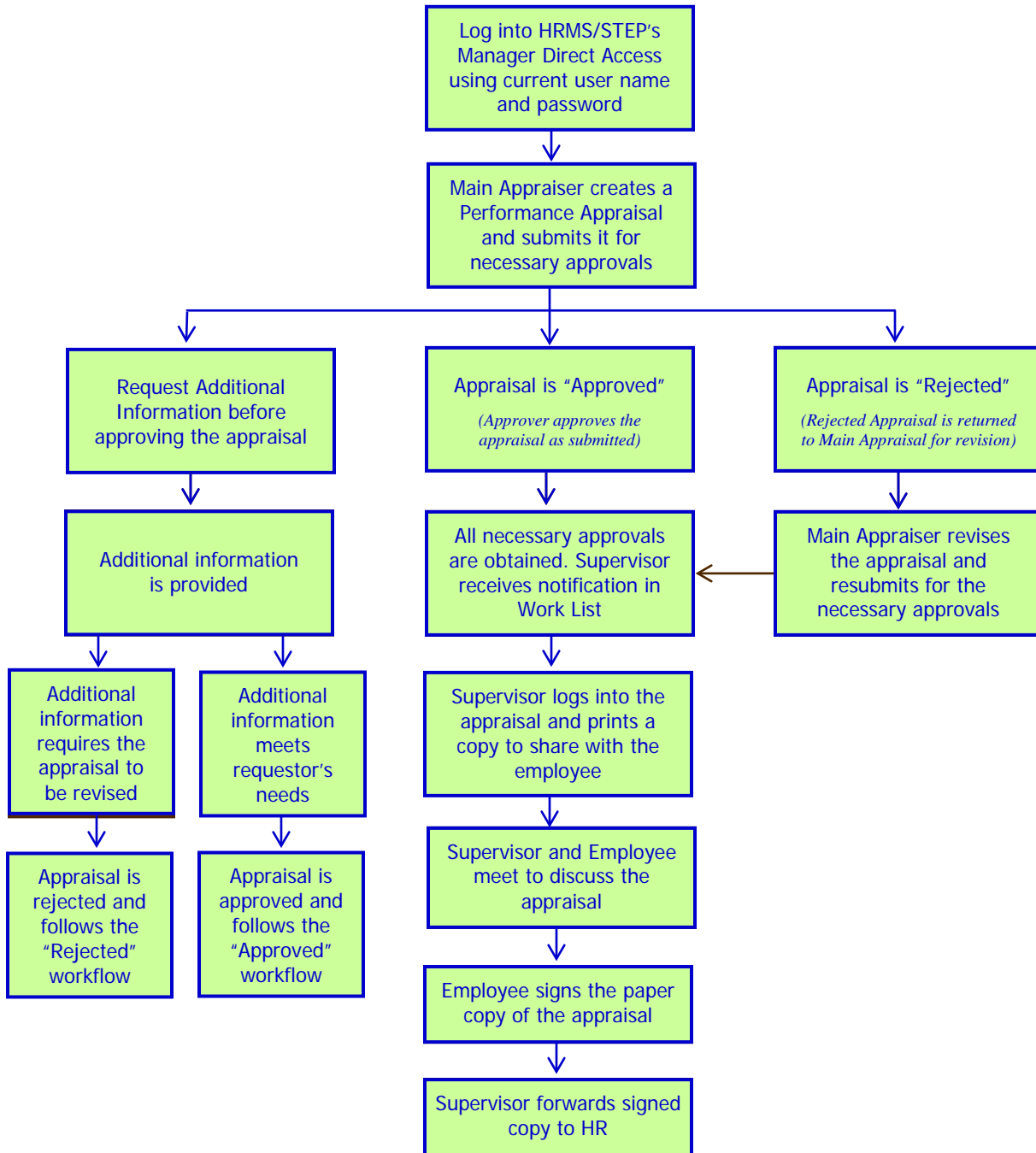




# Performance Appraisal Work Flow – Paper Signature

(Only for employees without access to a County computer)



## NOTES:

- Appraisal process applies to all types of appraisals: annual, probationary, conditional, interim, annual/probationary and extended and for all employees and supervisors
- Rejected appraisals are returned to the Main Appraiser (supervisor) and are available for revision the following business day
- Online resources are available via the Employee Portal: <http://employees.henrico.us/info/appraisals/>