



GENERAL ORDER

Employee Performance Appraisals

Date: April 29, 2022

Number: 22.023

Effective Date: April 29, 2022

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

Employee performance appraisals for the current review period are due to the Human Resources Department no later than June 3, 2022. All supervisors shall utilize the employee performance appraisal, FRF 900, located in SharePoint to assess their assigned subordinates. All performance appraisals shall be turned into Assistant Chief Gillam prior to 0800 hours on Friday, May 31, 2022. Any review of draft appraisals shall be completed prior to final submission.

All new Lieutenants, Acting Lieutenants and Technician II's currently on the Lieutenant Candidate eligibility list from GO 20.090 shall attend this training. Any Lieutenant that has not already attended a Human Resource performance review writing session shall complete one of the following virtual sessions.

Registration is required and all registration requests should be emailed to angela.gibson@fauquiercounty.gov

Overtime is authorized for this training.

Supervisor Evaluation Training

May 3, 2022 - 0800 – 0900 – Microsoft Teams Virtual Meeting

May 4, 2022 - 0800 – 0900 - Microsoft Teams Virtual Meeting

May 6, 2022 – 08:00 – 09:00 - Microsoft Teams Virtual Meeting

May 9, 2022 – 08:00 – 09:00 – Microsoft Teams Virtual Meeting

May 10, 2022 – 08:00 – 09:00 – Microsoft Teams Virtual Meeting

Questions regarding this general order should be directed to Assistant Chief Gillam.