

SERVICE REPORT PROCEDURE

The following instructions and suggestions are intended to help you in completing the service reports for the employees under your supervision. Please read these instructions over carefully before you begin the rating of your employees.

WHO IS TO BE RATED? A service report is to be prepared for each employee in the state classified service including employees on probation, part-time, and provisional employees as well as those who have permanent status. The present plan is to complete a service report for each employee every six months. As the service rating program develops, it may be found necessary to change to an annual rating or to a quarterly rating but at present, the semi-annual plan seems preferable.

WHO WILL DO THE RATING? Each employee will be rated by his immediate supervisor, the person who is closest to his work and in the best position to observe him. The rating of the supervisor will be reviewed by the head of the unit or division and then by the appointing authority, the head of that particular state agency.

THE USE OF THE DIFFERENT BLANKS: When you begin rating your employees, you may find that there are several different types of rating blanks provided. A separate rating form has been prepared for each of thirteen different groups of classes. Obviously an accurate rating could not be made for a stenographer, a carpenter, a laborer, and a physician, all on the same type of blank. These service report blanks are numbered from 1 to 13 and there is an additional short rating sheet for those employees having supervisory responsibility. Any employee whose duties include actual direct supervision of more than two others, is to be rated on the supervision blank in addition to the regular blank for his class.

OUTLINE OF THE PROCEDURE

1. A service report blank will be sent to you for each classified employee with the name, class title, and agency of the employee already shown in the appropriate spaces. If a report blank for an employee, who has left your department is sent, it will, of course, not be necessary to complete this rating. In that case, indicate on the blank the reason that it is not completed and return it to the Civil Service Department with the others. A few additional blanks will be included so that if you should spoil a sheet, you will have another to replace it. In this case, be very careful to see that the blank used is the same number blank as the one originally sent for this employee. When the completed ratings are returned, please return the unused copies also.
2. There is a space in the upper left-hand corner of the report form for the number of days that this employee has been absent. These absent figures should be filled in in the central office of the agency before the ratings are completed for the employee.
3. Each employee's rating is to be completed by his or her immediate supervisor.
4. The completed rating should then be submitted to the chief of the division for review and signature.