

## INSTRUCTIONS TO DEPARTMENT HEADS

All service reports prepared by supervisors in your division will be submitted to you for review and signature. These reports should be carefully checked for extreme ratings, either high or low, and if the rating of an employee seems out of line with the rest of the group, the supervisor should be called upon for an explanation.

DO NOT CHANGE THE CHECKS MADE BY THE SUPERVISOR. If you do not agree with his rating of a particular item, indicate what your rating would be with a colored pencil, and in the space provided for your comments, show that checks in that color are yours. Any comments which you may care to make, either about the employee or about his rating, should be entered in the space provided on the back of the form. The blanks should then be referred to the chief officer of your particular agency for final review and signature.

## INSTRUCTIONS TO THE APPOINTING AUTHORITY

Please review carefully the ratings and comments submitted to you, add any comments which you may care to make, sign the blanks and return them to the Department of Civil Service on or before the date indicated on the blank. The ratings for all the employees in your department and blanks which have been spoiled or which have not been used should all be returned in one package. Before returning the reports, they should be checked against your department records to be sure that a service report has been completed for each of your classified employees.

As soon as the reports are received at the Department of Civil Service, they will be scored, letter grades will be assigned, and a notice will be sent to each employee telling him of his grade. Then for a period of thirty days, the employees may call at the Civil Service office or write to the office for a copy of their service report, the front side of the blank only. To avoid confusion in this office, only one copy can be given to any employee. Copies will not be available except for a period of thirty days after the grade notices are mailed out. Employees who wish to call at this office may go over their reports with a member of the Civil Service staff who will answer any questions they may have.

A summary of the service report grades of all the employees in your department will be sent to you at the time that the employee notices are mailed out.