

The University of Kansas
Lawrence

Office of
The Chancellor

January 20, 1942

TO THE STAFF MEMBER ADDRESSED:

As you may know, the 1941 Kansas Legislature enacted a merit or civil service law which will apply to most positions at the University.

Before the law can be put into effect, however, the various jobs in the state must be classified by the Kansas Civil Service Board. As a first step in this classification, the attached questionnaire is to be filled out by you in detail. To assist you in filling out the questionnaire the following suggestions are made:

1. Read carefully the instructions on pages 1 and 4 of the questionnaire.
2. Write your answers on the yellow sheet. Be sure that they are complete.
3. If you have a typewriter, type your answers on the green and white sheets; if you do not have a typewriter, turn your copies over to your immediate superior for copying. (Dr. Allen)
4. As soon as the copies are typed, sign the green and white copies and return them to your immediate superior. (Keep the yellow sheet).
5. Under Item 3, write in the words "University of Kansas".
6. Under Item 4, write in the name of your department, such as Buildings and Grounds Department, Library, Student Health Service, State Geological Survey, Registrar's Office, etc.
7. If you have any questions, consult your immediate superior.

Sincerely yours,

RAYMOND NICHOLS,
Executive Secretary

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