

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

April 11, 1945

Dr. F. C. Allen
107 R.
Campus

Dear Dr. Allen:

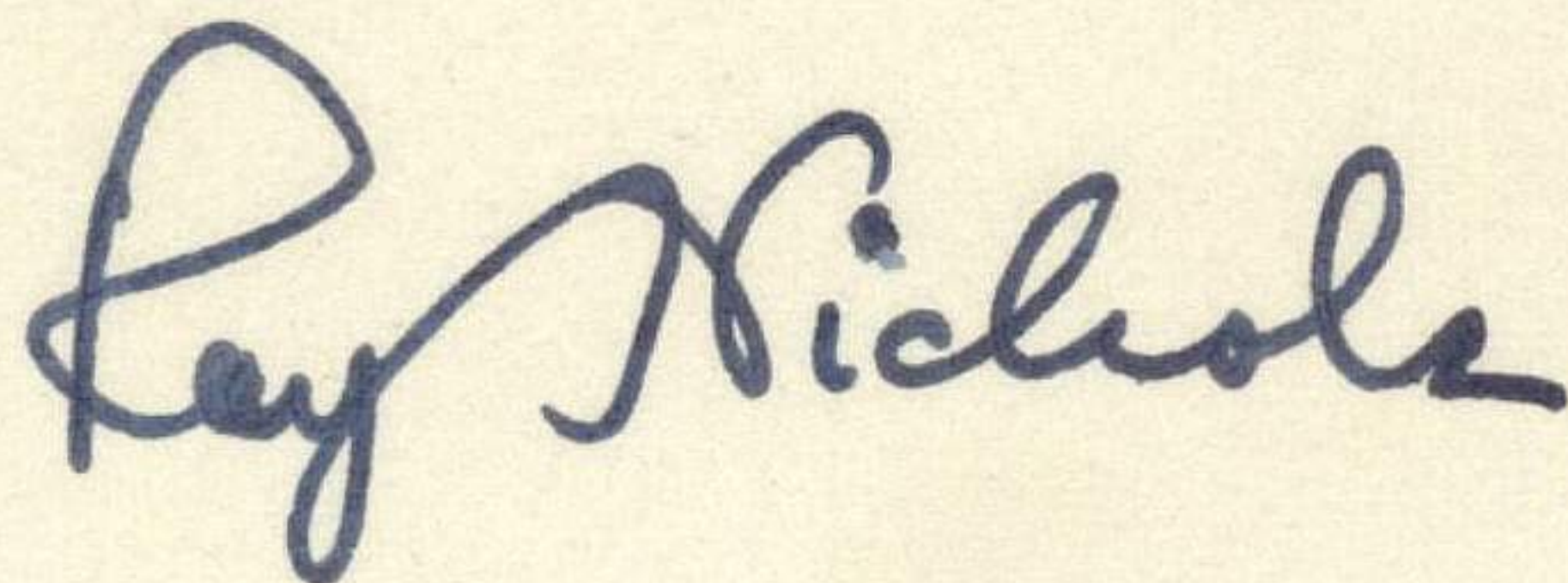
Attached are the service report rating sheets for your staff. As explained at the conference of supervisors last Friday afternoon and on the service report procedure form mailed to you earlier, you are to rate each individual on the twenty-five points. Then you are to answer questions one, two, and three on the back of each sheet and sign your name on the line marked "Rating Officer".

Please note that you are to give the home address on the front of the sheet in each case.

Please complete the reports and return them to me at the earliest possible date so that they may be delivered to the Civil Service office before the 20th.

Please give to each person rated one copy of the enclosed letter from the Department of Civil Service.

Sincerely yours,



Executive Secretary

RN:gs
Enc.