

STATE OF KANSAS  
DEPARTMENT OF CIVIL SERVICE

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TOPEKA, KANSAS

CIVIL SERVICE BOARD  
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DIRECTOR  
CHAS. B. NEWELL



TO THE STATE EMPLOYEE:

At this time "service reports" are being prepared for all employees in your agency. Naturally, you will have many questions to raise about this program, the most important of which are answered briefly below.

**WHO WILL MAKE THE SERVICE RATINGS?** Someone in your own agency, some supervisor who knows what work you do and the manner in which you do it, will make the actual rating of your service. The reports will be returned to the Department of Civil Service for the routine process of scoring, but the actual evaluation of your service will be made by someone within your own agency and will in no way be changed by the Department of Civil Service.

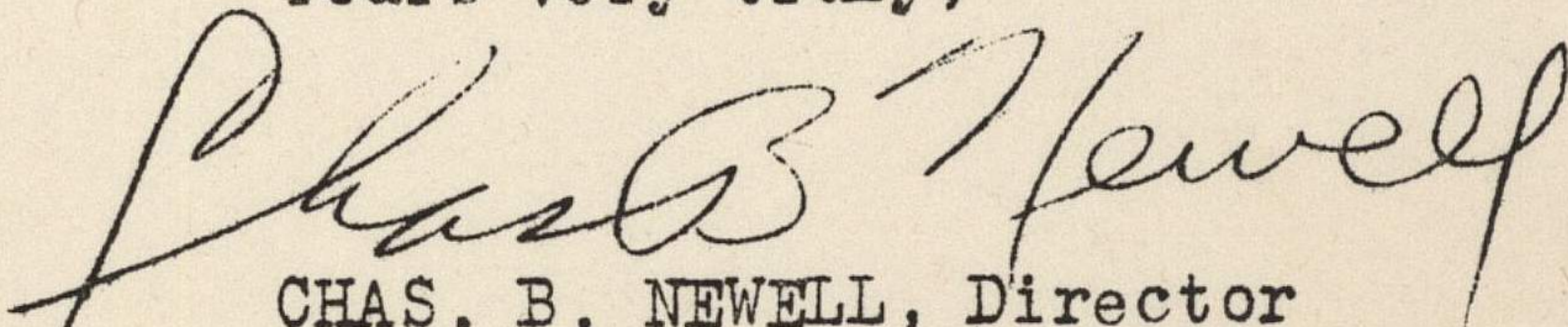
**HOW OFTEN WILL SERVICE REPORTS BE PREPARED?** Beginning with the present report, a periodic rating of your service value will be prepared approximately every six months.

**WHAT IS THE PURPOSE OF SERVICE REPORTS?** One of the basic purposes is to provide the appointing authority with a useful tool in the evaluation of his employees for consideration in connection with salary increases and promotional possibilities.

**OF WHAT VALUE IS THIS SERVICE REPORT TO YOU?** Here is an opportunity for you to "see yourself as others see you." At the conclusion of the scoring process, you will be sent a notice advising you of your score on the service report - that is, you will learn whether you are considered by your supervisors to be an excellent employee, or a good, average, fair, or poor one, as compared with the other employees in your agency. Furthermore, if you wish to know more about your rating on particular phases of your work, the Department of Civil Service will provide you with a copy of the service report which was submitted for you. A careful consideration of this report will point out to you places where you can improve your service to the State and will also show those phases of your work in which your service has been particularly good.

After you have received your grade notice on the first service report, we will be pleased to have you bring to the attention of this Department any further questions you may have as to the nature and purposes of this program. If you wish to call in person at our office, a staff member will be on hand to look over your service report with you.

Yours very truly,

  
CHAS. B. NEWELL, Director  
Department of Civil Service

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