

NOTICE OF EFFICIENCY RATING

MAY 14 1943

To Harry B. Wells

From \_\_\_\_\_

- Excellent
- Very Good
- Good
- Fair
- Unsatisfactory

Your efficiency rating for the period ending March 31, 1943, is:

Unless indicated otherwise below your conduct was satisfactory.

Employees are rated on their efficiency once a year. The rating shown above was made by the person who supervised your work on March 31, 1943, and covers all service under that supervisor. Ratings were not made for work under any other supervisors you may have had during the rating year. All ratings made by the person who rated you were reviewed by a higher official who had the authority to raise or lower the rating.

Ratings were made and reviewed in accordance with the following standards. After each definition is an explanation of the connection between an employee's efficiency rating and his salary.

Excellent--outstanding in all important job requirements and not below satisfactory in any respect. (Promotable one salary step within grade.)

Very Good--more than met job requirements, and not below satisfactory service in any respect. (Promotable one salary step within grade.)

Good--met all job requirements and, everything considered, has given satisfactory service. (Promotable one salary step within grade, up to and including the middle rate of compensation in the grade.)

Fair--generally acceptable, but in some essential respects not offset by performance in other phases of the work, has not come up to job requirements. (Salary must be reduced one step if above the middle rate for the grade.)

Unsatisfactory--failed, on the whole, to meet the job requirements. (If the rating covers 90 days or more, employee must be removed from his position by transfer, demotion in grade, or dismissal.)

In addition to being promotable, as the word is used above, an employee must meet certain legal requirements as to length of service and recency of promotion to be eligible for a salary advancement within a grade. These statements do not apply to promotions from one grade to another.

If you have any question regarding your efficiency rating, you should discuss it with the person who rated you, your supervisor of March 31, 1943. He will explain the basis for the rating and if you are dissatisfied, will refer you to the person who reviewed the rating. If after discussion with both officials you feel that the rating is unfair you have the right to file an appeal. Information on appeals may be obtained from the personnel office serving your agency. In order to receive consideration, an appeal should be filed promptly.

HARRY B. WELLS

EDUCATION

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