

LeFord H. ...

3

CIVIL SERVICE COMMISSION
 City of New York
 REPORT ON EMPLOYEE'S SERVICE
 Nov. 16, 1939 to May 15, 1940

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INSERT TWO CARBONS FOR TRIPPLICATE ENTRY. PLEASE TYPEWRITE

Employee's last name, first name, middle initial Title & Grade \$ Salary

Department Bureau, Division, etc. Reporting Officer

BEFORE REPORTING READ INSTRUCTIONS ON REVERSE SIDE

PART I:

CHARACTERISTICS

FAVORABLE

UNFAVORABLE

- DEPENDABLE
- TACTFUL
- COOPERATIVE
- HAS INITIATIVE
- LEARNED NEW WORK QUICKLY
- REACTED WELL TO CRITICISM AND DIRECTION
- FOLLOWED INSTRUCTIONS CAREFULLY
- OBTAINED COOPERATION
- RESOURCEFUL

- NOT DEPENDABLE
- DISCOURTEOUS
- DID NOT COOPERATE
- CARELESS APPEARANCE
- SLOW IN WORK
- PLANNED OR EXECUTED WORK INEFFICIENTLY
- WORK CARELESS
- FAILED TO OBTAIN COOPERATION
- OFTEN LATE OR ABSENT

Absent.....days

Late.....times.....minutes

..... Worked less than half this rating period

PART II:

Experience: (To be rated in accordance with prepared key)

6

Personal qualifications:

1. Speech: Accent
- Clearness and conciseness
- Grammar

1/3

Municipal Civil Service Commission
New York City

INSPECTOR OF PIPES AND CASTINGS, GRADE 3
Training, experience and personal qualifications
Weight 5, 70% required

Candidate's No. _____

Date: _____

See advertisement for statement of duties and minimum experience requirements.

Experience will be rated at this oral interview and will be based upon the extent that such experience has qualified the candidate for this position and to the extent that such experience has developed the essential factors of good judgment necessary for the performance of the duties as advertised, and upon the written experience form filed by the candidate. At the same time the personal qualifications of the candidate will be rated.

Ratings will be in accord with the following scale:

Exceptional 100-90.0 Very Good 89.9-80.0 Good 79.9-70.0 Poor (Failure) 65.0-0

Questions shall relate to:

- (1) Statements on candidate's experience
- (2) Problems related to duties of the position, designed to show candidate's good judgment necessary for the performance of the duties of the position.

Education:

| | Rating | Weight | Product |
|--|--------|--------|---------|
| Graduation from public school, or equivalent | 70 | | |
| Graduation from a four year day high school; or equivalent | | 2 | |
| An engineering degree recognized by the University of the State of New York; or equivalent (except when taken in lieu of experience) | 80 | | |
| | 95 | | |

Experience: (To be rated in accordance with prepared key)

Personal qualifications:

1. Speech: Accent
Clearness and conciseness
Grammar

| | | | | |
|------------------------|--------------------------------|--|-----|--|
| | Speech defects | | | |
| 2. Manner: | Courtesy | | | |
| | Self-confidence | | 1/3 | |
| | Tact | | | |
| | Quickness of comprehension | | | |
| 3. Judgment questions: | | | | |
| (a) | | | 1/5 | |
| (b) | | | 1/5 | |
| (c) | | | 1/5 | |
| (d) | | | 1/5 | |
| (e) | | | 1/5 | |
| 4. Appearance: | Neatness | | | |
| | Posture | | | |
| | Evident physical abnormalities | | 1/3 | |

Note: Method of measuring:

1. By conversation throughout interview

2&4. By observation

3. By candidate's method of handling practical problems concerning the duties of the position.

TOTAL

REMARKS:

Final average