

## NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR { X } SPECIAL { }  
PROBATIONAL or TRIAL PERIOD { }

As of March 31, 1944 based on performance during period from Sept. 9, 1943 to March 31, 1944

Spero, Nathan

Economist

P-4

(Name of employee)

(Title of position, service, and grade)

Federal Works Agency, Office of Administrator, National Research Project, Region 1

(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: VERY GOOD

L. L. Evans

(Signature)

June 23, 1944

Acting Director of Employee Management

(Date of notification)

(Title)

### Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.

Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.

Good (G) means that performance met requirements from an over-all point of view.

Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.

Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

### Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel officer. There are time limits governing the filing of appeals.

### Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.

The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.

An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.