

NOTICE OF RATING.

United States Civil Service Commission.

SIXTH CIVIL SERVICE DISTRICT,

Office of the District Secretary, Cincinnati, Ohio.

Address :

Secretary, Sixth U. S. Civil Service District,
Post-Office, Cincinnati, Ohio.

MAY 5 - 1909

*Mr. P. Gallagher,
Ludlow Falls, Ohio.*

The average percentage attained by you in the POSTOFFICE
examination, taken at DAYTON, OHIO., on NOV 1 1908
is 77.00.

There are now on the register the names of 39 persons with higher averages than yours.

The names of competitors who obtain an average percentage of 70 or more (or, if preferred soldiers or sailors, an average percentage of 65 or more) are entered upon the register of eligibles in the order of ratings obtained; but those whose average percentages are below 70 (or 65, if preferred soldiers or sailors) are not eligible for appointment. Only those persons have right to a claim of preference who have been honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty. (See back of this sheet.)

Very respectfully,

[Signature]
District Secretary.

1. Eligibles must keep the district secretary informed of any change of post-office address. A failure to do so will be treated as the fault of the eligible, and may result in his losing an opportunity of appointment. Requests to have address changed should be made by letter, and such letter should relate only to the change in address.

2. Inquiries should be concise and should state kind, place, and date of examination, and the average percentage obtained. Confine the inquiry to one subject.

3. For permission to inspect examination papers or to secure therefrom the average attained in each subject, application should be made to the district secretary.

4. Inquiries in regard to relative standing on the eligible registers should be addressed to the district secretary.

5. The relative standing of persons on any register may be changed by the addition of names of eligibles having higher ratings. The average percentage obtained, and not the date of examination, determines the relative position of a name upon a register.

6. The civil-service rules require that when there is a vacancy to be filled, upon request of the appointing officer, certification shall be made from the proper register of the names of the three persons having the highest average percentages on that register, and from among these three names a selection shall be made to fill the vacancy. It is not mandatory that the highest name be selected. An applicant is not permitted a choice respecting salary. Information regarding vacancies to be filled can not be furnished by the district secretary.

7. The prospects of appointment can not be given, but the mere passing of an examination does not of itself insure either certification or appointment. As the highest possible rating is 100 and the lowest eligible rating is 70, the nearer a rating is to 100 the more likely it is that it may be reached for certification within the period of eligibility. In this connection, however, see paragraph 13 in reference to "preference claimants."

8. The conditions of appointment in the various branches of the service are such that nothing can help or hinder the certification of a name in the order of its standing on a register.

9. The Commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules which permit them to select for appointment any one of the three names certified.

10. The name of an eligible can not be certified more than three times by the same department or office from the same register, except as the result of passing another examination.

11. The period of eligibility on all registers for original appointment to the service is one year from the date of entering the name on the register, which entry is made as soon as practicable after the completion of the rating of the papers.

12. An eligible who declines an appointment tendered will not be certified again unless such eligible shall request the benefit of the remaining certifications which the rules allow, stating reasons, *which must be satisfactory to the Commission, for declining the appointment.*

13. Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds or sickness incurred in the line of duty* shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person coming under this provision of law has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the required minimum is 70 per cent; (c) having attained an average percentage of 65, his name is placed upon the register above, and is certified before all others who have not been allowed preference; and (d) he is released from all laws relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will be placed at the head of the list.

14. Examination papers are rated with great care by examiners of the Commission at Washington according to published rules for rating, under a system which insures accuracy and absolute fairness, and all ratings are reviewed by examiners who take no part in the first rating. For this reason the average percentages of competitors whose papers are reviewed on appeal are seldom raised or lowered, but if any changes are made in the ratings the chances are that they will be against the competitor, because in the original ratings examiners are more likely to overlook errors than to overcharge them.

15. Section 10, Civil Service Act, provides:

"That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any Senator or Member of the House of Representatives, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under this act."

NOTICE OF RATING.

United States Civil Service Commission.

SIXTH CIVIL SERVICE DISTRICT,

Office of the District Secretary, Cincinnati, Ohio.

Address:
Secretary, Sixth U. S. Civil Service District,
Post-Office, Cincinnati, Ohio.

FEB 13 1913

John R. Gallagher,
Ludlow Falls, Ohio.

The average percentage attained by you in the CLERK
examination, taken at DAYTON, OHIO., on NOV 2 - 1912
is 83.10.

There are now on the register the names of 25 persons with higher averages than yours.

The names of competitors who obtain an average percentage of 70 or more (or, if preferred soldiers or sailors, an average percentage of 65 or more) are entered upon the register of eligibles in the order of ratings obtained; but those whose average percentages are below 70 (or 65, if preferred soldiers or sailors) are not eligible for appointment. Only those persons have right to a claim of preference who have been honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty. (See back of this sheet.)

Very respectfully,

[Signature]

District Secretary.

[OVER.]

INFORMATION FOR ELIGIBLES.

1. Eligibles must keep the district secretary informed of any change of post-office address. Failure to do so will be treated as the fault of the eligible, and may result in his losing an opportunity of appointment. Requests to have address changed should be made by letter, and such letter should relate only to the change in address.

2. Inquiries should be concise and should state kind, place, and date of examination, and the average percentage obtained. Confine the inquiry to one subject.

3. The relative standing of persons on any register may be changed by the addition of names of eligibles having higher ratings. The average percentage obtained, and not the date of examinations, determines the relative position of a name upon a register.

4. An eligible may request in writing that his eligibility be suspended for a stated period within the term of eligibility, but such suspension will not extend the term of eligibility.

5. The civil-service rules require that when there is a vacancy to be filled, upon request of the appointing officer, certification shall be made from the proper register of the names of the three persons standing highest thereon, and from among these three names a selection shall be made to fill the vacancy. It is not mandatory that the highest name be selected. The Commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules which permit them to select for appointment any one of the three names certified.

6. The rules governing certification for appointment in the various branches of the service are such that nothing can help or hinder the certification of a name in the order of its standing on a register.

7. The name of an eligible can not be certified more than three times to the same appointing officer from the same register, except as the result of passing another examination.

8. The period of eligibility on all registers for original appointment to the service is one year from the date of entering the name on the register, which entry is made as soon as practicable after the completion of the rating of the papers.

9. The name of an eligible who declines appointment will be dropped from the eligible register and will not be restored unless it appears that circumstances beyond his control prevented acceptance of the appointment, and unless assurance is given that he will accept the next appointment offered.

10. It is not possible to estimate with any degree of accuracy the prospects of an eligible for appointment, as the district secretary has no knowledge of vacancies occurring in any branch of the service in advance of the receipt of requisitions for certification. The mere passing of an examination does not of itself insure either certification or appointment. As the highest possible rating is 100, and the lowest eligible rating is 70, the nearer a rating is to 100 the more likely it is that it may be reached for certification within the period of eligibility. In this connection, however, see paragraph 11 in reference to "preference claimants."

11. Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds or sickness incurred in line of duty* shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person coming under this provision of law has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the required minimum is 70 per cent; (c) having attained an average percentage of 65, his name is placed upon the register above, and is certified before all others who have not been allowed preference; and (d) he is released from all laws relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will be placed at the head of the list.

12. A person can not at the same time be an applicant for or eligible from examination for more than one first class post-office. This restriction does not apply when examinations are held for first-class post offices on a date other than that of the regular annual examinations in November.

13. Section 10, Civil Service Act, provides:

"That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any Senator or Member of the House of Representatives, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under this act."

REPORT OF RATINGS—CLERK-CARRIER EXAMINATION.

United States Civil Service Commission.

Civil-Service District,

OFFICE OF THE DISTRICT SECRETARY.

SIR:

Following is the method of finding the average percentage of an examination: Multiply the rating of each subject by the relative weight of the subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient will be the average percentage.

The names of competitors who obtain an average percentage of 70 or more (or, if preferred soldiers or sailors, an average percentage of 65 or more) will be entered on the register of eligibles, with the average percentage obtained; but those whose average percentage is below 70 (or 65, if preferred soldiers or sailors) are ineligible to appointment. *Only those competitors have right to a claim of preference who have been honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty. (See back of this sheet.)*

All examination papers are rated with great care, according to the published rules for rating, under a system which insures accuracy and absolute fairness, and all ratings are reviewed by examiners who take no part in the first rating. For this reason the average percentages of competitors whose papers are reviewed on appeal are seldom raised or lowered, but if any changes are made in the ratings the chances are that they will be against the competitors, because in the original ratings examiners are more likely to overlook errors than to overcharge them.

Your ratings in the examination taken on **NOV 1 - 1913**, are as follows:

SUBJECTS.	Relative weights.	Ratings.
1. Spelling (Second grade) ..	1	60
2. Arithmetic (Second grade) ..	2	100
3. Letter writing (Second grade) ..	2	73
4. Penmanship	2	73
5. Copying from plain copy (Second grade.)	2	99
6. Reading addresses	1	100
Total	10	850
Average percentage		85.00

Your name is now number **30** on the register.

Very respectfully,

District Secretary.

To *John P. Gallagher*

[OVER.]

INFORMATION FOR ELIGIBLES.

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2. Inquiries should be concise and should state kind, place, and date of examination, and the average percentage obtained. Confine the inquiry to one subject.

3. The relative standing of persons on any register may be changed by the addition of names of eligibles having higher ratings. The average percentage obtained, and not the date of examinations, determines the relative position of a name upon a register.

4. An eligible may request in writing that his eligibility be suspended for a stated period within the term of eligibility, but such suspension will not extend the term of eligibility.

5. The civil-service rules require that when there is a vacancy to be filled, upon request of the appointing officer, certification shall be made from the proper register of the names of the three persons standing highest thereon, and from among these three names a selection shall be made to fill the vacancy. It is not mandatory that the highest name be selected. The Commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules which permit them to select for appointment any one of the three names certified.

6. The rules governing certification for appointment in the various branches of the service are such that nothing can help or hinder the certification of a name in the order of its standing on a register.

7. The name of an eligible can not be certified more than three times to the same appointing officer from the same register, except as the result of passing another examination.

8. The period of eligibility on all registers for original appointment to the service is one year from the date of entering the name on the register, which entry is made as soon as practicable after the completion of the rating of the papers.

9. The name of an eligible who declines appointment will be dropped from the eligible register and will not be restored unless it appears that circumstances beyond his control prevented acceptance of the appointment, and unless assurance is given that he will accept the next appointment offered.

10. It is not possible to estimate with any degree of accuracy the prospects of an eligible for appointment, as the district secretary has no knowledge of vacancies occurring in any branch of the service in advance of the receipt of requisitions for certification. The mere passing of an examination does not of itself insure either certification or appointment. As the highest possible rating is 100, and the lowest eligible rating is 70, the nearer a rating is to 100 the more likely it is that it may be reached for certification within the period of eligibility. In this connection, however, see paragraph 11 in reference to "preference claimants."

11. Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds or sickness incurred in line of duty* shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person coming under this provision of law has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the required minimum is 70 per cent; (c) having attained an average percentage of 65, his name is placed upon the register above, and is certified before all others who have not been allowed preference; and (d) he is released from all laws relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will be placed at the head of the list.

12. A person can not at the same time be an applicant for or eligible from examination for more than one first class post-office. This restriction does not apply when examinations are held for first-class post offices on a date other than that of the regular annual examinations in November.

13. Section 10, Civil Service Act, provides:

"That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any Senator or Member of the House of Representatives, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under this act."

REPORT OF RATINGS—FOURTH CLASS POSTMASTER EXAMINATION.

United States Civil Service Commission,
WASHINGTON, D. C.

MAR 12 1914

SIR:

The names of competitors who obtain an average percentage of 70 or more (or, if preferred soldiers or sailors, an average percentage of 65 or more) will be entered on the register of eligibles, with the average percentage obtained; but those whose average percentage is below 70 (or 65, if preferred soldiers or sailors) are ineligible to appointment. The period of eligibility for those who obtain an eligible average percentage is one year. Only those competitors have right to a claim of preference who have been honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty.

All examination papers are rated with great care, according to the published rules for rating, under a system which insures accuracy and absolute fairness, and all ratings are reviewed by examiners who take no part in the first rating. For this reason the average percentages of competitors whose papers are reviewed on appeal are seldom raised or lowered, but if any changes are made in the ratings the chances are that they will be against the competitors, because in the original ratings examiners are more likely to overlook errors than to overcharge them. Appeals will not be considered unless received at the Commission within sixty days from the date of this notice.

In addressing the Commission always state the kind, date, and place of the examination to which you refer, the county and State in which held, and the average percentage obtained.

Following is the method of finding the average percentage of an examination: Multiply the rating of each subject by the relative weight of the subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient will be the average percentage.

Your ratings in the examination taken on FEB 14 1914, are as follows:

SUBJECTS.	Relative weights.	Ratings.
1. Elementary arithmetic and accounts...Sheet 1..	5	0
2. Penmanship.....Sheet 2..	1	97
3. Letter writing.....Sheet 2..	2	77
4. Copying addresses.....Sheet 3..	2	68
Total.....	10	98
Average percentage.....		89.40

Date name entered on register, MAR 12 1914 Your relative standing on the register is No.

Very respectfully,

JOHN A. McILHENNY,
President.

To

John P. Gallagher,
Ludlow Falls,
Ohio