

INTERNATIONAL COOPERATION ADMINISTRATION

Washington 25, D. C.

June 27, 1958

Mr. Allen W. Dulles
2723 Q Street N. W.
Washington, D. C.

Dear Mr. Dulles:

We are considering for a position with this agency. The International Cooperation Administration is responsible for the operation of overseas technical and economic assistance programs. This important work and the public responsibility involved make it essential that we obtain the best qualified personnel possible to carry out our programs.

The opinions of persons who have first-hand knowledge of a candidate can be particularly valuable in confirming or supplementing the information in the experience record submitted by the candidate. We will appreciate your assistance in providing careful and frank answers to the questions on the attached form. This information will be held in confidence.

A self-addressed envelope which requires no postage is enclosed for your reply.

Sincerely yours,


Thomas Stern, Chief
Employment Operations Branch

Enclosure

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CONFIDENTIAL APPRAISAL

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TO **Mr. Allen W. Dulles** RECRUITER **Attn: Mrs. Vera Farrells**

CANDIDATE'S NAME [Redacted] PROPOSED POSITION **Industry** POST OF ASSIGNMENT [Redacted] TOUR OF DUTY **1 yr.**

1a. HOW LONG HAVE YOU KNOWN CANDIDATE? FROM: TO:

b. HOW WELL DO YOU KNOW CANDIDATE? (Check as many as are applicable) CLOSE DAILY CONTACT AT WORK INFREQUENT OBSERVATION OF WORK FREQUENT OBSERVATION OF WORK CLOSE SOCIAL CONTACT INFREQUENT SOCIAL CONTACT

2. IN WHAT CAPACITY? EMPLOYER SUPERVISOR TEACHER CO-WORKER OTHER (Specify)

3a. IF FORMER SUPERVISOR OR EMPLOYER, COMPLETE THE FOLLOWING ON CANDIDATE: DATES EMPLOYED (From) (To) EMPLOYEE'S TITLE PER ANNUM SALARY

b. WHY DID CANDIDATE LEAVE YOUR EMPLOY?

c. WAS THE CANDIDATE'S ATTENDANCE RECORD GOOD? YES NO (If "No," explain on reverse side under "Remarks")

d. DOES APPLICANT REQUIRE CLOSE SUPERVISION? YES NO

e. WOULD YOU REHIRE THIS CANDIDATE IF YOU HAD A SUITABLE VACANCY? YES NO (If "No," explain on reverse side under "Remarks")

4. PUT A CHECK MARK IN THE APPROPRIATE COLUMN TO INDICATE YOUR EVALUATION OF THE CANDIDATE

ELEMENT	NO OPINION	WEAK	AVERAGE	ABOVE AVERAGE	OUTSTANDING
a. Appearance and bearing					
b. Voice and speech					
c. Physical vitality					
d. Job knowledge					
e. Ability to work under pressure					
f. Emotional stability					
g. Flexibility (acceptance of change)					
h. Effectiveness of relations with supervisor					
i. Effectiveness of relations with fellow workers					
j. Effectiveness of relations with those he supervises					
k. Effectiveness of relations in informal social groups					
l. Industry					
m. Resourcefulness and initiative					
n. Dependability					
o. Cooperativeness					
p. Judgment					
q. Effectiveness of work performance					

DO NOT RATE ELEMENTS R THROUGH V FOR CANDIDATES CLERICAL AND SECRETARIAL POSITIONS

r. Decisiveness					
s. Forcefulness					
t. Ability to express ideas effectively in writing					
u. Ability to express ideas effectively orally					
v. Leadership					

5. TO THE BEST OF YOUR KNOWLEDGE, HAS CANDIDATE EVER BEEN RELEASED OR FORCED TO RESIGN FROM A POSITION? YES NO (If "Yes," explain on reverse side, under "Remarks.")

6a. DOES CANDIDATE HAVE ANY HANDICAPS WHICH MIGHT IMPAIR HIS EFFICIENCY? YES NO (If "Yes," explain on reverse side, under "Remarks.")

b. DESCRIBE CANDIDATE'S USE OF ALCOHOL OCCASIONALLY INDULGES TO EXCESS NON-USER MODERATE SOCIAL DRINKER OTHER (Explain below) HAS INTERFERED WITH WORK DO NOT KNOW

7. IF APPLICANT RELATIONSHIP WHICH EXISTS AT OVERSEAS POSTS? YES NO
(If "No," explain under "Remarks.")

8. TO WHICH OF THE FOLLOWING WORK SITUATIONS DO YOU CONSIDER THE CANDIDATE BEST ADAPTED?
 PLANNING AND RESEARCH EXECUTIVE AND MANAGERIAL TRAINING OTHER (Explain below)

9. WHY DO YOU THINK CANDIDATE IS INTERESTED IN EMPLOYMENT WITH ICA?

10. IN YOUR OPINION WHAT IS CANDIDATE'S STRONGEST ATTRIBUTE FOR AN ASSIGNMENT WITH ICA?

11. IN YOUR OPINION, WHAT DO YOU CONSIDER CANDIDATE'S SHORTCOMINGS?

12. WOULD YOU LIKE TO SEE THIS CANDIDATE SERVING AS A REPRESENTATIVE OF THE U.S. OVERSEAS?
 YES NO (If "No," explain below.)

13. REMARKS (Use this space for additional information you may wish to give concerning the candidate's loyalty, suitability for employment, significant characteristics, etc.; and for continuation of answers to any of the above questions.)

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SIGNATURE	TITLE
ORGANIZATION	DATE