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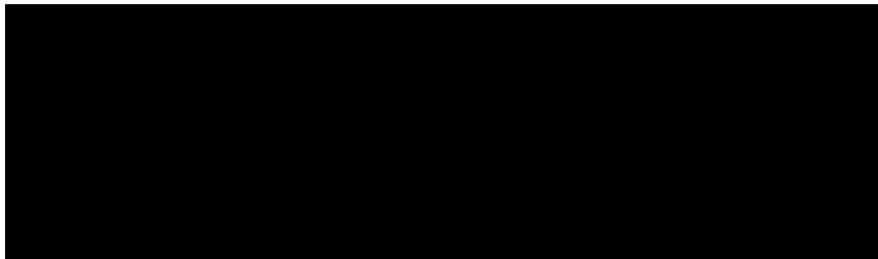
3 January 1952

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 12th Meeting, 2 January 1952, 10:00 A.M.

Present:



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1. The minutes of the 11th Meeting of 28 December 1951 were approved with the following corrections:

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Paragraph 4 (first sentence) in place of "...draft of the 'PERFORMANCE-POTENTIAL EVALUATION REPORT' originally presented by [redacted]" read "...draft of the 'PERSONNEL EVALUATION REPORT'".

Paragraph 4 (last sentence) in place of "...in the new form were three" read "...in the new form were discussed as follows:".

Paragraph 4a. delete the last sentence.

Paragraph 4b. (first sentence) change can to could, and for "...the employee on a comparative basis is more open...." read "...the employee on a basis of comparison with other individuals is more open....", and in the last sentence insert made after not.

Paragraph 4c. is to be replaced with the following:

The Working Group recognized the fact that the Civil Service Commission had discarded the "comparison type" rating. Reasons for this action are published in "Study of Efficiency Rating Systems in the Federal Service", dated 1 February 1950.

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Paragraph 4c. Delete that so that the sentence reads: [redacted] cast a dissenting vote and requested it be entered in the minutes....".

| | | | | | |
|-----------|-----|----------|-------------|------------|------------|
| 000 | 104 | REV DATE | 22 JUN 1951 | BY | [redacted] |
| ORIG COMP | 5 | Q# | 38 | TYPE | 001 |
| JUST | 22 | NEXT REV | 2011 | REV STATUS | |
| AUTH | | | | | |

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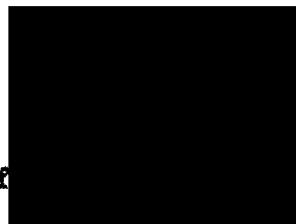
2. The draft mimeographed form provided by [REDACTED] based on the decisions reached at the 11th meeting on 28 December 1951 was approved with minor corrections in layout. 25X1A9a

3. The Working Group redrafted the instructions which were to appear on the reverse of the Personnel Evaluation form, and [REDACTED] agreed to reproduce and circulate them to the members for their final clearance prior to submission to the Career Service Committee on Monday, 7 January 1952. 25X1A9a

4. The Working Group discussed the problem of presentation of the report form both to the Career Service Committee and by the Career Service Committee to the Agency. It was agreed that the Chairman of the Working Group would transmit the final draft of the Personnel Evaluation Report form to the Career Service Committee with the request that the Committee confer with the entire membership of the Working Group should it desire discussion of the voluminous background material or justification for procedures and items recommended by the Working Group.

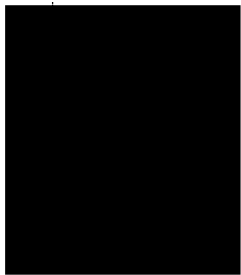
5. The next meeting will be held at the call of the Chairman.

6. The meeting adjourned at 1245 hours.



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