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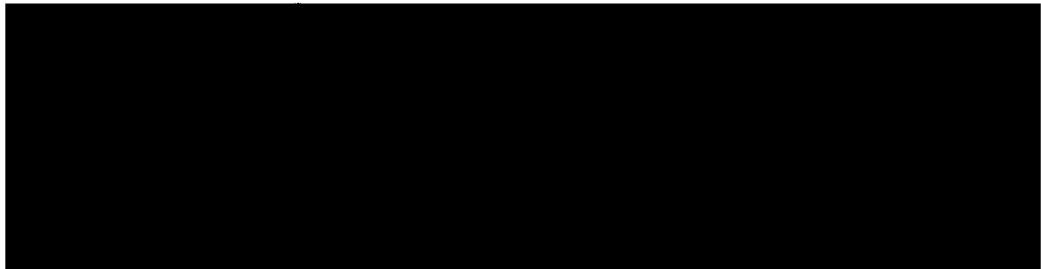
28 November 1951

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 6th Meeting, 21 November 1951, 10:00 A.M.

Present:



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1. The minutes of the 5th meeting of 14 November were read and accepted as corrected.

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2. [redacted] was introduced and spoke in detail regarding the method by which the conclusions had been reached respecting Appendix I and the proposed Performance Summary and Potential Appraisal contained in the "7 August Program...." A summary of [redacted] remarks will be made available separately.

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3. It was proposed that the name of the Working Group be changed to include the function of evaluation as well as rating. This proposal was rejected by reason of the confusion in terminology that would result.

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4. The draft paper, "Decisions in Developing an Appraisal System", dated 21 November 1951 prepared by [redacted] was discussed and basically approved. It was felt that the sequence of points 1, 2, 3, and 4 should be reversed in order to make the presentation more logical. The paper will be discussed again when [redacted] is available to participate.

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5. It was announced that there would be available for each member of the Working Group, probably during the first week of December, copies of a dozen or more government and industry Performance Rating forms and procedures. These would permit the members of the Working Group to study and compare systems of evaluation already in effect in order that the best selection might be made for a CIA system.

6. It was agreed that a list of qualities and ^{characteristics} ~~mechanics~~ appropriate and desirable for rating and evaluation purposes should be compiled principally from four sources:

- a. "The CSO [redacted] and Efficiency Report"

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- b. "Proposed Efficiency Rating System for CIA", dated 14 June 1950
- c. "Employee Progress Reports" CIA Library
- d. "~~Navy Fitness Report~~ (NAVPER 310) "7 August Program....."

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agreed to attempt to compile a list for the Working Group.

- 7. The next meeting was set for 10:30 A.M. 28 November 1951.
- 8. The meeting adjourned at 12:30 P.M.



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