

DEPARTMENT OF STATE
 POSITION REPORT OF THE UNITED STATES OF AMERICA
EFFICIENCY REPORT
LOCAL EMPLOYEES

EMPLOYEE NAMED HILGARD, Fritz	CLASS AND TITLE OF POSITION REL 3/6 Criminal Specialist	SALARY 1210.00
NO. 1126	PERIOD COVERED BY REPORT from: Day 1, 1933 to: April 30, 1933	DATE REPORT MADE

PART I - DUTIES PERFORMED

INSTRUCTIONS: List all of the principal tasks performed in the assignment held during the period covered by the rating such as typing, taking dictation, acting as receptionist, etc.

1. The investigator will under the instruction of the Chief of Public Safety supervise and conduct the following types of investigations:
 1. Political parts of individuals during the NS regime, present day political adherences;
 2. Resurgence of National Socialist influence and relationship in the political and public life of West Berlin;
 3. Communist and other subversive infiltration in the West Berlin police corps and elsewhere in the US Sector of Berlin;
 4. Establishment of eligibility factors for US licensing of publishers, motion picture producers, printing presses and other cultural activities.

PART II - FACTOR ANALYSIS

INSTRUCTIONS: The employee is to be rated by you on the basis of your personal knowledge of him. You are to compare him ONLY against the standards for the assignment which he holds. If he meets such standards in full he should be rated at the higher end of the scale. Six (6) is the maximum score to be assigned, one (1) is the lowest. ALL FACTORS SHOULD BE RATED. Encircle the number which in your judgment most accurately reflects the employee's level of performance relative to each factor keeping in mind the standards for his assignment.

APPLY THE PRECISE DEFINITIONS PROVIDED ON THE REVERSE SIDE OF THIS FORM

FACTORS		RATING	
1. WORK QUANTITY	1 2 3 4 5 (6)	8. ADAPTABILITY	1 2 3 4 5 (6)
2. WORK QUALITY	1 2 3 4 5 (6)	9. LEARNING CAPACITY	1 2 3 4 5 (6)
3. WORK KNOWLEDGE AND ORGANIZATION	1 2 3 4 5 (6)	10. PERSONALITY	1 2 3 4 5 (6)
4. RESPONSIBILITY	1 2 3 4 5 (6)	11. FACILITY OF EXPRESSION	1 2 3 4 5 (6)
5. COOPERATION AND LOYALTY	1 2 3 4 5 (6)	12. EMOTIONAL STABILITY	1 2 3 4 5 (6)
6. INITIATIVE	1 2 3 4 5 (6)	13. PHYSICAL FITNESS	1 2 3 4 5 (6)
7. JUDGMENT	1 2 3 4 5 (6)	14. OTHER (Specify)	1 2 3 4 5 (6)

PART III - OVER-ALL RATING

INSTRUCTIONS: Based on your personal knowledge of the Employee's over-all performance during the rating period, place an (X) at the left of that one of the following statements which most accurately reflects his level of performance.

PERFORMANCE IN MANY IMPORTANT RESPECTS FAILS TO MEET REQUIREMENTS.

PERFORMANCE MEETS MOST REQUIREMENTS BUT IS DEFICIENT IN SEVERAL RESPECTS.

PERFORMANCE CLEARLY MEETS ALL REQUIREMENTS.

PERFORMANCE CLEARLY EXCEEDS BASIC REQUIREMENTS.

PERFORMANCE IN EVERY IMPORTANT RESPECT IS SUPERIOR AND THERE IS NO WEAKNESS IN ANY MATERIAL RESPECT.

PERFORMANCE IN EVERY RESPECT IS OUTSTANDING AND THERE IS NO WEAKNESS IN ANY RESPECT.

RATED BY <i>[Signature]</i> (Signature of Rating Officer)	REVIEWED WITH EMPLOYEE <i>[Signature]</i> (Signature of Employee Rated)
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COMMENTS IF REQUIRED, MAY BE ADDED ON THE REVERSE SIDE OF THIS FORM.

DECLASSIFIED AND RELEASED BY
 CENTRAL INTELLIGENCE AGENCY
 SOURCES METHODS EXEMPTION 382B
 NAZI WAR CRIMES DISCLOSURE ACT
 DATE 2003 2005

FOR COORDINATION WITH State