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SECURITY INFORMATION

7 November 1951

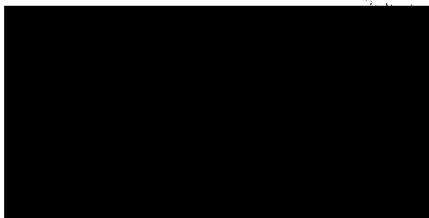
CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 3rd Meeting, 1 November 1951, 1:30 p.m.

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Present:



Secretary, Career Service Committee

1. The minutes of the meeting of 23 October were read and approved as corrected. The final sentence of paragraph 3 was corrected to read: "In view of this decision, consideration of job families in connection with Performance Rating was laid aside with the realization that this problem would again arise when the Working Group considered Evaluation of the employee."

2. a. The portion of the proposed minutes of the Career Service Committee meeting of 30 October which pertained to this Working Group were read and revised. The suggested revision was incorporated in the minutes of the meeting as published.

b. [REDACTED] explained that paragraph 2 of the proposed minutes was inserted as a tactical move. It was agreed that it is better to receive prior concurrence formally from the Assistant Directors rather than draw up proposals which may later prove unacceptable to them.

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3. A Performance Rating form was presented by [REDACTED] in accordance with instructions at the second meeting. Discussion of the form was limited in view of lack of clear definition of the purpose to be served by the form.

4. The Committee reached the following points of agreement as necessary factors in a Performance Rating system if such a system or systems is to be effective.

a. A primary requirement for success of Performance Rating lies in proper training of the supervisor making such rating.

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b. There must be free discussion between the employee and the supervisor on all elements on which a Performance Rating is based.

5. The meeting was adjourned at 3:30 p.m.

[REDACTED]

Chairman

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