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15 October 1951

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

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Problem:

To recommend to the Career Service Committee a system or systems for rating employees and for evaluating their on-the-job performance that can be immediately installed on an "experimental" basis; to recommend whether there should or should not be, in addition, a report containing an estimate by the supervisor of the employee's potentiality and recommendation for future assignment together with a statement by the employee of his preference for future assignment; to ensure that rating systems recommended can be integrated into a Career Service program; to recommend methods of approaching uniformity in rating standards and to ensure that ratings are responsive to job duties and responsibilities; to recommend procedures for use of the respective offices in handling employee ratings, to recommend procedures for issuance and notification of ratings, and for review and appeal techniques.

References:

1. "A Program for the Establishment of a Career Corps in the Central Intelligence Agency," dated 7 August 1951

see paragraph C page 10
paragraph B pages 11-13
appendix G pages 35-36
appendix I paragraphs 2,3,4 page 38
paragraph B pages 40-44
paragraph CI pages 44-45
paragraph E pages 48-49

Appraisal Forms and Charts (last nine pages of 7 August "Program....")

2. "Selected Comments by the Several Offices on Employee Evaluation." (attached)

3. Report of CIA Efficiency Rating Committee dated 14 June 1950. (messrs. ██████████ Please have copies of this report.)

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4. Proposed CIA Rating System and Systems of other Agencies approved by Civil Service Committee.

5. Experimental Performance Evaluation system in use in CIA Library. (Mr. ██████████ will make these materials available.)

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6. "Status and Efficiency Report" CIA form 51-53. (attached)

7. Public Law 873, "Performance Rating Act of 1950." (attached)