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FILE Training 3

16 MAR 1966

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director for Support *BD* 7 MAR 1966

SUBJECT : Selection of Career Trainees

1. This memorandum is for your information. In our discussion last week concerning the Career Training Program you requested further information concerning selection procedures, particularly the tests used.

2. A Career Trainee candidate takes a one-day battery of tests as part of his application procedure. They are administered at Headquarters and in ninety-four test centers throughout the United States. They are designed to reflect a profile of the applicant's interests, aptitudes and intellectual ability, and to provide some indication of his attitudes and temperamental characteristics. In summary, they include:

a. As measures of intellectual ability: tests of vocabulary; comprehension of complex verbal material; abstract reasoning ability; arithmetic reasoning ability; interpretation of statistical data; handling numerical computations; verbal/ideational fluency; plus a sample of extemporaneous writing.

b. Estimate of foreign language aptitude.

c. Knowledge of contemporary world affairs (current within six months).

d. Interests - comparability of applicant's expressed interests to those of people in a variety of occupations.

e. Work attitudes - likes and dislikes as they relate to job conditions, adaptability, etc.

f. Major temperamental characteristic - whether dominant, outgoing, reserved, etc.

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GROUP 1
Excluded from automatic
downgrading and
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g. Background information - biographic items relating to experience, interests, hobbies, etc.

The results of these tests are interpreted by the Assessment and Evaluation Staff, Office of Medical Services, in such a way as to show how the applicant compares with Agency professional employees generally, and with other CT's (JOT's) already in the Agency. The test scores have no fixed or absolute value in themselves nor will they alone determine an acceptance or rejection. They are one of the several elements in the selection process.

3. Headquarters consideration of a candidate begins with review of the applicant file. It contains a Personal History Statement, academic transcripts, test results as described above, a medical history, and the field recruiter's report of interview. If the overall impression is favorable the case is put in process and the applicant is invited in for interviews and medical/psychiatric evaluation. If all goes well the security investigation is completed and the applicant comes in again for final interviews and polygraph examination. Upon final clearance following polygraph he gets a cover briefing and an entrance-on-duty date is set. This, in briefest summary, is how selection is done. It is a cumulative process, involving the best tests and measures available to us and the judgment of a number of experienced Agency officers. It is, I believe, the most searching selection procedure currently in use in Government.

JOHN RICHARDSON

John Richardson
Director of Training

7 Atts

Test examples para 2.a. - g.

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