



kindex[®]

< Scan QR to view this original record online, or visit <https://jfk.kindex.org/s/493244>

Title: **104-10193-10069_p55.png**

Provenance:

Category: **Uncategorized**

Person:

Date:

SECRET

Fitness Report (Part II) Potential

INSTRUCTIONS

TO THE ADMINISTRATIVE OFFICE: Consult current instructions for completing this report.

TO THE SUPERVISOR: This report is of paramount consideration to your supervisor, and to appropriate career management officials, in determining assignments and promotions. It is essential that the report be prepared with the utmost care and objectivity. It should reflect your considered judgment of the potential of the employee being rated. It is to be completed in duplicate and forwarded to the administrative office for review and certification. The administrative office will forward the original to the Office of Personnel and retain the duplicate in the employee's official personnel folder. The report must be forwarded to the Office of Personnel not later than 30 days after the date indicated in Section A.

SECTION A

Name (Last) (First) (Middle) Date of Birth Sex Service Designation

BURKE William P.J. 22 Oct 1900 M OC

Organization/Contact/New Orleans Office (Contact)

Period Covered by Report 9/9/55 - 9/8/56

SECTION B CERTIFICATION

I CERTIFY THAT THIS REPORT IS AN OBJECTIVE STATEMENT OF THE INDIVIDUAL BEING RATED.

Signature of Supervisor Date Signature of Reviewing Official Date

7 Nov 1956 7 Nov 1956

E. M. ASHBROOK Chief, Contact Division

GEORGE G. CAREY Assistant Director for Operations

SECTION C ESTIMATE OF POTENTIAL

1. FUTURE IN ASSIGNED DUTIES RESPONSIBILITIES:

Considering either of his present or prior assignments, rate the employee's potential in terms of general effectiveness in this line of work or the kind of responsibility encountered for the various levels in this kind of work.

2. FUTURE IN OTHER DUTIES OR RESPONSIBILITIES:

Considering either of his present or prior assignments, rate the employee's potential in terms of general effectiveness in this line of work or the kind of responsibility encountered for the various levels in this kind of work.

3. SUPERVISORY POTENTIAL:

Rate the employee in this area on the basis of his ability to be a supervisor.

4. GENERAL POTENTIAL:

Indicate your opinion by placing the number of the descriptive rating below which best describes the employee's potential. If beyond your own field of rating, it should be based on the employee's overall ability to assume the "next" level of responsibility, or on his potential to assume duties requiring the highest skill level.

DESCRIPTIVE RATINGS:

1. EXCELLENT: INDIVIDUAL HAS AN OUTSTANDING POTENTIAL IN THIS FIELD OF WORK.
2. VERY GOOD: INDIVIDUAL HAS A HIGH POTENTIAL IN THIS FIELD OF WORK.
3. GOOD: INDIVIDUAL HAS A GOOD POTENTIAL IN THIS FIELD OF WORK.
4. FAIR: INDIVIDUAL HAS A FAIR POTENTIAL IN THIS FIELD OF WORK.
5. POOR: INDIVIDUAL HAS A POOR POTENTIAL IN THIS FIELD OF WORK.

ACTION POTENTIAL:

3 3 3 3

SECRET