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ACTION

1. Educational Courses

Daggett requested information concerning Lincoln policy on payment of tuition for educational courses. A question had arisen particularly in connection with Salaried Technical Personnel. Goodenough indicated that tuition is normally paid by Lincoln for graduate courses only.

2. Computer Language Standardization

Brown reported on current efforts to standardize computer language. An Air Force contract with RCA has been let for the purpose of developing the inexact language of this new field into a precise and accurate language; it is expected that this contract will be discontinued in view of the fact that the professional societies already have active subcommittees assigned to this problem; Mayer of Group 66 has been active on one of these subcommittees for the past 4 years.

3. Staff Recruiting

Proctor summarized the staff recruiting need in Division 6 pointing out that terminations of 3 or 4 staff members per month are just about balanced by new hirings -- as a result, Division 6 staff numbers 195 to 200 -- there is no hope of reaching the 214 authorized ceiling without additional effort.

Our increased needs include electrical engineers, programmers, systems engineers, not physicists or chemists. We need 15 or 20 staff members in addition to replacements; that means 35 to 50 new hires during this calendar year. Our best source is through the efforts of our staff members in college recruiting and in referring friends who are considering a change of position.

Jacobs summarized discussion -- key suggestions for improving recruiting include: (1) Division level designation of person(s) responsible for getting to the heart of the candidates interest and usefulness, discovering his major interests, where he wants (and is equipped) to work, talking with him specifically about what he could do and about salary, tying together

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ACTION3. Staff Recruiting (Continued):

Goodenough reported that the Staff Associate program is only one year old and most of the personnel in the program have one and one half years to go -- we expect most of them will remain with us after the program -- 18 are signed up for the Staff Associate program next year -- the Institute has complemented Lincoln on the quality of personnel in the program -- the program could assimilate 20 to 25 new persons each year -- Goodenough is meeting with the Staff Associate supervisors June 11 and will stress the importance of encouraging Staff Associates to remain at Lincoln after the program.

In the general discussion which ensued, methods of improving the Lincoln interviewing procedure were considered; Proctor and Farr said that studies of Lincoln offers not accepted disclosed no flagrant weakness in our interviewing technique -- various Group Leaders however, held that we might obtain a better yield from our offers by a better organized interviewing procedure.

Suggested Recruiting Improvements

- a. Designation within each Group (or in the Division) of staff members to coordinate the interviews within the Division.
- b. Hiring "for the Laboratory" instead of for a particular job.
- c. A training or indoctrination program, either along with the first assignment or prior to making an assignment.
- d. Screening at the Division level.
- e. Similar programs in the other Divisions.
- f. Study of termination to determine how many left the Laboratory disappointed not to have received the breadth of experience expected when they joined.

his interviews within the Division and generally making sure that our ratio of acceptances to offers is kept at a maximum.

(2) Establishment of a training program for new recruits. (3) Consideration of improved recruiting methods, taking advantage of candidate interests in hardware and in development programs and taking advantage of the contagious enthusiasm of capable staff members, for example, in systems engineering. (4) Continuation of this discussion at a subsequent Group Leader Meeting.