

In reply refer
to AT

U. S. DEPARTMENT OF LABOR
Bureau of Employment Security
Washington, D. C. 20210

General Administration Letter No. 876
June 2, 1965

TO: ALL STATE EMPLOYMENT SECURITY AGENCIES

SUBJECT: Project CAUSE II Procedures for Application-Taking,
Reference Mailings, Test Security, Test Administration,
and Reporting

REFERENCES: GAL 866, 867, -10C Series No. 43 and 871

PURPOSE: To describe the specific procedures for taking applications, for filling out applicants' reference cards and Master Cards, for reporting tests received and returned, and for administering the CAUSE II test for applicants for training as Master Degree Counselors and as Counselor Trainees.

This letter outlines the administrative procedures for administering the CAUSE II selection process at the State and local level. A general over view of the selection process was described in GAL 871, which indicated that selection is to be based on an application designed for automatic data processing, a civil service type examination, and references. This letter specifies the directions for the use of these sources of information.

This letter does not apply to those States in which the selection for CAUSE II will be carried out by the State's civil service or merit system, or in which the CAUSE II quota for the State will be met by people on appropriate State registers and for current employment service employees.

Selection for CAUSE II makes extensive use of automatic equipment which represents a considerable savings in cost, and which provides the only system by which large numbers of applicants may be screened by the small Selection Staff available to CAUSE II. To some extent, the use of automatic processing displaces some of the complexities of selection from the Selection Staff to the local offices. In the time available, hand screening is impossible, so that the success of the selection program must depend almost completely on the care the local office takes in insuring that the forms meet the requirements of the machines. Improper handling of the forms and/or failure to follow instructions may adversely affect the candidate's chances for selection.

APPLICATIONS

Applicants will answer the application questions on a special multiple choice answer form, printed on both sides, with one side printed in blue and labelled "Application Answer Sheet." The other side, printed green, is labelled "Test Answer Sheet," and is to be used for recording answers to the CAUSE II test (see below). Applicants are instructed, in the Application Questionnaire, to fill out the application side of the answer sheet, and then to take the answer sheet to their local employment service office between June 4 and 12. When the applicant reports, the local office should have him fill out cards for references, as described below, and a Master Card. At this time, the