

Room 1041
UNITED NATIONS



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NEW YORK 10017

P. K. 407
Ankara

Mr. Ziyab Ebbuzziya
P.k.440
Istanbul
TURKEY

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Kütüphanesi Arşivi
No 2E.1349

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No 2E.1349

6 March 1972

Mr. Ziyab Ebbuzziya
P.k.440
Istanbul, TURKEY

Dear Sir,

Miss Wilhelmina Bergmans is being seriously considered for appointment as a Guide with the United Nations Secretariat.

Before making a final decision, we should like to supplement our knowledge of her suitability and background with a candid appraisal from those who have known her or have worked closely with her in the past.

It is our understanding that you are acquainted with the candidate. Therefore, we should be very grateful if you could give us your opinion of her on the points listed below, and in particular indicate under Item F whether you consider her free from prejudice or intolerance with regard to race, religion and nationality.

Your statements, of course, will be treated as strictly confidential.

Very sincerely yours,

Alexei Antipov
Alexei Antipov
Administrative Officer,
Office of Personnel

A. I have known the candidate in the following capacities. (Please check)

EMPLOYEE []

STUDENT []

PERSONAL FRIEND []

From (date) _____ To (date) _____

B. According to our records, the candidate was in your employ from _____ to _____. Describe the working roles in which you have known her, with comments on her competence. If you were her employer, would you readily re-employ her?

P. 38 FEMALE

C. Assess the candidate on the following points. Check the statement which most nearly describes her.

- | | |
|--|--|
| <p>She is conspicuously thorough and methodical. <input type="checkbox"/></p> <p>She could well be a little more meticulous. <input type="checkbox"/></p> <p>She is rather quick to learn. <input type="checkbox"/></p> <p>She acquires a surprising knowledge of the background of her job. <input type="checkbox"/></p> <p>She is outstandingly discreet and trustworthy. <input type="checkbox"/></p> <p>She sometimes talks too freely. <input type="checkbox"/></p> <p>People find her quite easy to deal with. <input type="checkbox"/></p> <p>She can be rather difficult or disruptive. <input type="checkbox"/></p> <p>She will take extra responsibilities if required. <input type="checkbox"/></p> | <p>She is ordinarily careful and systematic. <input type="checkbox"/></p> <p>She is quick to understand a new problem. <input type="checkbox"/></p> <p>She is a little slow to grasp unfamiliar problems. <input type="checkbox"/></p> <p>She learns quite a lot outside of her routine duties. <input type="checkbox"/></p> <p>She can be entrusted with all but the most confidential information. <input type="checkbox"/></p> <p>She goes out of her way to be cooperative and loyal. <input type="checkbox"/></p> <p>She is eager to take on responsibility. <input type="checkbox"/></p> <p>She is rather shy of assuming responsibility. <input type="checkbox"/></p> |
|--|--|

D. Did she lose much time from work because of ill health? Does she suffer from chronic minor ailments?

E. Please indicate her ability in the following by a checkmark.

	TYPING			SHORTHAND		
	VERY GOOD	GOOD	FAIR	VERY GOOD	GOOD	FAIR
SPEED						
NEATNESS						
ACCURACY						

List Her Own First	LANGUAGES								
	READ			WRITE			SPEAK		
	EXC.	GOOD	FAIR	EXC.	GOOD	FAIR	EXC.	GOOD	FAIR

F. Remembering that many races, religions and political beliefs are represented in the United Nations Secretariat, mention any factors which especially fit her for work in this international organization. Mention also any factors which seem inconsistent with it.

G. Give a short pen-picture of her, mentioning any relevant points of interest not covered in the foregoing sections of this form. (e.g. how well-informed and well-educated she is)

H. As a candidate for the proposed post, I rate her (underline)

OUTSTANDING VERY GOOD GOOD PASSABLE DOUBTFUL

Date: _____ Signed: _____

Title: _____