

N. F. Wood, Chairman
E. H. Jones, Secretary
R. V. Butz
Leonard Schwab
W. H. Slager 3/17/6.

MONSANTO CHEMICAL COMPANY
PLASTICS DIVISION
Texas City, Texas

Bulletin P-0302
Original Issue: May 27, 1957
Revision No. 1, June 15, 1960

PLAINTIFF'S EXHIBIT

MON-1428

FOREMAN AND SUPERVISOR SELECTION PROCEDURE

PURPOSE

To outline a formal procedure for selection of foremen and supervisors in the Texas City plant.

SCOPE

This bulletin outlines the procedure for the selection of foremen and supervisors from the hourly and non-exempt salaried group.

RESPONSIBILITIES

A. Administration

The administration of this program will be the responsibility of a committee, consisting of five members.

B. Committee Members

1. Permanent Member.

Plant Personnel Director (will serve as permanent secretary).

2. Rotating Members - 4.

Two at production superintendent level.

Two at general operating supervisor level.

3. Chairman

The senior rotating member will serve as chairman for a six month period.

SC

004507

LAM005717

C. Rotation

One rotating member will rotate off the committee every six months.

The committee will recommend a successor for the rotating member to the plant manager.

PROCEDURE

A. Nomination of Candidates

Upon request by the Selection Committee, each first-line supervisor may submit nominations from his group. All nominations are to be submitted to the committee secretary in writing, and should be accompanied by an evaluation of the candidate on forms to be supplied by the Selection Committee.

Candidates will be nominated on the basis of observation of performance. A minimum of two years employment will be required.

B. Screening

On the basis of data from personnel records and information contained in the written nominations and evaluation sheets, the Selection Committee will choose potential candidates for further consideration.

C. Notification and Testing

The Selection Committee notifies the potential candidate that there is a job opening and that he is being considered for the job. A candidate files application indicating his desire to be considered and is given a battery of aptitude tests to aid in determining his potential supervisory ability.

D. Final Selection

After all applications have been received and applicants have been tested, final selection will be made by:

1. Interview and written appraisal by future supervisor.
2. Panel interview and written appraisal by two other supervisors appointed by the Selection Committee.
3. A comprehensive interview and written appraisal by a skilled interviewer appointed by the Selection Committee at its discretion.
4. The Selection Committee and the future supervisor will review the written appraisals and test results and make a final choice

and recommendations to the plant manager for final approval.

E. Notification of Final Selection

1. After final choice has been made and approved, the successful candidate will be made a definite offer by his future supervisor, at which time salary and other job conditions will be explained. Definite acceptance or rejection by the candidate will be requested within three days.
2. Unsuccessful candidates will be notified that the position has been filled by means of a letter from the Chairman of the Committee. This will be done constructively to encourage the candidate to continue to improve himself and his chances for selection at some future date.

F. Training

A training program for the successful candidate will be developed by his supervisor as soon as possible with the aid of the Training Supervisor.

G. General

1. The Selection Committee will keep permanent files on all candidates.
2. A complete review of candidates should be made whenever an opening occurs in order to make available new candidates as they become eligible and to eliminate others who may no longer be interested.

Prepared by: Personnel
(Dept. or Section)

E K Jones

Approved by:

W K Hisset

APPLICATION

I do () do not () desire to be considered by the Selection Committee
for a foreman or supervisory job in _____
department.

Employee

Badge Number

SC 004510

LAM005720

NOMINATION FORM AND EVALUATION SHEET

DATE: _____

CANDIDATE: _____

DEPARTMENT: _____

IMMEDIATE SUPERVISOR: _____

EVALUATED BY: _____

COMMENTS:

SC

004511

LAM005721

SUPERVISORY INTERVIEW RATING FORM

(For use in interviewing candidates)

<u>Name of Candidate</u>	<u>Evaluator</u>	<u>Date</u>
--------------------------	------------------	-------------

A. WORK EXPERIENCE

Duties?
Number of previous jobs?
Many contacts with people?
Likes and dislikes?
How closely supervised?
Working conditions?
 Hard work, long hours?
 Physical demands?
Any leadership experience?
 Able to organize?
 Able to delegate?
Reasons for changing jobs?

B. EDUCATION AND TRAINING

Too little - too much schooling?
Level of school grades?
Best - poorest subjects?
Honors - activities?
Reason for leaving school?
Any additional training?
How was education financed?

C. EARLY HOME BACKGROUND

Father's (Mother's) occupation?
 Interests and temperament?
Economic and social position of family
 in the community?
 Poor?
 Wealthy?
 Moderately well off?
 Leaders in the community?
 Relatively unknown in the community?
Childhood factors
 Number of brothers and sisters?
 Over-protective parents?
 Parental discipline, guidance?
Earliest age partially or wholly
 financially independent?

SC

004512

LAM005722

SUPERVISORY INTERVIEW RATING FORM - Page 2

C. EARLY HOME BACKGROUND (Cont'd)

Motivational influences?
Is he chiefly concerned with material things?
Status? Achievement?
Moral standards?

D. PRESENT HOME ADJUSTMENT

Present interests and hobbies?
Any leadership responsibilities?
Marital status?
Present living arrangements?
Wife's attitude toward job?
Dependents (number and age)?
Financial stability?
Housing, Life insurance?

E. HEALTH AND PHYSICAL CONDITION

Unfavorable health history?
Any disabilities?
Vigor, energy, stamina?

F. MANNER AND APPEARANCE

Favorable appearance?
Pleasant, friendly manner?
Any unfavorable mannerisms?
Persuasive?
Tactful?

SUMMARY OF ASSETS

SUMMARY OF LIABILITIES

OVERALL SUMMARY

OVERALL RATING

SC 004513

LAM005723

SUPERVISORY CANDIDATE EVALUATION SHEET

NOTE: Information on job performance and supervisory aptitude is needed in order to rate the candidate named below for promotion.

Name of Candidate	
Name of Supervisor	Name of Department
1. What period of employment was the candidate under your immediate supervision? From _____ to _____	2. Position of the candidate while under your supervision

	<u>Describes him well</u>	<u>Describes him to some extent</u>	<u>Does not describe him</u>	<u>Don't know</u>
1. Has self confidence.....	()	()	()	()
2. Uses good judgment in carrying out his work assignments.....	()	()	()	()
3. Does a full day's work.....	()	()	()	()
4. Has good knowledge and skill in his occupation....	()	()	()	()
5. Cooperates with his superiors.....	()	()	()	()
6. Meets deadlines.....	()	()	()	()
7. Makes suggestions for work improvement.....	()	()	()	()
8. Is active and energetic.....	()	()	()	()
9. Is dependable in what he says.....	()	()	()	()
10. Can take criticism.....	()	()	()	()

SC

004514

LAM005724

SUPERVISORY CANDIDATE EVALUATION SHEET - Page 2

	<u>Describes him well</u>	<u>Describes him to some extent</u>	<u>Does not describe him</u>	<u>Don't know</u>
11. Gets along with other employees well.....	()	()	()	()
12. Applies good safety practices.....	()	()	()	()
13. Would be level-headed in an emergency.....	()	()	()	()
14. Would get the cooperation of his men.....	()	()	()	()
15. Accepts changes in work methods.....	()	()	()	()
16. Works well under pressure.....	()	()	()	()
17. Would be able to train new employees.....	()	()	()	()
18. Over all, how would he be in the job for which he is nominated?				
Excellent () Very good () Good () Fair () Poor ()				

Remarks:

Signature

Date

This form should be returned to Personnel Director via plant mail.

P-0400

SC

004516

LAM005726