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The American Red Cross

CHICAGO CHAPTER

529 S. WABASH AVENUE - CHICAGO

TELEPHONE WABASH 7850

RUSSELL WINSLOW

MANAGER

March 10, 1944

Dr. Forrest C. Allen
University of Kansas
Lawrence, Kansas

My dear Dr. Allen:

Mrs. Melba Schilling Kost has placed with us her application for a case aide position in our department and has given your name as a reference.

The American Red Cross has stated responsibilities for service to families of men in the active military forces as well as to certain of the ex-service men and their dependents. Because of the responsibilities to the increasing number of families of service men, we are now employing people as case aides to assist our regular case workers who have had special training for this work in graduate schools of social service.

Because the case aides will lack this professional training, it is highly important to evaluate carefully the personal assets and capacities of these applicants. Therefore, we ask for your careful consideration in replying to the following questions:

- (1) In what capacity have you known the candidate?
- (2) Describe the candidate's personality and abilities as indicated by:

sensitivity to other people's reactions
capacity for self-expression
capacity for assuming and discharging responsibility
intelligence and initiative
attitudes toward other people
maturity and personal organization

In the foregoing, I have endeavored to note factors that we have found to be of special importance in our current situation. In addition, we shall appreciate any other observations