

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO Secs.  
Ass. Secs.  
PE Directors.

HCO POLICY LETTER OF FEBRUARY 14, 1961

PERSONNEL PROCUREMENT

The most fruitful source of Admin personnel, such as typists, clerks, receptionists and so forth, is the PE Test Course - Coaudit line.

Prominently displayed in one place where it can be seen by these people should be a help wanted notice asking them to see or call the Assn. Secretary's secretary during business hours for Administrative positions such as typists, clerks, secretaries, and receptionists.

A help wanted notice for Trained Scientologists should also be displayed.

Most Admin assistance has come in from the PE line in the past or from agencies and in either case they usually eventually take training.

People are eager to help. Let them.

Warning: If there is no specific person listed to be seen, you lose your would-be staff simply by misrouting at reception when they come in to apply - and that takes in Scientologists who would work for us as well. I, Central Organization did not somehow stop so many of its incoming applicants for training and processing the unit would treble. If it did not misroute job applicants it would have a qualified staff.

At once prepare and post the above permanent notices.

Also at once provide the Assn. Sec's secretary with applications for employment, giving schooling, any Scientology training and so forth and keep them dated and on file. File as well, with the application, a spare copy of test results.

L. RON HUBBARD

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