

Bernard Haldane papers, 1927-2004

Overview of the Collection

Creator	Haldane, Bernard
Title	Bernard Haldane papers
Dates	1927-2004 (inclusive) 1927 2004
Quantity	15.9 cubic feet (17 boxes and 1 oversize folder)
Collection Number	5428 (Accession No. 5428-001)
Summary	Papers of a social innovator and career counselor.
Repository	University of Washington Libraries, Special Collections Special Collections University of Washington Libraries Box 352900 Seattle, WA 98195-2900 Telephone: 206-543-1929 Fax: 206-543-1931 speccoll@uw.edu
Access Restrictions	Open to all users but portions of the papers restricted. Contact Special Collections for details.
Additional Reference Guides	
Languages	English
Sponsor	Funding for encoding this finding aid was partially provided through a grant awarded by the National Endowment for the Humanities.

Biographical Note

Bernard Haldane is widely recognized as the key innovator in the field of career development.

Born on May 15, 1911, Haldane was raised in England. In 1927, he received the First Certificate at the Royal College of Surgeons. Haldane then relocated to the United States. When he learned that the medical establishment of New York would not accept his British "pre-med" certificate, Haldane decided to pursue a different career path.

Haldane worked several odd jobs in New York, where he developed an interest in writing and labor relations. He served as the Associate Editor of the *New York Journal of Commerce* and studied management at Columbia University and New York University. He worked as a labor relations consultant and was a member of the Society for the Advancement of Management (SAM). After World War II, SAM asked Haldane to help returning military officers obtain jobs as they transitioned back to civilian life. This project marked the beginning of what would be Haldane's life work.

At this time, Haldane formed the Executive Job Counselors Service (EJCS) as an umbrella organization for his new career counseling and placement business. The EJCS philosophy was simple: "People who enjoy their work, do it better." As such, Haldane strived to develop a counseling technique to help people discover their strengths in order to find the type of work that would make them happy,

valued employees. In 1947, his article, "A Pattern for Executive Placement," was published in the *Harvard Business Review*. The publication of this article signified acceptance of Haldane's work by the American business community. Haldane believed that if workers were happy and satisfied in their jobs, they would produce a higher volume and higher quality of work. Haldane's success with veterans convinced him that these methods would be beneficial to individuals and organizations alike.

In 1947, Haldane also formed Bernard Haldane Associates (BHA) as a job counseling firm. BHA filled a rising demand from individuals seeking job counseling and organizations seeking help with personnel issues. BHA offices were opened in New York and shortly thereafter in Philadelphia, Boston, and Washington, D.C. Subsequent BHA offices have been opened in cities throughout the United States and abroad.

In order to institutionalize his process and make it widely available, Haldane developed manuals for career counselors to help individuals examine their life experiences to uncover talents and their own unique pattern of skills. Haldane developed the System to Identify Motivated Skills (SIMS) and Success Factor Analysis (SFA) as two such methods. Haldane also authored fourteen books on the subject of job searches and career changes, including *Career Satisfaction and Success*, *How to Make a Habit of Success*, and *Job Power*.

In 1961, Haldane created a non-profit organization, the Foundation for Re-Employment, to assist public institutions, government agencies, religious, and civic groups with their employment and personnel needs. Haldane devoted considerable time and energy to this not-for-profit complement to his other job counseling endeavors.

During his long career, Haldane served a broad range of clients, including the Harvard Business School, United States Atomic Energy Commission, the United States Peace Corps, the United States Forest Service, several large corporations, dozens of educational and religious organizations, and hundreds of individual clients. Haldane was recognized by Presidents Eisenhower, Kennedy, and Johnson, primarily for his work with young people and disadvantaged adults.

In 1966, Haldane met Jean Kind, who had emigrated from England for work. The couple married in 1967. That same year, Haldane moved his headquarters from New York City to Washington, D.C.. There, Haldane oversaw BHA operations while Jean worked on staff at the Episcopal Diocese of Washington. Together, Jean and Bernard translated Haldane's identification of talents and skills aimed at job-finding to the church setting. They provided consultations, workshops, and training for clergy and lay leaders around the world.

In 1974, Bernard Haldane formally retired from Bernard Haldane Associates and sold the company to individuals within the organization. The company still exists and operates under that name, with approximately 100 offices in the United States and abroad. As part of the sales agreement, Haldane agreed to work only with organizational clients and to cease individual client counseling. With the sale of BHA, Haldane was free to pursue related interests and research. Haldane's work focused primarily on religious, educational and youth groups and major organizational clients, such as the United States Forest Service, after 1974.

In 1977, Bernard and Jean Haldane relocated to Seattle, Washington. In his retirement, Haldane expanded his research and writing to focus on young adults, teens, deprived youth, and church ministry. He developed the Dependable Strengths Articulation (DSA) process as a result of his decades of job counseling and research. DSA was developed to help individuals identify their strengths and motivated skills in order to become more productive, achieve higher degrees of job satisfaction and develop self-esteem.

Bernard and Jean Haldane worked on various projects and conducted many leadership training sessions using the Dependable Strengths philosophy. In 1987, Bernard met Jerald Forster, a professor at the University of Washington's College of Education, who was interested in understanding why the DSA process was so effective. Thus began a 15 year research and learning collaboration between Haldane and the College of Education, known as the Dependable Strengths Project. The DSA process has been applied in colleges, high schools, WorkFirst job search training programs, with prisoners, in churches, non-profit organizations, youth groups, government agencies, and assisted living centers.

In 1997, Bernard and Jean Haldane began to explore how the Dependable Strengths process might be applied in other parts of the world. The couple took a long sabbatical and travelled to six countries, including South Africa. The Haldane's project was warmly received by the Anglican Bishop of Johannesburg, where the Dependable Strengths Foundation was established as a non-profit organization in 2003.

Bernard Haldane died in Seattle, Washington, on July 21, 2002, at the age of 91.

Content Description

The Bernard Haldane Papers contain business records, personal papers, client files, Haldane's writings, and the writings of others. The majority of the material is from 1946 to 2000. This collection documents Haldane's long and prolific career, including the early years of Haldane's efforts at career counseling and the formation of his businesses, Executive Job Counselors and Bernard Haldane Associates, as well as his non-profit endeavors, the Foundation for Re-Employment, the Dependable Strengths Project and the Dependable Strengths Institute.

Because Haldane was the leader in the field of job placement and career counseling, these papers document the formation and changes in the history of this field, and reflect Haldane's methods and theories employed in job counseling and the changes in those methods over several decades of work. His many manuals, articles, drafts and promotional materials also offer insight into Haldane's perspectives and promotional methods.

Use of the Collection

Restrictions on Use

Restrictions may exist on reproduction, quotation, or publication. [Contact Special Collections](#) for details.

Administrative Information

Arrangement

Arranged into 6 series:

- Personal and business records, 1927-2004
- Client files to 1974, 1944-1978
- Client files since 1975, 1975-2002
- Project files, 1946-2002
- Writings, 1933-2000

Acquisition Information

Gift of Jean Haldane, 2004.

Processing Note

Processed by Melinda Snarr; processing completed in 2007.

13 books, including books by Haldane, were relocated to the Pacific Northwest Collection in 2006. One button (for "Golden Days, Fairbanks, Alaska, 1979") was relocated to the Button, Medals, and Ribbons collection, accession 5130-001, in 2006.

Detailed Description of the Collection

Personal and business records, 1927-2004

This series is arranged by material type and alphabetically. Correspondence is arranged into two sequences: one chronological and another listed by correspondent and topic. Original order has been maintained whenever possible.

This series includes a wide range of materials from Haldane's personal and professional life. It includes biographical information, such as versions of Haldane's resumes and several biographical statements. It contains correspondence and memos spanning several decades. The administrative records pertaining to several of Haldane's business and non-profit enterprises, such as Bernard Haldane Associates, Executive Job Counselors, and the Foundation for Re-Employment, are included in this series. The series also includes teaching records from Haldane's appointment at Fairleigh Dickinson University, and a number of subject files on topics, individuals, and organizations that Haldane collected over the course of several decades.

Container(s)	Description	Dates
Biographical information		
<i>Box/Folder</i>		
1/1	Obituaries	2002
1/2-3	Biographies	1945-1998
1/4	Resumes	1944, undated
1/5	Drawings	undated
1/6	Photographs	1945-2000

Container(s)	Description	Dates
	Includes eight studio portraits from circa 1945 to 1956, portrait session negatives, and two contact sheets from portrait session, circa 2000. Also includes two miscellaneous portraits on newsprint, portrait of Jean Haldane circa 1970, and photograph of a panel discussion at the National Rocket Club in Washington, D.C., circa 1960s.	
Correspondence		
Box/Folder		
1/7-15	General	1944-1998, undated
1/16	Outgoing	1967
1/17	Family newsletter	1984-1996
1/18	Congress, Members of	1956-1969
1/19	Other Politicians	1963-1980
1/20	Presidents Includes copies of a telegram from John F. Kennedy and a letter from Lyndon Johnson.	1961-1991
1/21	Regarding Bernard Haldane's 50th birthday	1961
1/22	Regarding Bernard Haldane's 60th birthday	1971
1/23	Regarding Bernard Haldane's 50 years in United States anniversary	1980
1/24	Regarding Bernard Haldane's 70th birthday	1981
1/25	Regarding seminars Includes pamphlets and brochures	1965, 1981-1985, undated
1/26	Regarding alcohol study	1978
1/27	Regarding articles, books, and speeches	1949-1961
1/28	Regarding Management Excellence Kit	1968

Container(s)	Description	Dates
1/29	Regarding Mexican Job Counselling Services	1952
1/30	Regarding trip to Italy	1974
1/31	Regarding youth employment problems	1961-1962
1/32	Regarding Youth Personal Development and Career Center	1978
1/33	American Foundation of Religion and Psychiatry	1966
1/34-35	Baxter, Jim S.	1996
1/36	Buchman, Dian Dincin	1960
1/37	Carlson, George	1978
1/38	Conarroe (Richard R.) Associates	1966
1/39	Corbett, Fred	1966
1/40	Episcopal churches	1997
1/41	French, Richard C.	1977-1986
1/42	Giesen Management, Inc. Includes contracts.	1960-1961
1/43	Litwiller, Willard (Center For Community Development, Seattle)	1977-1980
1/44	Mann-Ellis Advertising Contains conference reports.	1959-1963
1/45	Mitchell, Curtis	1956
1/46	National Institutes of Health	1973-1974
1/47	Osmers, Frank C. Jr.	1959
1/48	Owens, Warren	1962
1/49	Peale, Norman Vincent	1960-1965

Container(s)	Description	Dates
1/50	Potomac Magazine	1971
1/51	Randolph, Jennings	1963
1/52	<i>Reader's Digest</i>	1961-1962
1/53	Schorr, Norman A. Includes promotional material.	1956-1958, undated
1/54	Seattle University Institute for Ecumenical Theological Studies	1996-1997
1/55	Speciale, David A.	1996, 2002
Box/Folder		
1/56	Memos	1947-1976
Administrative records		
Box/Folder		
1/57	Miscellaneous	1972-1983
Bernard Haldane Associates		
Box/Folder		
1/58-69	General	1958-2004, undated
2/1-4	Boston, Massachusetts office	1975-1978
2/5	Cincinnati, Ohio office	1977
2/6	Cupertino, California office	undated
2/7	New York, New York office	1967
2/8	Phoenix, Arizona office	1984-1985, undated
2/9	Portland, Oregon office	1987-1989

Container(s)	Description	Dates
2/10	Tampa, Florida office Includes two photographs of Tampa employees at the Tampa Catholic High School with the book <i>Job Power Now!</i> in 1978.	1977-1978
2/11	Washington, D.C., office	1967, 1977-1978
Box/Folder		
2/12	Career Finding Workshops	1972
2/13	Career Motivation Institute	1974, undated
2/14	Career Resources, Inc.	1969
2/15	Civilian Careers	1959
2/16	Executive Job Counselling Service	1941-1949, undated
2/17-32	Executive Job Counselors	1947-1970, undated
2/33-37	Foundation for Re-Employment	1963-1968, undated
2/38	Individual Development Center	1979
2/39-40	Job Information Seeking and Training Program	1981-1984, 1997
2/41	Job Power Center	1978-1980, undated
2/42-49	Success Factor Analysis	1960-1966, undated
2/50	System to Identify Motivated Skills (SIMS)	1974
2/51	Wellness Education Council	1984-1987, undated

Conference files

Box/Folder

Container(s)	Description	Dates
2/52	Association of Unity Churches	1975
2/53	Conference facilities Contains materials gathered and created by Jean Haldane.	1977-1979. undated
2/54	Conference of the Lay Ministry	1976
2/55	Council on Foundations	1979
2/56	Religious conferences	1973-1975, undated
2/57	Unity World Conference	1995
2/58	Work in America Conference	1979
2/59	Workforce 2000 Conference	1994-1995
Program files		
Box/Folder		
2/60	Ability Motivation Program	1968
2/61	Accomplishment Program	1963-1965
2/62	Re-Employment Program	1965-1968
2/63	Retirement Program	1966-1968
Subject files		
Box/Folder		
2/64-65	Acropolis Books	1974-1983
2/66	Administrative Management Society	1966
2/67	Adult development study	1970
2/68	American Association for Counseling and Development	1989

Container(s)	Description	Dates
2/69-72	American Management Association	1958-1990
2/73-77	Biofeedback Research Institute	1974-1976, undated
2/78	Book promotion	1974
2/79	Career Planning Institute	1963, 1968
2/80	Career Programming Institute	1970
3/1	Career Success Institute	1973
3/2	Carnegie, Dale (course)	undated
3/3	Chinook Learning Community	1980
3/4	Church Divinity School of the Pacific	undated
3/5-7	Clark, Charles H.	1964-1973, 1980, undated
3/8	Collège de Lys	1966
3/9	Congress of the Laity	1978
	Diocese of Olympia, Episcopal Church in Western Washington	
Box/Folder		
3/10-11	General	1971-1975, 1980-1981
3/12	Youth Director Search	1977-1978
3/13	Youth ministry	1976
Box/Folder		
3/14	Education Research and Development	1974
3/15	Emmanuel Episcopal Parish, Mercer Island, Washington	1978

Container(s)	Description	Dates
3/16	Fortune Magazine	1966
3/17-24	Growth Project	1946-1955, undated
Folder:Oversize		
Misc. Oversize box 9	Growth Project Contains blueprints and diagrams.	undated
Box/Folder		
3/25	Harvard University Graduate School of Business Administration Contains photocopy of Harvard University's 1948 <i>Placement Guidance Manual for Alumni</i> , which references Haldane's 1947 "A Pattern for Executive Placement," published in the <i>Harvard Business Review</i> .	1948, 1996
3/26	Herendeen, Gaylord Gaylord Herendeen was an important mentor to Bernard Haldane during the early years of his career. Herendeen was a personnel officer at the American Telephone and Telegraph Company. He arranged for Bernard Haldane to become a volunteer secretary for New York Mayor Fiorello LaGuardia's unofficial kitchen cabinet.	1957
3/27	Houston, Texas	1971-1972
3/28	International Association of Career Management Professionals	1997
3/29	International Institute for Career Development	1994
3/30	International Organization for Development Education	1975
3/31	King-Snohomish Metropolitan Advisory Board	1977
3/32	Lifeskills Associates	1984, undated
3/33	Manpower Technology	1961-1962, undated
3/34-35	Manpower Training and Development Act	1964-1968

Container(s)	Description	Dates
3/36	Manpower Transition Program	1969
3/37	Marble Collegiate Church	1969
3/38	Merton Institute	1940-1943; undated
3/39	Mid-Atlantic Career Center	1972
3/40	Ministry Opportunities	1979
3/41	Port Townsend Rotary Club	1989
3/42	Presbytery of Washington City	1969
3/43	Puget Sound Career Development Association	1989-1996
3/44-45	Religious oriented	1974-1977
3/46	Rutland Foundation	1963-1964
3/47	San Francisco	1983-1984
3/48	Seabury Press	1981
3/49-51	Seattle Community Work/Education Council	1976-1977
3/52	Senior Civil Service Working Group	1996-1997
3/53	Shiple and Crystal	1960
3/54	Sindicators	1995
3/55	Small Business Administration	1968-1970
	Society for the Advancement of Management	
Box/Folder		
3/56-59	General	1944-1969, undated

Container(s)	Description	Dates
3/60	Cincinnati chapter	1967-1968
3/61	New York chapter	1945
3/62-65	Student chapters	1948-1951
3/66	Washington chapter	1969
Box/Folder		
3/67	St. Andrew's Church, Seattle, Washington	1986, 1993
4/1-3	St. Stephen's Parish, Seattle, Washington	1977-1993
4/4	Standard Oil Company of New Jersey	1947
4/5	Stanford Research Institute	1951
4/6	TH Inc.	1969
4/7	Unity School of Christianity	1972-1977, undated
4/8-10	University of Washington	1979-1996
4/11	VOTE Associates	1996
4/12	Washington Association for Counseling and Development	1992
4/13	Work Foundation	undated
	World Tour	
Box/Folder		
4/14-15	General	1998
4/16	New Zealand	1998
4/17	Australia	1998
4/18	South Africa	1998

Container(s)	Description	Dates
4/19	Switzerland	1998
Box/Folder		
4/20	Youth jobs	1987-1989
	Teaching files	
Box/Folder		
4/21	Fairleigh Dickinson University	1959-1960
	Fairleigh Dickinson University Restricted.	1958-1960
Box/Folder		
17/1	General	1958-1960
17/2-4	Student work	1958-1959
	Grant files	
Box/Folder		
4/22	Everett Public Schools	1999
Box/Folder		
4/23	Budgets	1978
4/24	By-laws	1953
4/25-27	Calendars	1959, 1978, 1990s
4/28	Certificates Includes copyright certificates.	1960-1981
4/29-30	Dialogs Contains transcripts of Bernard Haldane's spiritual communications.	1983-1986

Container(s)	Description	Dates
4/31	Dictation audiogram recording	undated
4/32	Ephemera and brochures	1960, undated
4/33	Meeting minutes	1986
4/34	Surveys	undated
4/35	Training agreements	1960-1962
4/36-51	Notes	1927-2000
4/52	Miscellaneous newsletters	1959-2000

Client files to 1974, 1944-1978

This series contains records of Haldane's job counseling work with individual and organizational clients from approximately 1946 until 1974, when Haldane formally retired and sold Bernard Haldane Associates to colleagues within the organization. The materials in this collection provide insight into Haldane's counseling methods and the job seeking process from the mid-1940s until the mid-1970s.

This series includes completed biographical questionnaires, resumes, and Job Power reports, as well as Haldane's notes about specific clients, correspondence, and material he created for specific organizational clients. It also includes programs for workshops and consulting engagements, feedback reports and evaluations of Haldane's services, as well as testimonials written by clients.

Container(s)	Description	Dates
Organizational clients		
Box/Folder		
4/53	African Methodist Episcopal Zion Church	1970
4/54	American Society for Training and Development New Jersey Chapter	1966
4/55	Bishop of California	1970
4/56	Catholic University of America, Washington, D.C.	1968-1969, undated
4/57	Church of the Ascension, Montgomery, Alabama	1969

Container(s)	Description	Dates
4/58	Church of the Resurrection, Alexandria, Virginia	1974
4/59	Church of the Saviour, Washington, D.C.	1971
4/60	College of Preachers, Washington, D.C.	1970-1971, undated
4/61	Columbia University, New York City	1968
4/62	Diocese of Alabama	1969
4/63	Diocese of Missouri	1969
4/64	Episcopal Diocese of Boston, Massachusetts	1970
4/65	Episcopal Diocese of East Carolina, Kinston, North Carolina	1970
4/66	Episcopal Diocese of San Joaquin, California	1970
4/67	Episcopal Diocese of Washington, D.C.	1968-1972
4/68	Episcopal Diocese of Western North Carolina, Asheville, North Carolina	1970-1972
4/69	Esso Inter-America, Inc.	1968
4/70	Florida State University, Tallahassee, Florida	1970
4/71	Fort Myer, Virginia	1968
4/72	General Electric Company	1959, 1974
4/73-74	George Washington University, Washington, D.C.	1958-1961
4/75	Greenfield Hill Congregational Church, Fairfield, Connecticut	1966
4/76	Life Project	1972-1974
4/77	Mademoiselle Magazine	1973
4/78-79	Madison Township High School, New Jersey	1965-1967

Container(s)	Description	Dates
4/80	Magnus Chemical Company	1960
4/81	McBer and Company	1966, 1971-1972
4/82	National Association of Manufacturers	1966
4/83	National Civil Service League	1973-1974
4/84	National Council of Christians and Jews	1971
4/85	National Institute for Lay Training	1975
4/86-88	Otterbein College, Westerville, Ohio	1974
4/89-92	Paterson Plan Project, New Jersey Includes eight photographs of workshop sessions and meetings.	1963
5/1-2	Police-Community Relations Institute	1972
5/3	Presbytery of Winston Salem, North Carolina	1970
5/4-5	Prisoner Aid Association of Maryland	1970-1971
5/6	Singer Company Includes one photograph of Haldane with workshop attendees.	1965
5/7-8	Society for the Advancement of Management	1948, 1962, undated
5/9	St. Augustine's Church, Washington, D.C.	1967-1977, undated
5/10	St. Christopher's Episcopal Church, New Carrollton, Maryland	1974
5/11	St. Mark's Cathedral, Seattle, Washington	1987-1999
5/12	St. Patrick's Episcopal Church, Washington, D.C.	1971
5/13	Stanford Research Institute	1951
5/14	Synod of Ohio, United Presbyterian Church	1971

Container(s)	Description	Dates
5/15-16	TransCentury Corporation	1969-1971, undated
5/17	Trinity Episcopal Church, Melrose, Massachusetts	1970-1971
5/18-19	United States Air Force	1956, 1961-1962
5/20-24	United States Army	1960-1973
5/25-40	United States Atomic Energy Commission	1960-1973
5/41-43	United States Department of Labor	1971-1972
5/44	United States Department of State	1962
5/45	United States Naval Academy	1957-1959
5/46-54, 6/1-2	United States Peace Corps	1969-1972, undated
17/5	United States Peace Corps Restricted because of personal privacy.	1969-1972, undated
6/3	United States Post Office	1967
6/4	Unity of the Palm Beaches, West Palm Beach, Florida	1968
6/5	Unity of Washington, D.C.	1972, 1974
6/6	University of Cincinnati	1974
6/7-8	University of Maryland, Baltimore	1967-1969
17/6	University of Maryland, Baltimore Closed until 2048 because of personal privacy.	1973
6/9	University of Maryland, Baltimore County	1973
6/10-15	Valdosta, Georgia Includes one photograph of workshop participants.	1967-1968
6/16-18	Virginia Theological Seminary	1969-1970

Container(s)	Description	Dates
	Includes an article written by Haldane in a Virginia Theological Seminary publication.	
6/19	Washington Cathedral, Washington, D.C.	1970
6/20	Washington, D.C., Board of Education	1968-1971
6/21	Washington Opportunities for Women	1974
6/22	West Michigan Methodist Conference Board of Ministry	1971
6/23	Xavier University, Cincinnati, Ohio	1968-1969, undated
6/24	Xerox Corporation	1974
6/25	YWCA of Fairfax County, Virginia	1970-1975
6/26-29	Yokefellow Institute at Earlham College, Richmond, Virginia	1974-1975
	Workshops and seminars	
Box/Folder		
6/30	Church Program, Philadelphia	1966-1968
6/31	Clergy Career Assessment and Renewal Seminar	1970-1971
6/32	Management Resources for Clergy	undated
6/33	Movement and Self Expression Workshop	1969
6/34	Personal Growth Seminar	1968
6/35	Project Transition Workshop	1968
6/36	Team Building Seminar, Baltimore, Maryland	1970
6/37-38	Team Building Workshop, Boston, Massachusetts	1974
17/7	Team Building Workshop, Boston, Massachusetts Closed until 2044 because of personal privacy.	1974

Container(s)	Description	Dates
6/39-40	Women's Self Renewal Institute	1966-1969
6/41	Youth Summer Job-Finding Workshop	1972
Box/Folder		
6/42	Questionnaires	1972
17/8-30	Individual clients Restricted.	1948-1978
17/48-57	Biographical questionnaires and other material Restricted.	1946-1978
6/43	Case histories	undated
6/44	Client drawings	1972
6/45-48	Feedback reports and other material	1966-1973, undated
6/49	Student counseling miscellaneous correspondence	1961-1971
6/50-56	Testimonials	1946-1974, undated
6/57	Counseling procedures	1959
6/58	Seminar outlines	1971
6/59	Workshop programs	1966-1972, undated
6/60-61	Seminar registration lists	1970-1971
6/62	Drawings	undated
6/63	Daily reports	1956
6/64	Weekly call reports	1973-1974
6/65	Prospective client forms	undated

Container(s)	Description	Dates
6/66	Notes about clients	1970- 1974

Client files since 1975, 1975-2004

This series contains client files after 1974. This series contains records from the last several decades of Haldane's job counseling work after he had sold Bernard Haldane Associates to colleagues and formally retired from the organizations. The files include biographical questionnaires, resumes, and Job Power reports, as well as Haldane's notes about clients, correspondence, and material he created for specific organizational clients. It also includes programs for workshops and consulting engagements, feedback reports and evaluations of Haldane's services, as well as testimonials written by clients. The materials in this series provide insight into Haldane's counseling methods during the latter half of his career, when he worked almost exclusively with organizational clients, including government agencies, churches, schools, and civic groups.

Container(s)	Description	Dates
Organizational clients		
Box/Folder		
6/67	Aetna Life & Casualty	1975-1977
6/68	All Saints Church Wellington, Shropshire, England	1994
6/69	American Association of Community and Junior Colleges Materials in this file pertain to the Older Americans Program and Haldane's work with retirees.	1978-1980
6/70	American Diabetes Association	1987
6/71, 7/1	American Society for Training and Development	1978-1983
7/2	Anglican Diocese of New Westminster, West Vancouver, British Columbia	1994
7/3	Archdioceses of Washington, Washington, D.C.	1976
7/4	Area A Community Mental Health Foundation	1975
7/5	Avtech Corporation	1993
7/6	Battelle Institute	1977

Container(s)	Description	Dates
7/7	Church Council of Greater Seattle	1992
7/8	City of Jacksonville, Florida	1975
7/9-10	Clergy	1976-1986
7/11	Coverdale Organisation	1973-1975
7/12	Diocese of Hawaii	1987
7/13	Diocese of Missouri	1978
7/14	Eastside Community Mental Health Center, Redmond, Washington	1977-1978
7/15	Edmonds High School, Washington	1979
7/16	Educational Opportunities and Resource Center	1980
7/17	Episcopal Coalition, Central Oregon and St. Alban's Parish Commission on Ministry	1996
7/18	Episcopal Diocese of California	1983
7/19	Episcopal Diocese of New York	1982
7/20	Episcopal Diocese of Oklahoma	1986
7/21	Fauntleroy Community Church, Seattle, Washington	1978
7/22	General Commission on Chaplains and Armed Forces Personnel	1979
7/23	Horizon House, Seattle, Washington Horizon House is the retirement community where Haldane lived at the end of his life.	2004
7/24	Idaho State University, Pocatello, Idaho	1995
7/25	John F. Kennedy University, Pleasant Hill, California	1980-1982
7/26	King County Youth Council, Washington	1980-1981

Container(s)	Description	Dates
7/27	Lake City Christian Church, Seattle, Washington	1989
7/28	Lake Washington Technical College, Kirkland, Washington	1991-1995
7/29	Loggers in Port Townsend, Washington	1991
7/30	National Institute for Lay Training, New York	1975
7/31	National Society for Performance and Instruction	1976
7/32	New Directions Northeast	1988
7/33	North Indiana Methodist Conference	1977
7/34	Pierce College, Pierce County, Washington	1991-1992
7/35	Portland Federal Employee Credit Union, Oregon	1996
7/36	Private sector initiatives	1978
7/37	Seattle Council of Churches	1980
7/38	Seattle Public Schools	1978
7/39	Seattle University	1980, 2001
7/40	Seattle University School of Theology and Ministry	1999
7/41	St. Augustine's Catholic Church, Washington, D.C.	1975
7/42	St. Matthew's Young Adult Club, Washington, D.C.	undated
7/43	St. Paul's Episcopal Church, Bremerton, Washington	1992
7/44	St. Stephen's Episcopal Church, Seattle, Washington	1985-1999
7/45-48	Timber Lake Job Corps, Oregon	1988
7/49-65	United States Forest Service	1980-1996, undated
7/66-68	Unity of the Palm Beaches, West Palm Beach, Florida	1976

Container(s)	Description	Dates
7/69	University of Alaska	1978-1979
7/70	University of Florida	1975
	University of Washington, Seattle	
Box/Folder		
7/71	Alumni Association	1990-1992
7/72	College of Education	1987-1989
7/73	Faculty	1980-1981
8/1	Masters of Health Administration Alumni Association	1991
8/2	Ph.D. Students	1997
8/3	Placement Center	1980-1982
Box/Folder		
8/4	Washington State Employment Security Center	1991
8/5	Washington State Governor's School for Citizen Leadership	1986
8/6	Youth Opportunities Unlimited (Y.O.U.)	1990-1991
8/7	YWCA of the Tidewater Areas of Virginia	1975
Workshops and seminars		
Box/Folder		
8/8	Conference on Ministries for Women	1979
8/9	Employment Skills Workshop	1978
8/10	Employment Symposium	1982
8/11	Gifts Identification Seminar	1978

Container(s)	Description	Dates
8/12	Job Finding Seminar	1992
8/13	Job Hunting Skills Workshop	1978
8/14	Job Information Seeking and Training Program	1980-1981
8/15	Management of Career Stress	1978
8/16	Self-Renewal Institute # 7	undated
8/17	Teacher-Counselor Training, Boise, Idaho	1994
8/18	Team Building Seminar for Business and Nonprofit Groups, Husbands and Wives	1990
8/19-21	Youth Employment Skills Workshop	1977-1978
8/22	Youth Workshops	1966-1983
Box/Folder		
17/31-47	Individual clients Restricted.	1978-1996
17/58-59	Biographical questionnaires Restricted.	1990, undated
17/60	Correspondence Restricted.	1974-1976
8/23	Client reports	undated
8/24	Client success stories	1978, undated
8/25	Notes about clients	1975-1991
	Evaluations of workshops	
Box/Folder		
8/26-29	Miscellaneous	1976-1991, undated

Container(s)	Description	Dates
8/30	Career Development Conference	undated
8/31	Success Factors Analysis	1976
8/32	Job Power workshops	1978
Box/Folder		
8/33	Drawings	undated
8/34	Testimonials	1974-1984
8/35	Workshop programs	1974-1979

Project files, 1946-2002

This series contains records related to specific projects Haldane conducted over the course of his career. Records of the Dependable Strengths Project, a formal partnership with the University of Washington College of Education, forms the bulk of this series. This series also includes the records of projects conducted by organizations for which Haldane was an advisor, such as Together in Employment (TIE), of the Diocese of Olympia, Washington. Records of projects pertaining to specific job-counseling and training work with individual and organizational clients, such as the Paterson Project and the Valdosta Project, are located in the client files series.

Container(s)	Description	Dates
Box/Folder		
8/36-41	Asian Project This file contains records related to Haldane's work with Southeast Asian refugees, whom he helped to find jobs and to manage the transition to life in the United States.	1978-1980
Dependable Strengths Project (University of Washington)		
Box/Folder		
8/42-59, 9/1-2	General	1986-2001, undated
9/3-7	Dependable Strengths Articulation Process	1988-1997, undated

Container(s)	Description	Dates
Box/Folder		
9/8	Copyright permissions	1996
9/9	Course programs	1988-1991
9/10-11	Evaluations	1990-2000, undated
9/12-13	Forms and manuals	1991-1993
9/14	Teachers' lessons plans	1990
9/15-22	Dependable Strengths Institute	1991-1999
9/23	Increasing Self Esteem course	1991
9/24	Phase one: training the trainers	1989
9/25	Phase two: facilitators training	1990
9/26	Renewal Includes United States Forest Service material.	1992-1995
9/27-28	Roberts, Cheryl Roberts was a University of Washington Extension employee and worked closely with Haldane on the Dependable Strengths Project.	1990-1992
9/29	Support group formation process	1988-1991
9/30	Workshops	1988-1994
Box/Folder		
9/31-34	Employment Project, Church Council of Greater Seattle	1978-1980
9/35-36	Seattle Schools Project	1978
	South Africa Project	
Box/Folder		

Container(s)	Description	Dates
9/37-49	General	1999-2002, undated
9/50	2000 visit to Johannesburg	2000
9/51	Boivin-Brown, Allen	2000-2001
9/52	Brian, Bishop	1999-2001
9/53	Committee: Nan, Midge, Bernard, and Jean	1999
9/54	Correspondence	1998-1999
9/55	Dixie, Philip	1998-1999
9/56	Dixie, Winnie	2001
9/57	Hospitality and leisure, June 24-July 14	1999
9/58-59	Reports	1999-2000
9/60	License and letter to Franklin	2000
9/61, 10/1	Manuals	2000-2001
10/2	Part two: implementation	1999-2000
10/3	Post-visit to Johannesburg	2000
10/4	South Africans visit #1	1998-1999
10/5-7	St. Andrew's	1999
10/8	St. Mark's practicum	1999
	St. Stephen's	
Box/Folder		
10/9	Grant request of church women	1999-2000
10/10	Practicum	1998-1999

Container(s)	Description	Dates
Box/Folder		
10/11	Team Program Schedule	1999
10/12	Team from United States training May 3 - June 8	2001
10/13	Transportation	1999
10/14	University of Washington July course	1999
10/15	Writings	1998-2000
	Together in Employment	
Box/Folder		
10/16-20	General	1977-1983
10/21	Conference call	1979
10/22	Leaders guide	1981
10/23	Miscellaneous files	1986
10/24	Neighborhood House	1981
10/25-26	Youth workshop, March 27-31	1978
17/61-62	Youth workshop, March 27-31 Restricted.	1978
Box/Folder		
10/27-34	University of Washington Human Capital Project	1970-1981

Writings, 1933-2000

This series contains finished writings and drafts written by Haldane over approximately 70 years. Included are published articles, drafts, portions of book chapters, essays, and similar material. Counseling and procedural manuals are also included in this series, as are promotional material, press releases, and advertisements created by or for Bernard Haldane to promote his job counseling services.

Container(s)	Description	Dates
Articles		
<i>Box/Folder</i>		
10/35-46, 11/1-10	Miscellaneous	1933-2001
11/11	Bernard Haldane Associates Clipping Service	1978
Drafts		
<i>Box/Folder</i>		
11/12-21	Miscellaneous	1944-1999, undated
	Of books	
<i>Box/Folder</i>		
11/22-24	Miscellaneous	1973, 1992, undated
11/25	<i>Job Power</i>	1975-1982, undated
11/26	<i>Job Power Now</i>	1976-1979, 1989, undated
11/27	Military Book	1975
<i>Box/Folder</i>		
11/28	Of promotional material	1956, undated
11/29	"Choose Life!"	1985
11/30	"Creative Self Identification"	undated
11/31	"Dependable Strengths and DSAP"	1989
11/32	<i>Dig Your Job</i>	1973

Container(s)	Description	Dates
11/33	Executive Job Counselors book	undated
11/34	<i>Gifts</i> book and "Theology of Work"	1996
11/35	"Job Contacts: Change Them to Magnets"	1994
11/36	"Job Finding Power"	undated
11/37	"Job Finding-Self Marketing"	undated
11/38	"System to Identify Motivated Skills" (SIMS)	1974-1975
11/39	"Sixty Plus"	undated
11/40	"Solve Your Problems"	1978
11/41	<i>Theology of Work</i>	1997-2000

Forms

Box/Folder

12/1-9	Miscellaneous	1947-1990, undated
12/10	"Bernard Haldane Associates Interest Inventory"	1966
12/11	"Career Styles"	undated
12/12	"Civilian Careers"	undated
12/13	Lay Academy forms and revision	1989
12/14	"Plan for Achievement"	1956-1972
12/15	"System to Explore Dependable Strengths" (SEDS)	1986
12/16	"System for Identifying Motivated Abilities" (SIMA)	undated

Box/Folder

12/17	General ideas	1947-1961
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Container(s)	Description	Dates
12/18	Handouts	1957-1988, undated
	Manuals	
Box/Folder		
12/19	Miscellaneous	1946, undated
12/20	"Achievement Motivation Program" (Youth Program)	1964
	Bernard Haldane Associates	
Box/Folder		
12/21	Miscellaneous	undated
12/22	Administration	undated
12/23-29	Counseling	1974-1976, 1983-1985, undated
12/30	Counseling administration and quality control	1964
12/31	Marketing	undated
12/32	Process manual	undated
12/33	"Solve Your Problems - Managers"	undated
Box/Folder		
12/34	"Bring Out the Best"	1986
12/35	"Career Cybernetics"	1966
12/36	"Career Development"	1957
12/37	"Career Planning: Make Your Success More Certain"	1968
12/38	"Career Power"	1966

Container(s)	Description	Dates
12/39	Counselors	undated
12/40	Counselor's Guide	undated
12/41	"Counselor's Reference Manual No. 8 -- letters, telephone"	1961
12/42	Executive Job Counselors	undated
12/43	Foundation for Re-Employment Counselors Manual	1966
12/44	"Human Resources Guidance Systems First Aid Kit"	1974
12/45-47	"Introduction to Career Pathways"	1996
12/48	"Job Cooperative Guidelines"	1971
12/49	"Job Finding Power Manual for Church Volunteer Leader Teams"	1982
13/1	"Job Finding Power" video	1987
13/2-4	"Job Power" Workshops	1978, 1982, undated
13/5	"Job Power Workshop Leader's Manual"	1978
13/6	"Leaders Guide"	1966, 1971
13/7	"Leader's Manual"	1966, 1981
13/8	"Leaders Training Manual"	undated
13/9	"Managing the Release of an Employee"	undated
13/10	"Procedural Guide Sample"	undated
13/11	"Society for the Advancement of Management Chapter Self Improvement Plan"	undated
13/12	"Techniques of Job Finding"	undated

Box/Folder

Container(s)	Description	Dates
13/13	Press releases	1946-1992
13/14	Program outlines	1961, 1989, undated
	Promotional material	
Box/Folder		
13/15-30	Miscellaneous	1947-1976, 1995, undated
	Advertising	
Box/Folder		
13/31-35	Miscellaneous	1952-1972
13/36	<i>Baltimore Sun</i>	1967
13/37	Direct mail	1959-1961, undated
13/38-43	Drafts and ideas	1951-1962
13/44	Newspaper cuttings, etc.	1955-1962
13/45	Articles pertaining to firm and Success Factor Analysis (SFA)	1957-1961, undated
13/46	<i>Career Satisfaction and Success</i>	1995
13/47	Executive Job Counselors	1958, undated
13/48	Executive Job Counselors and Success Factor Analysis	1947-1959
13/49	<i>Job Power Now</i>	1975
13/50-51	Radio	1958-1962, undated
13/52-54	Success Factor Analysis	1959-1962, undated

Container(s)	Description	Dates
14/1	Television and radio	1960-1962
	Proposals	
Box/Folder		
14/2	"Project Transition Pre-Vocational Job Finding Program"	undated
14/3	"Research and Demonstration Project for a University"	1963
	Publications	
Box/Folder		
14/4	Booklets Contains pamphlets and similar materials written by Bernard Haldane.	1945-1977
14/5	<i>Career Focus</i>	1967
14/6	<i>Career Planning</i>	1968
14/7	<i>Dig Your Job</i>	1972
14/8-9	"Ego Game"	1973, undated
14/10-12	<i>Gifts: Dependable Strengths for Your Future</i>	1995-1997
14/13-14	<i>Gifts: Ministry in the World</i>	1980-1987
14/15	"Job Contacts: Change them to Magnets"	1993
14/16	"Manpower Systems"	undated
14/17	"SIMS Self-Actualizing OD Intervention"	1973
14/18	"SIMS Turn on Your Talents"	1973
14/19	"Young Adult Career Planning"	1962
Box/Folder		

Container(s)	Description	Dates
14/20	Reports	1959-1983, undated
	Scripts	
Box/Folder		
14/21	Miscellaneous	undated
14/22-23	Television and radio	1961, undated
14/24-25	Music and opportunities	undated
14/26	Radio	1964
14/27	Radio programs	undated
Box/Folder		
14/28	Sermons	1974-1976
14/29-39	Speeches	1944-1996, undated
14/40	Statement before the United States Senate Committee of Labor and Public Welfare	1966
	Teaching Aids	
Box/Folder		
14/41	Developing the Preliminary Report	1958
14/42	Program Outlines	1969
14/43	Retirement	1964-1965
Box/Folder		
14/44-48	Transcripts of speeches, workshops, and personal recordings	1960-2000, undated

Writings of Others, 1952-2001

This series contains writings of others that Haldane or his wife, Jean Haldane, collected. It includes several articles written about Haldane and his work, as well as clippings and articles of interest to Haldane, typically regarding the job market and labor issues. Curriculum based on Haldane's Dependable Strengths process is also included in this series.

Container(s)	Description	Dates
Box/Folder		
14/49-51, 15/1-2	About Bernard Haldane	1958-1997
15/3	About Bernard and Jean Haldane	1996, 2001
15/4	About Jean Haldane	1981
15/5	By American Association of University Women	undated
15/6	By Bolles, Richard N.	1994
15/7	By Forster, Jerald R.	1995-1998, undated
15/8	By Haldane, Jean zM	1972-1993
15/9	By Harris, Ruth Bates	1964
15/10	By Mulholland, John	1968-1969
15/11	By Peale, Norman Vincent	1958-1971, 1993-1995
15/12	By United States Department of Labor	1959-1961, 1975
15/13-14	Advertisements and brochures	1971-1977, undated
15/15	Articles	1960-1967, 1976-1978, undated
15/16-20	Book reviews	1960-1995

Container(s)	Description	Dates
	Clippings	
Box/Folder		
15/21	Miscellaneous	1945-1997
15/22	Business News Summary	1946
15/23	About Industry (other)	1952-1958
15/24	About Job Market	1959-1962
	Curriculum material	
Box/Folder		
15/25	Dependable Strengths Curriculum Unit for Grades 9-12	1990
15/26	Dependable Strengths Articulation Process forms	1994
15/27	Dependable Strengths Articulation Process manuals	undated
16/1	Discovering Our Strengths Self Esteem Unit for Grades 1-2	1992
16/2-3	Discovering Our Strengths Self Esteem Unit for Grades 3-5	1992
16/4-5	Helping Kids Find Their Strengths	1991-1994
Box/Folder		
16/6	Forms	1970, undated
16/7	Marketing plans	1996
16/8-9	Reports	1945, 1967-1980, undated
16/10	Sermons	1975; undated
16/11-13	Speeches	1966-1967

Names and Subjects

Subject Terms :

Career development

Personal Papers/Corporate Records (University of Washington)

Self-esteem

Vocational guidance

Personal Names :

Forster, Jerald R

Haldane, Bernard--Archives

Haldane, Jean M

Corporate Names :

Bernard Haldane Associates

University of Washington. College of Education

University of Washington. Dependable Strengths Project

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