

SUMMARY

An appraisal and promotion system, however well designed it may be, has little significance unless there is somewhere to which employees can advance. A secretarial career was once thought to be an honourable profession. It still can be a rich and rewarding one if the secretary's abilities are fully utilized and challenged.

There must be a better utilization of SCY resources through an effort of effecting attitudinal changes on the part of both secretaries and supervisors. Secretaries must hold themselves in high esteem - regard themselves as professionals with a valuable contribution to offer. Supervisors must be educated about the proper methods of exploiting this valuable potential. The latter will require more than a memorandum directive from time to time. The problem of attitudes existed at the time of the 1971 Study, similar recommendations were made, and the situation remains essentially unchanged at this date.

The Department in the past has been able to recruit secretaries with high qualifications because the opportunity to travel appeared to offer a life of adventure. In a rapidly changing world, this is no longer enough. Women want job satisfaction and career progression. With the advent of Women's Liberation and subsequent consciousness-raising, many women no longer view secretarial work in terms of a life-long career. To many, it is merely a stepping stone.

Now that the mass promotions resulting from the reclassification exercise of January 1976 are confirmed, for those rotational secretaries wishing to follow a secretarial career the opportunity for promotion will be slight. For those secretaries who view secretarial work merely as a stepping-stone, the opportunity for advancement beyond SCY-4 is non-existent in the rotational stream.

The Department must now make a decision - provide a way for rotational secretaries to step up - or they will step out.