

The Employment Department



THE employment department is one of the important features of our office. The work of this department is largely a matter of fitting the right person into the right place.

As we have shown, we keep an individual record of each and every student in the school. It is an easy matter for us when a student is through with his course to tell just exactly what his abilities are, and the position for which he is best suited. The card system trays, which show the continuous reports of all students, are constantly at the elbow of the employment man.

As each student signifies an intention of going out to a position he is asked to fill out a form which, under the loose-leaf system, is filed according to the department and according to the standing of the student by his record card.

As telephone calls or letters from business men are received, all the data concerning positions vacant is noted on a blank which is also filed. Thus we have before us the requests for competent help, and on the other hand, the list of students who may be considered fitted to go out into positions. Bringing the two together we endeavor to make a proper selection.

We append herewith a statement taken from the records of the employment department. It shows clearly a condition of affairs that has obtained with us for many years. There are more positions available by far than there are students registered. We have never in the fifteen years of our existence failed to place our graduates. We will go further than this, and say that we have never failed to place even our under-graduates who were at all fitted to be recommended. This record we can assure you will be lived up to in the years that are to come.

1906-1907

Record of day school registrations, and also of positions available to our students.

MONTH.	POSITIONS AVAILABLE.	DAY SCHOOL REGISTRATIONS.
September.....	59	151
October.....	55	59
November.....	65	52
December.....	66	19
January.....	72	166
February.....	83	38
March.....	84	29
April.....	92	39
May.....	80	23
June.....	69	22
July.....	84	23
August.....	85	11
September.....	73	171
	967	803