

## Our Employment Bureau.

AN OPEN LETTER, GIVING, BRIEFLY, ITS HISTORY, NATURE, SCOPE, PLAN AND ADVANTAGES—WHAT IS REQUIRED OF APPLICANTS FOR EMPLOYMENT, AND WHAT WE UNDERTAKE FOR THEM.



### TO THE PHONOGRAPHIC FRATERNITY:

In response to constant enquiries from Shorthand Writers of all systems, and of all grades of proficiency, I have pleasure in furnishing the following particulars respecting the Employment Department of what is known as Bengough's Shorthand Bureau, 57 Adelaide Street East, Toronto.

#### HISTORY.

For eight years past the undersigned has been engaged in the work which is now organized and systematized. Phonographic acquaintances who wished to obtain positions or preferment, honored me with their confidences, and I in turn gave them the advantage of my acquaintance with commercial, legal, and publishing and mercantile firms, and by means of correspondence and conference with these firms, and arrangement for subsequent interviews between prospective employer and employee, I had the satisfaction of seeing many a young phonographer placed on the high road to fame and fortune. The success which attended these efforts was such as to increase the number of clients from both classes, and in order that satisfaction might be better assured to all parties concerned, a system of registration was organized, and the various details connected with the work have, as the result of lengthened and varied experience, been put into efficient shape for speedy and satisfactory work.

#### OBJECTS.

The objects of this Employment Agency are two-fold: (1) to supply merchants, manufacturers, bankers, insurance companies, lawyers, newspapers, railway corporations, and business men generally with phonographic help, as a means of saving time of employers, promoting punctuality in correspondence, and developing business; (2) to furnish employment to shorthand writers. There are three classes of the latter to whom this agency is invaluable:—

1st.—Those who, having mastered the theory of shorthand writing, and attained a speed of 100 words per minute or over, desire positions where their knowledge can be turned to their advantage, financially and otherwise;

2nd.—Those who, being proficient shorthand writers, desire change or promotion; and

3rd.—Those who, being out of employment, are anxious to lose no time in securing others.

#### ADVANTAGES.

Knowing the needs of the various classes of employers, and being able, after testing applicants, to judge as to their suitability for vacant positions, I can place shorthand writers in positions where they will have the best opportuni-

ties for exercising their abilities, and thus they will be encouraged from the start, and can increase speed and develop their faculties under the most advantageous circumstances.

Applicants who pass the initial test are introduced and recommended to employers.

Personal interest is taken in each applicant, information being given as to boarding houses, and congenial companions introduced.

The conductor identifies himself with each registered applicant, and pledges character, reputation and influence in his interest.

#### PLAN.

Each applicant fills up a blank (see page—), which is numbered, filed, and entered in a Register. Whenever a vacancy occurs, this Register is carefully scanned, and the conductor, upon finding an applicant well suited for the position, at once urges his claims, either personally or by letter, arranges an interview, introduces employee to employer, and takes such other action as circumstances require to complete the negotiations.

Preference is given in all cases to registered applicants.

A fee of \$1.00 must, in all cases, be sent with the blank, to cover expenses of correspondence, etc.

When positions are secured (not otherwise), a charge is made of three per cent. on the salary actually agreed upon. Thus, on a secured salary of \$500 the commission would be \$15. Commission is payable within a month from date of arrangement, or in instalments in special cases. No further charge is made.

By carefully studying details, I have been enabled to select the right men for the right places (?)

We place shorthand writers in the United States as well as Canada, and our methods enable us to negotiate even in cases where we cannot personally meet either party.

We have telephone connection at present with business houses in Toronto, Hamilton, and Dundas, and this connection will be enlarged as the wires are extended. We make liberal use of the telegraph, and can communicate between parties at the shortest notice.

Every shorthand writer we have placed has been successful in after life, thus illustrating the advantage of gaining a good send-off.

On and after the first of March next, subscribers to BENGOUGH'S COSMOPOLITAN SHORTHAND WRITER (\$1.00 per annum in advance), will be entitled to registration in the Employment Bureau by sending one-half the regular fee to non-subscribers, viz., fifty cents, instead of one dollar.

Yours fraternally,

THOS. BENGOUGH.

Toronto, Canada, Feb., 1882.