

The Graduates' Society Employment Bureau
of
McGill University

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Reorganization of the Employment Bureau took place early in January, when a Secretary was appointed to take charge of the work of the Bureau. This appointment was made on January 5th and was preceded by publicity articles in the Gazette, the Star, and the McGill Daily.

A certain amount of preliminary work was found necessary in connection with installing a system of records for classification of applicants for employment and prospective employers, printing of suitable stationery and other forms, etc. On the completion of this work attention was given to the formation of a definite plan of operation designed to speedily and effectively attain the immediate objective of the Bureau - publicity in connection with the service it seeks to render. It was felt that this could best be secured through co-operation with the various faculties of the University; obtaining the registration of all graduates seeking employment, and securing information with regard to openings in industrial and other firms, as and when such openings arise.

The initial step was taken by the sending of a circular letter to the professors of the various faculties and the members of the staff, asking for their co-operation and requesting that they refer to the Employment Bureau any inquiries received by them from employers seeking graduates or from graduates wishing to find employment. The co-operation accorded to us by the various faculties of the University has been very gratifying.

A circular letter was then sent to all members of the Graduates' Society, approximately 3,500, drawing their attention to the aims of the Bureau and asking them to communicate with us, whether in the capacity of employers having positions to offer or of graduates seeking employment. This letter stated that application forms had been printed for the convenience of those seeking positions and could be obtained from the Secretary.