

in the JIC. Referral forms should also indicate clearly that only limited screening has been given to the job seeker being referred.

The JIC staff, including the monitor counsellors assigned specifically to circulate in the JIC area, **should be constantly on the lookout for those who cannot take advantage of this service, who have deeper counselling needs** and who should be directed to counsellors responsible for giving this assistance.

JIC staff responsibilities — page 26.

The Division should, where possible, give explicit recognition to the functional division of duties performed by counsellors in Canada Manpower Centres. Those directly involved in the actual referral of job-ready clients to specific job orders should be designated 'placement officers'. Those responsible for in-depth vocational and employment counselling should retain the title 'manpower counsellor'.

'Placement Officers' and 'Manpower Counsellors' — page 30.

The qualifications for an assignment as a 'placement officer' in a Canada Manpower Centre should be a genuine experience in work, especially work related to one of the occupations for which placements are frequently made in that locality. 'Manpower counsellors' should have an adequate specialized educational background for this responsibility combined with relevant work experience.

Qualifications of counsellors — page 30.

Manpower counsellors should, as far as possible, restrict their activities to the improvement of the job seekers' employment potential and should refer clients requiring guidance on personal problems to the appropriate agency.

Activities of Manpower counsellors — page 30.

In order to keep the good will of employers placement officers should be assigned a specific list of employer clients. They should make every effort to become familiar with their employers' current manpower requirements through visits to the work site. Job orders from employers should be the direct responsibility of the designated placement officer who should follow the order through every stage from referral to acceptance or rejection of that referral.

Personal contact with employers — page 30.

In order to make large urban CMCs more effective, the Committee recommends that smaller subsidiary offices be established which would maintain contact with a central facility. Such offices could more readily respond to local needs while at the same time have access to information about job opportunities and job seekers in the surrounding area. For the same reason the Committee strongly supports the Division's move toward the extension of the on-line computer system in its urban CMCs. There are significant benefits to be derived from computerized record-keeping which amply justify this expenditure. Not only would routine paper work be reduced, but the link-up by computer of CMCs in a large urban area would facilitate the recommended extension of CMC service through smaller neighbourhood satellite offices.

Smaller CMCs in urban areas — page 32.

Computerization — page 32.