

FILE 370

GRADUATES' SOCIETY:

EMPLOYMENT BUREAU

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glassco, B.Sc.,
Director

A. D. Donnellan, B.A.,
Secretary

McGill University
Montreal

R E P O R T

January 6th to September 30th,
1931

As it was considered desirable that a report on the operation of the Employment Bureau should be available at the close of the financial year of the Graduates' Society, a summary of the work done during the nine months ending September 30th was prepared. In future brief reports will be issued quarterly and a complete report submitted at the close of the financial year.

It is unnecessary to lay stress upon the difficulties and disappointments encountered in carrying on placement work under the unfavourable conditions existing during the period under review. The Graduates' Society could not have selected a worse year for the establishment of an Employment Bureau if its object were merely to show a grand total of placements, but from the standpoint of service to the graduates at a difficult time, and through its efforts on their behalf binding them more closely to each other and to the Society in a common cause of helpfulness, perhaps no more appropriate time could have been chosen.

Our efforts to attain as widespread publicity as possible for the work of the Bureau have resulted, even during the brief period of its active operation, not alone in arousing interest in the work of the Employment Bureau but in reviving, and in many ~~next~~ instances creating, an interest in the aims of the Graduates' Society, which should react to the benefit of the University as a whole.

In the early months of the year it was necessary to concentrate our efforts on bringing the Bureau to the attention of as many graduates as possible, and although much has been done in this respect much still remains to be accomplished. As we

As we feel that if the Bureau is to be of real service we should have the support of the older graduates, say of from five to twenty years standing, we are making a special effort to interest them; it is from these men we hope to be able to supply candidates when inquiries are received for men with specialized experience to occupy executive positions; also, many of these graduates occupy important positions in the financial and industrial world and will be able to assist the younger graduates by bringing to our notice openings which may come to their knowledge whether in their own organizations or elsewhere. So far our efforts in this direction have been successful in making useful friends for the Employment Bureau and bringing into contact with the Graduates' Society many whose addresses had been lost and who had, apparently, lost all interest in University affairs, but whose interest has been reawakened through their acquaintance with the work of the Employment Bureau and their sympathy with its objects. We have had proof, in many instances, that the co-operation of these graduates will be given when the aims and needs of the Employment Bureau are brought to their attention.

While making every effort to bring the Bureau to the notice of all graduates of the University who may wish to avail themselves of its services, or who may be in a position to help us by suggesting opportunities for placement, we are constantly seeking to establish contacts with the commercial and industrial organizations throughout the country from which opportunities for employment may develop, and while under present conditions we cannot expect a high percentage of immediate return we hope that with an improvement in the economic situation the firms with whom we have been in contact will turn to the Bureau when they have positions to offer.

With the object of bringing the Bureau to the attention of graduates and employers over 18,000 circular and personal letters have been sent out, not including the daily routine letters, and useful publicity has also been obtained through the medium of the McGill News.

As a result of our efforts we have been able to show an increase each month in the number of applicants placed, notwithstanding the perceptible decline in employment, particularly noticeable in August and September. While some of the positions cannot be regarded as of a permanent character they have at least served a useful purpose in tiding over what was, it is hoped, the worst period of depression, and creating a more hopeful outlook, particularly in the case of this year's graduates.

Applications received to September 30th number 374 - 252 men and 122 women. While the majority of these are young graduates they also include many men of experience who through continued depression in the various industries with which they have been associated feel their present positions are somewhat precarious and wish to avail themselves of our services.

The applicants are classified as follows:-

MEN

Engineering

Electrical	-	32	
Mechanical	-	36	
Civil	-	32	
Chemical	-	36	
Mining	-	<u>8</u>	- 144
Architecture	-	8	
Agriculture	-	3	
Arts & Commerce	-	74	
Medicine	-	13	
Law	-	7	
Library School	-	<u>3</u>	- 252

WOMEN

Household Science	-	6	
Librarians	-	16	
Clerical	-	68	
Social Service	-	4	
Teachers	-	17	
Physical Education	-	7	
Chemistry	-	3	
Agriculture	-	<u>-</u>	- 122

Total - 374

Applicants to the number of fifty have been placed in positions as follows:-

MEN

Accountants	-	3	
Economics and Statistics	-	2	
Teaching	-	3	
Architecture	-	<u>2</u>	10

	Brought forward	-	10	
General commercial and sales positions	-	-	1	
Advertising and Publicity	-	-	3	
Chemistry and chemical engineering	-	-	5	
Mining	-	-	3	
Civil Engineering	-	-	2	
Electrical "	-	-	3	
Mechanical	-	-	8	- 35

WOMEN

Clerical	-	-	13	
Physical Education	-	-	1	
Household Science	-	-	1	- 15
				50

Of the 35 men applicants placed 23 were graduates of 1931, and perhaps one ~~one~~ of the most gratifying results of our work so far has been the interest shown in it by these young graduates and their desire to help each other. Several times those who have been placed in positions have called to suggest possible openings for other graduates and are acting as publicity agents for the Bureau whenever opportunity offers.

In the placement of women graduates we have a more difficult problem. It will be noted that the majority of the women registered are seeking employment in some clerical capacity, and it is obvious that openings in that field at the present time are limited. In addition most of the applicants are inexperienced in office work and although in normal times they would probably be able to secure positions, under existing conditions they are in competition with women who have had years of training and experience. Of the 15 women placed eight are in positions of a more or less temporary nature, the others occupying positions of varying importance from clerical workers in banks or industrial firms to important secretarial positions. We feel that there is a wide field for University graduates in the business world when they have acquired the necessary business training.

We feel that in placing these fifty applicants in positions under present conditions we have accomplished something which indicates that with improved economic conditions and a continuance of the persistent efforts put forward during the past nine months, the Bureau should perform an increasingly useful function. What has been done up to the present is to be looked upon merely as

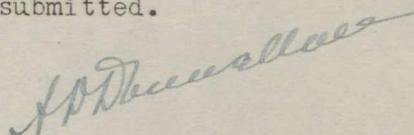
an indication of what we may ultimately expect to accomplish.

We were particularly pleased to be able to place three men in teaching positions - one a Commerce graduate, one a mechanical engineer and the other a graduate in Mining engineering who had taken post graduate work at Harvard, but was anxious to obtain a position in Canada. When he came here during the summer holidays we were able to obtain an appointment for him.

Our thanks are due to the professors and members of the University faculties for the cordial co-operation which they have given us, particularly in the case of the Faculty of Applied Science upon which our calls have been most frequent. The experience and advice of the Dean and Faculty Members have been of the greatest assistance to us. We trust that as our work expands we in turn may be of assistance to the Faculties by placing at their disposal our list of applicants and thus save them time and trouble when calls are made upon them for recommendations.

During the coming year we shall continue to concentrate our efforts upon the development of our work along the lines which we have laid down.

Respectfully submitted.



Secretary
THE GRADUATES' SOCIETY EMPLOYMENT BUREAU.

The
Graduates' Society of McGill University

PUBLISHERS OF THE
"THE MCGILL NEWS"



MCGILL UNIVERSITY, MONTREAL
PHONE MARQUETTE 9181

January 13, 1931.

General Sir Arthur W. Currie, G.C.M.G., K.C.B.,
Viceroy's Residence,
New Delhi,
India.

Dear Sir Arthur:

I am writing to acquaint you with the development of the Graduates' Employment Bureau, which is an activity I have undertaken since you left for your trip, as I am confident that you will be very interested to hear of it.

For several years the Graduates' Society has been operating a Graduates' Employment Bureau for the assistance of our graduates, and for the purpose of assisting the various departments of the University in handling the many enquiries which they get from outside sources, asking to be put in touch with suitable McGill men and women to fill vacant positions. But our work has been so hampered by lack of the necessary funds to conduct an efficient employment bureau that it has been my aim during the past two years to try to enlarge it.

You may recollect that two years ago we endeavoured to obtain from the trustees of the Graduates' Endowment Fund money for this purpose; but they did not see their way clear to grant it. This year I have been successful in obtaining considerable funds from the Quebec Provincial Government, and from the Federal Government, Department of Labour, to proceed with this work, which we find is an urgent necessity for many of our graduates in order to help them in their present unfortunate conditions.

Enclosed, I am sending you a copy of the McGill Daily and a copy of the circular letter which we have sent to all the Professors on the staff. Suitable announcements were also secured in the Gazette and Star, so that already our Bureau is functioning very much more actively. Yesterday we handled three enquiries from employers, and six applications from graduates.

I hope that this will not only have your interest, but also your approval.

We are now looking forward to having Professor Adams in Montreal in the near future. Professor Clarke told me yesterday he had just had a letter from Professor Adams, who has promised to send us further details

concerning himself and his course of lectures, which will enable us to make suitable announcements in the press, and obtain interest in the forthcoming series of lectures.

Hoping that when this reaches you, you will be enjoying very good health, and amid pleasant surroundings,

Faithfully yours,

A. B. Glasco.

GJW

Executive Secretary.

B. F. Aust

The
Graduates' Society of McGill University

PUBLISHERS OF THE
"THE MCGILL NEWS"



MCGILL UNIVERSITY, MONTREAL
PHONE MARQUETTE 9181

March 21st 1931.

General Sir Arthur Currie, G.C.M.G., K.C.B.,
Principal and Vice-Chancellor,
McGill University.

Dear Sir Arthur,

To meet an urgent need the Employment Bureau has greatly increased its activities this year and we are sure you will be interested in hearing of the work being done and the results which are being achieved. We enclose a copy of the report covering the months of January and February, copies of which are also being sent to the officers of the Graduates' Society and the authorities of the University.

The report reveals the need at McGill for such work as the Bureau seeks to accomplish - not alone from the point of view of securing the placement of graduates in positions where the culture and traditions of McGill may be made of value to the community, but even more so as a point of contact with the world of practical affairs, through which information of value to the various faculties of the University may be disseminated. The importance of such a source of information is recognized in practically every University in North America; for example, Columbia University allots \$21,000 per annum to its employment bureau and feels that the University is well repaid by the practical information obtained.

We shall appreciate any remarks or suggestions which you may care to offer with regard to the operation of the Bureau.

Yours faithfully,

C. S. Blasco.
Executive Secretary.

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glassco, B.Sc.,
Director

A. D. Donnellan, B.A.,
Secretary

McGill University
Montreal

March 1st, 1931.

REPORT FOR JANUARY-FEBRUARY, 1931.

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.

A special letter was also sent to all Branch secretaries asking them to co-operate with us by passing on any information which may reach them in connection with openings in their respective localities and by bringing the Bureau to the attention of their local members.

The month of February was devoted to an intensive canvass of the large employers of labour, and a special letter was sent to all the larger industrial firms, banks, accountants, public utility companies, etc. The compilation of this list required careful selection as it was felt that in the present business conditions a general broadcast would be only incurring expense without any reasonable prospect of beneficial results. Approximately 750 letters were sent out, and the response received to date from many of the larger commercial, and other, firms has satisfied us that our efforts in this direction have not been wasted. The letters received express appreciation of and sympathy with the objects of the Bureau and, although in the majority of cases they could not offer any immediate employment, in every instance assurances were given that when openings did arise McGill graduates would be placed whenever possible.

As a direct result of this canvass we were successful in the month of February in placing two candidates in positions which otherwise, in all probability, would never have come to our notice. One of these openings was for a young chemical engineer with a large pulp and paper company, and the other for a girl as secretary to the president of the Canada Cement Company. Both these applicants had been trying, without success, to obtain employment since September last. A young mining engineer was also placed; this latter was not the result of any inquiry but merely on a lead given from a study of the activities of certain mining companies. We advised this young man to apply and he secured a position.

During the month of February seventeen inquiries were received from employers - classified as follows:-

Executives	- 3	Medical	- 5
Accountant	- 1	Commercial	- 1
Mining engineers-	2	Sales	- 2
Camp councillor	- 1	Teacher	- 1
Secretarial	- <u>1</u>		
	<u>8</u>		<u>9</u>
			<u>17</u>

An analysis of the inquiries and the prospects of placing graduates in the positions may be interesting.

Two of the three executive positions call for men of a very high type, with from five to ten years' experience. The salaries would in all probability range from \$5,000 to \$10,000. One of the inquiries is from the United States and requires highly specialized training. We have placed two likely

applicants in communication with this inquirer and are awaiting results. The second position is with the Canadian branch of a large American corporation, and it will be difficult to find a man whose qualifications will be considered suitable. However, we have three promising candidates and hope to succeed in placing a man with this company. The third position is in connection with sociological work for a Hebrew institution and our field of selection is consequently limited.

Of the five medical positions offered - one was for two months' summer work at Lake Louise and we did not have a graduate willing to go there for such a brief period as the remuneration offered was small; we understand the position has been filled by a local man. The second inquiry was for a doctor for two hospitals in Alberta. We placed an applicant in communication with the hospital authorities and he is now on his way to Alberta to look over the proposition before deciding. The third inquiry was for two young doctors on the Hudson Bay Company boats for the summer months, and we shall probably be able to find men for these openings. The remaining position is for an assistant to a doctor in Rouyn, P.Q. We have placed two of our applicants in communication with this inquirer. Four of these inquiries were referred to us by the Faculty of Medicine.

For the position of accountant with a large manufacturing company we have introduced three applicants and the appointment is under consideration.

The position which we have broadly classified as commercial is not of a specific nature. It arises from a reply received to our circular letter. A large pulp and paper company, whose president is very interested in and desires to co-operate with the Bureau, has offered to take on two or three young men to train for positions in their organization. It is with this company we have placed the young chemical engineer referred to previously, and shall probably place one or two others when we have just the right type of man. This organization has, on the instructions of their president, promised to intensify their efforts to place McGill graduates in any openings which may develop.

The mining engineers are required for a property in Northern Ontario. We could have placed a geologist with this inquirer but he decided not to accept the position, the prospects not being sufficiently inviting. Another man is now in communication with this company.

One of the sales positions was the usual subscription selling; the other was for a sales engineer with experience. This latter inquiry came to us from New York and we have placed a suitable man in communication with the inquirer, who has been

sufficiently interested to ask for a photograph of the candidate. This has been forwarded and we are awaiting the result.

The teacher is required for a private school in the States and so far we have no applicant for the position.

The camp councillor is needed for a summer camp and we shall probably find someone wishing to take on this work.

The secretarial position, as previously mentioned, was with the president of one of the largest Canadian companies and we filled this position immediately.

Fifteen inquiries were received from employers in the month of January but no attempt has been made to analyze these, for the reason that four were for salesmen on a commission basis and in the present depressed conditions this type of selling does not offer much inducement. Two openings were for teachers in China and no applicants were forthcoming. One was for a girl as assistant secretary to the vice-president of an important industrial company but at the time we had no applicant with the essential qualifications for this position. Three positions were for young graduates to be trained for suitable openings in the Canadian branch of one of the largest American industrial companies. We have sent several candidates to be interviewed and the applications of those considered suitable have been filed for consideration as opportunities of placing them occur. We have no doubt that a few young men will secure positions with this firm in the near future. There were a few inquiries for mechanical and chemical engineers but although we introduced two or three candidates none of them had the requisite qualifications. The only important opening in the engineering line called for experience in four different branches - mechanical, electrical, combustion and structural - and we had no one with five years of such combination experience. The remaining engineering openings were for young graduates to be trained and it is probable that some of the 1931 class will be placed with these companies.

In addition we were approached by the Northern Electric Company, who wished to be put in touch with graduates in electrical engineering for the past few years, who had shown promise. In co-operation with the Department of electrical engineering we supplied them with some names, but we have not as yet heard whether any graduates obtained positions through this means.

It may not be out of place to mention here that, especially in the case of mechanical and electrical engineers, I find the almost general lack of a knowledge of French on the part of most young graduates a decided handicap. This is not so pronounced in the higher type of executive positions, which call

for older men with specialized training, but in the case of the younger graduates it certainly places them at a disadvantage, more especially when, as seems to be the practice with some of the larger industrial firms, men are required to pass through the sales organization as a preliminary to executive positions. It is interesting to note that in the case of Hebrew applicants most of them have a thorough knowledge of French, and very often of one other language, but in placing these young men the field is limited.

The total number of applicants registering during the month of February was 49 - 34 men and 15 women - classified as follows:-

<u>MEN</u>		<u>WOMEN</u>
Faculty of Medicine	- 4	Librarians - 8
" Commerce)		Clerical - 6
and Arts)	-9	Teaching - <u>1</u>
Engineering		<u>15</u>
Chemical	-5	
Civil	-4	
Electrical	-3	
Mechanical	-5	
Mining	-2	
Architecture	-2	
	<u>34</u>	

In the month of January applications were received from 47 men and 17 women - classified as follows:-

<u>MEN</u>		<u>WOMEN</u>
Faculty of Commerce)		Clerical - 15
and Arts)	-10	Science - 1
Law	- 2	Household Sc. - <u>1</u>
Medicine	- 3	<u>17</u>
Chemistry	- 4	
Engineering		
Civil	- 9	
Mining	- 3	
Electrical	- 5	
Chemical	- 2	
Mechanical	- 5	
Architecture	- 2	
Post students	- 2	
	<u>47</u>	

Whenever possible applicants are interviewed personally and in many cases leads are supplied which it is hoped will assist them in procuring suitable employment.

In the case of women applicants while introductions have been given in many cases I am faced with the situation that most of them desire to obtain secretarial positions, but their lack

of expert stenographic ability or business experience makes it somewhat difficult to place them; while in the case of librarians, with a very few exceptions amongst the very large corporations, such as Canadian Industries, the Aluminum Company of Canada, and some of the banks, an educational campaign amongst employers would be necessary to show them where such trained assistance might be utilized with advantage. This phase of the situation is receiving attention and it is hoped that some solution may be worked out.

On the whole the result to date of what may be called about six weeks preliminary work may be reported as at least not discouraging.

A. D. Donnellan,

Secretary.

TO:
Mr. G. B. Giassco.

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glassco, B.Sc.,
Director

A. D. Donnellan, B.A.,
Secretary

McGill University
Montreal

May 1st 1931

REPORT FOR MARCH-APRIL, 1931

The period covered by this report was mainly devoted to endeavouring to establish contacts which might lead to openings for the graduating class of 1931. Approximately four thousand circular letters were sent out to the leading commercial and industrial firms throughout Canada. While many sympathetic responses were received, the general feeling was that economic conditions had not sufficiently improved to warrant increasing their staffs, and where vacancies did occur employers desired, wherever possible, to take back their old employees rather than make fresh appointments. Three leading industrial firms with whom we had hoped to place a few of the graduating class have decided that they cannot at the present time increase their staffs, although they hope to be able shortly to take on a few men.

A great deal of time was taken up in interviewing the young graduates anxious to secure placement upon graduation. Many leads were furnished and introductions given, the results of which have not yet reached us.

Fifty-two men were registered during the months under review, classified as follows:-

Arts and Commerce	-	13	
Medicine	-	3	
Agriculture	-	2	
Engineering - Electrical	-	9	
Mechanical	-	9	
Civil	-	7	
Chemical	-	7	
Architecture	-	2	52

Fourteen inquiries were received from employers, resulting in the placement of six men applicants. Five positions are still under consideration and will probably be filled during the coming month. Two other positions could have been filled but the applicants did not consider the salaries offered sufficient inducement and felt they would prefer to wait in the hope of securing a more advantageous proposal.

REUNION OF MCGILL ALUMNI
OCTOBER 14, 15, 16, 17,-1931

The positions filled were as follows:-

- 2 Commerce graduates as advertising and editorial assistants on trade journals
- 1 Mechanical sales engineer
- 1 Mechanical engineer
- 1 Chemist
- 1 Architectural designer

The salaries were on an average \$150-\$200 per month.

Of the three executive positions mentioned in our previous report two have not as yet been filled and it is doubtful if appointments will be made for some time to come, owing to the fact that business has not improved sufficiently. At the time of writing this report we are in receipt of a very interesting inquiry from one of the largest Canadian corporations. The inquiry is of a very confidential nature and calls for a man with merchandising and operating experience who can command a salary of \$10,000 upwards. We are using every effort to locate a McGill man who will have the necessary qualifications to fill this position. We have also received an inquiry for an athletic director for an important enterprise, but at the present time cannot report any progress towards supplying a candidate for this position. We were also approached by a leading Insurance Company with an interesting proposal for a graduate to be trained in their sales organization with the intention of being fitted for an executive position. We placed a few candidates in touch with this inquirer, but were somewhat handicapped as fluent French was essential; however, no definite decision has yet been made. In placing applicants in touch with the manager of this Company we sent a very promising graduate in Commerce for an interview, as we felt that although too young for the position then open he was of the type who would prove interesting to such a company. Our judgment was upheld by the fact that the manager of the company was very much impressed by this young man's qualifications and will endeavour to place him in some other capacity in the organization.

It must be borne in mind that in the case of young graduates many of the inquiries reaching us are also sent to other universities in Canada, and where these inquiries come from outside provinces the man on the spot naturally has a better chance of placement. This is particularly the case where the salary offered is not high and the inquirer prefers to secure a man whose home is in the vicinity.

In common with other agencies endeavouring to place men in

positions at the present time we are experiencing difficulty owing to a lack of definiteness on the part of employers in connection with vacancies. It has been our experience in some cases that an inquiry has come in for man with specialized experience and a man with totally different experience has been appointed, or a notification being received that no appointment can be made for some time. Then, too, we find a high standard of efficiency demanded without a correspondingly high scale of remuneration. This of course is a natural result of the prevailing economic conditions and will, no doubt, right itself.

The question of the placement of women registrants has been made the subject of a special report for the information of the President of the Alumnae Society and the Warden of the Royal Victoria College and will not be alluded to in this report further than to say that two women have been placed, one in an important secretarial position and another with a leading bank and we shall probably place two more in the course of the next few weeks. We have been unable to fill two inquiries received for qualified secretaries due to the fact that we had no graduate with the requisite experience.

Very careful attention is being given to the problem of employment for women graduates and while we believe that there is a good field for placement emphasis must be laid on the fact that for the woman entering the business world the necessary technical equipment as regards qualifications must be available

Twenty-five women applicants were registered during the months of March and April, the majority being girls who will graduate in May and who contemplate going into business but have no definite idea of just what work they want to take up. We feel that the Employment Bureau can be of much help to these applicants in giving information as to the different fields open to the woman graduate. The total women registered to date are sixty-two.

A. D. Donnellan

Secretary.

CLASS OF SERVICE	SYMBOL
Day Message	
Day Letter	D L
Night Message	N M
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a day message. Otherwise its character is indicated by the symbol appearing after the check.

CANADIAN NATIONAL TELEGRAM



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W. G. BARBER, General Manager

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PRESIDENT MCGILL UNIVERSITY

2821

MONTREAL QUE

OUR BOARD DIRECTORS ENCOURAGING US DEVELOPMENT OF COMPREHENSIVE PROGRAM TO PROVIDE REMUNERATIVE EMPLOYMENT FOR AS MANY SENIORS UPON GRADUATION THIS YEAR AS POSSIBLE STOP PLANS CANNOT BE CONSUMMATED UNTIL APPROXIMATELY SECOND WEEK IN JULY AND MUST BE PREDICATED UPON RECEIVING FROM STANDARD COLLEGES AND UNIVERSITIES A LIST OF FULL NAMES AND MAILING ADDRESS OF THIS YEARS UNEMPLOYED GRADUATES IN PARTICULAR THOSE FITTED FOR PERMANENT

CLASS OF SERVICE	SYMBOL
Day Message	
Day Letter	D L
Night Message	N M
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a day message. Otherwise its character is indicated by the symbol appearing after the check.

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W. G. BARBER, General Manager

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STANDARD TIME

1931 JUN 2 AM 1 18

NA43 2/42

SALES WORK STOP PLEASE WIRE COLLECT AT EARLIEST CONVENIENCE NAME AND ADDRESS OF PERSON WHO WILL FURNISH THIS LIST STOP UPON RECEIPT WE AT DIRECTION OF OUR PRESIDENT WILL TAKE THE NECESSARY STEPS TO CARRY OUT PLAN BY DIRECT CORRESPONDENCE

ROBERT ORVILLE MATTHEWS VICE PRESIDENT AIRWAY ELECTRIC
APPLIANCE CORPORATION.

BV 7 1/2 - 9 1/2
1 - 0 - 5 - 5 - X
Collect.

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glassco, B.Sc.,
Director

A. D. Donnellan, B.A.,
Secretary

McGill University
Montreal

July 1st 1931

REPORT FOR MAY-JUNE, 1931.

As we had anticipated a large number of the graduating class of 1931 availed themselves of the services of the Bureau, and most of the applications received during the two months under review were from new graduates, many of whom, apparently, had not realized the difficulty of obtaining suitable employment under existing conditions. Perhaps the most encouraging feature of our work so far has been the interest shown in it by these young graduates and their appreciation of such assistance as we have been able to give them. We are frequently called upon for information and suggestions which might be helpful in assisting applicants to locate possible openings, and in at least two instances we were able to give information which resulted in employment being obtained, and in a third instance, where a young graduate desired to enter the journalistic field we were able to give him a lead which led to a definite promise of employment in September next. While neither the time nor the resources at our disposal permit of an information bureau being organized, it is our aim to keep in constant touch with industrial movements from which opportunities of placement may develop even though no definite inquiry is received, and to pass on such information to interested applicants.

In continuance of the policy outlined in our previous report, no opportunity has been lost of bringing the work of the Bureau to the attention of the principal organizations throughout the country. Through the medium of letters and personal calls many useful contacts have been established, and we feel that although such publicity cannot be expected to yield a very high percentage of immediate return, it has served a very useful purpose, the benefit of which will be apparent as improved business conditions create an increased demand for personnel. Useful publicity has also been obtained through the medium of the McGill News, in the June issue of which an article was inserted, the main object of which was to secure the interest and co-operation of the older graduates, as one of our difficulties up to the present has been the limited field of selection available when inquiries are received for men with specialized training and experience. A copy of the article referred to is attached to this report.

Advantage was taken of a week end visit to Toronto to call upon several of the leading firms in that city. About fifteen companies were visited, and although in only one instance did a definite inquiry result, we were given a very sympathetic hearing and we feel that in the event of openings arising in these firms the Bureau will be consulted.

It has seemed advisable to make a special effort to get in touch with American and British firms who contemplate opening branches in Canada. With this object we have got in touch with reliable sources of information, and have also been in communication with the Industrial Commissioners in Montreal and Toronto and have been assured that when information in connection with any new industry is available for publication we shall be informed.

Seventy-eight applications were received during these two months - fifty-five men and twenty-three women - classified as follows:

MEN

Faculty of Engineering -				
Electrical	-	9		
Mechanical	-	3		
Civil	-	8		
Chemical	-	4		
Mining	-	<u>1</u>	---	25
Arts and Commerce	-		---	22
Medicine	-	-	---	2
Law	-	-	---	3
Library School	-	-	---	<u>1</u> - 55

WOMEN

Teachers	-	-	-	---	4
Secretarial and general	-			---	14
Librarians	-			---	2
Household Science	-			---	1
Physical Education	-			---	<u>2</u> - <u>23</u>
				Total	- <u>78</u>

Positions were obtained for fifteen men and three women applicants, as follows:-

MEN

Chemists	- - - -	4		
Electrical Engineers	-	2		
Mechanical do	-	3		
Accountants, etc.	-	4		
Sales Representatives	-	<u>2</u>	-	15

WOMEN

Dietitian	- - - - -	1		
Physical Education	--	1		
Stenographer	- - - - -	<u>1</u>	-	<u>3</u> <u>18</u>

At a time like the present when the desire is to obtain employment of any kind it is gratifying to note that, with one exception, the positions obtained by these young graduates have been in line with their academic training. We regard this as very important in the interests of the graduates as they are more likely to be satisfied and successful when engaged in work for which they have been prepared.

The Professional Institute of the Civil Service of Canada has requested us to place the names of about fifty of their members, whose services have been dispensed with by the Federal Government, on our list of applicants. Some of these men have no doubt been absorbed by other departments of the Government, but we have informed the Institute that we shall be pleased to do anything we can to assist their members in the event of inquiries being received for men with the highly specialized training possessed by the majority of these men, many of whom are graduates of McGill University.

The two months which are the subject of this report have been extremely busy ones for the Bureau. The majority of the 78 applicants registered were interviewed, in many cases two or three times, and innumerable telephone calls had to be attended to, but we feel that in the placing of eighteen applicants something has been accomplished and the Bureau has been of real assistance to the graduates.

A. D. Donnellan,
Secretary.

POSITIONS FOR GRADUATES

By A. Deirdre Donnellan.

The ideal which the Graduates' Society has in mind in the operation of the Employment Bureau is that of Service; primarily to the graduates and past students of the University, in assisting them to obtain suitable employment; secondarily, to business and professional firms and educational institutions throughout Canada, in providing at all times candidates for vacancies in their personnel; and thirdly, as a natural outcome of its activities along these lines, service to McGill University, by placing at the disposal of the faculties the information obtained through the contacts the Bureau establishes.

In endeavouring to attain its three-fold object, one of the most important factors has been the establishment of co-operation with the faculties of the University. This co-operation, which has been wholeheartedly extended to the Bureau, has contributed in no small degree to such success as it has achieved to date, and will become increasingly important as the work of the Bureau develops.

Since the reorganization of the Bureau in January last, there has been a steady increase in the number of graduates who have availed themselves of its services, and, although the depressed economic conditions which still prevail have prevented a proportionate increase in the number of positions offered, this has not been regarded as a cause for discouragement, but rather as an indication of the necessity for such work as the Bureau seeks to accomplish, and an incentive towards increased efficiency in that work.

In the interest of the graduates, every effort is made not only to respond to calls which come to the Bureau, but to create and develop with organizations throughout Canada contacts which will lead to opportunities for placement; also to bring such opportunities as they arise to the attention of suitable candidates.

To carry out such a plan effectively, it is essential to have on file complete qualification records of as many graduates as possible from each of the faculties of the University. It is obvious that the Bureau must be in a position to respond promptly to calls for men or women who possess specified training and experience, and the extent to which the Bureau can so respond, and the accuracy of the information which it supplies, are important factors in inspiring confidence in the minds of both employers and graduates. As far as possible the Bureau seeks to render personal service and endeavours, wherever practicable, to interview graduates seeking its assistance, but it is necessary that records be kept to increase efficiency. This is

accomplished with the help of registration blanks, which each applicant is requested to fill out carefully.

There is sometimes a natural reluctance to submit their names and qualifications on the part of those who are at present employed, but who are not engaged in congenial work, or who, although occupying important positions, feel that they have reached the limit of advancement in their organizations, or for other reasons wish to be put in touch with suitable opportunities, but do not care to make public their desires.

Though the aim of the Bureau is essentially to secure the placement of graduates who are unemployed, it is obvious that as contacts are formed the Bureau should from time to time be asked to secure for business organizations older men capable of occupying positions requiring varying degrees of business or professional experience, in addition to university training. The reputation of McGill University and the fact that many of its graduates occupy administrative positions in the industrial and professional world, result in such calls reaching us. Within the short time during which the Bureau has been in active operation, we have had no fewer than four calls for men to fill positions with salaries of from five to ten thousand dollars annually, or upwards. It is clearly in the interest of graduates of the University that such positions should be filled from their ranks. As these inquiries are usually of a confidential nature and consequently cannot be made public, it is necessary for us to get in touch with suitable candidates and, with their permission, submit their qualifications. For this reason we have established a confidential list of candidates, who will be advised of openings that may arise in the particular field in which they are interested, but whose names will not be submitted without their permission.

All graduates who are interested in obtaining such information are invited to write in confidence to the Secretary, Graduates' Society Employment Bureau, McGill University, Montreal.

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glasco, B.Sc.,
Director

A. D. Donnellan, B.A.,
Secretary

McGill University
Montreal

R E P O R T

October 1st to December 31st, 1931.

The task of finding positions for the graduates who have registered with us was made extremely difficult during the closing months of the year, when the general depression was accentuated by the seasonal decline in employment.

Notwithstanding this, however, we are glad to be able to report a total of eighteen placements in this period. Some of the positions obtained, although of a temporary nature, are rather interesting and illustrate the varied nature of the calls made upon the Bureau. The manager of a bank in the city applied to us for a graduate who would be willing to act as companion and sports tutor to his ten year old son. A member of the senior hockey team, now doing post graduate work in the School of Commerce, was glad of this opportunity, which brings him in a welcome sum weekly and an occasional holiday in the mountains, as well as establishing a connection which may be very useful to him in the future. A gentleman from the States, who came to Montreal to write a book on economics, called upon us to secure the services of a graduate who had specialized in economics and had a knowledge of shorthand to act as his secretary and research assistant. Fortunately we had one Commerce graduate who had the necessary qualifications, and who will be employed on this work for three or four months.

There was a noticeable increase in the number of inquiries for women graduates. This is to be taken as an indication of the increased publicity given to the work of the Bureau rather than as an increased demand in the field of employment for women. As it was felt that the sending out of circulars on a large scale at the end of the year would be an expense for postage and stationery which the results would not justify, we confined our efforts to making a personal canvass of the leading firms in Montreal, and the majority of the positions secured were due to our calls.

The positions filled are as follows:-

<u>Men</u>	Commercial	-	5		
	Engineering -				
	Mechanical	-	3		
	Civil	-	1		
	Metallurgical-		1		
	Chemical	-	<u>1</u>	11	
<u>Women</u>	Librarian	-	1		
	Statistical	-	1		
	Clerical	-	<u>5</u>	<u>7</u>	<u>18</u>

We were unable to fill two promising stenographic positions for women, as none of our applicants had sufficient experience or knowledge of French to fulfil the necessary requirements.

Seventy-two applications were received during these three months, namely:-

<u>Men</u> -	Engineering -				
	Mechanical	-	13		
	Mining	-	3		
	Civil	-	9		
	Electrical	-	2		
	Chemical	-	7		
	Metallurgical-		<u>1</u>	35	
	Arts & Commerce	-	13		
	Medicine	-	1		
	Past Students, etc.-		<u>7</u>	58	
<u>Women</u> -	Clerical	-	12		
	Teaching	-	1		
	Chemistry-		<u>1</u>	<u>14</u>	
	Total			72	

We have received several letters from graduates all over the country, expressing their approval of the work of the Employment Bureau and their desire to co-operate with us whenever possible. We feel that this co-operation will be of very great assistance when the hoped for improvement in the economic situation arises.

A. D. D. D. D.
Secretary

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glasco, B.Sc.,
Director

A. D. Donnellan, B.A.,
Secretary

McGill University
Montreal

March 31st, 1932.

R E P O R T

January 1st to March 31st, 1932.

At the commencement of the new year we were encouraged by a slight increase in the number of inquiries received, both in the engineering and commercial fields. Most of the openings were for sales representatives for American firms entering the Quebec territory or for firms established elsewhere in Canada who wished to extend their activities into the Quebec district. It was hoped this might indicate improved conditions generally, but unfortunately the promise of the opening year was not botne out by the succeeding months, and, so far as we can judge from the viewpoint of the Bureau, employment conditions generally were at a lower level in March than at any time during the preceding twelve months.

The increasingly large number of men laid off, particularly in the civil and electrical engineering fields, and the likelihood of reductions in staff in the near future by firms who have hitherto endeavoured to retain their personnel, has resulted in a large increase in the number of applicants during the past two months. As many of these men have been employed for several years in specialized work there is very little prospect of immediate placement in their own work, and it is difficult to even suggest possible avenues which might lead to employment in other directions.

In this connection, the Bureau often performs a useful function in being able, through our contact with employers, to give these men information which may save them the disheartening task of applying for positions where we know there are no openings. On the other hand, where any possibility of an opening exists, we are often able to arrange an interview for a man who might not be able to obtain it by his own efforts. It can be readily understood that under existing conditions employers do not wish to be besieged by applicants who may be quite unsuitable for their particular class of work. In the

past month I have arranged interviews for several of these men and have given them an opportunity of placing their qualifications before the officials of firms to whom their training and experience might appeal. By this means three men have obtained definite assurances of positions starting during the late summer months, when contemplated reorganization or expansion is expected to occur. These are not, of course, entered on our records as definite placements until, and if, definite appointments are made, but, if nothing else, the assurance of employment at a future date enables the applicant to maintain a more hopeful outlook.

It might seem that with so many applicants on our list and the comparatively few inquiries received, it should be an easy matter to fill any vacancy submitted to us. This, however, is not the case. It will be readily understood that if a position is easy to fill most organizations at the present time have a large waiting list of applicants, or some member of their staff knows someone who can fill the position. Consequently, when an inquiry is submitted to us it is, in most cases, because some specialized experience is considered essential. It has happened in a few instances that we have not had amongst our applicants men with the specific knowledge and experience insisted upon, and have been obliged to spend a great deal of time and trouble in locating, outside those registered with us, graduates who possessed the qualifications called for. This is an experience common to all employment bureaux at the present time. We are frequently called upon by the Dominion Government and technical service bureaux to assist them in securing men to fill positions requiring specific experience. This emphasises the importance of having an accurate record of all graduates, not alone as regards their addresses, but containing information as to the firms with which they are connected and their positions in such organizations. I know that this sounds quite an ambitious programme, but in my opinion it is essential to the maintenance of a well functioning and co-ordinated scheme of graduate employment service.

During the three months under review eighty-eight applicants were registered, classified as follows:-

MEN

Engineering

Civil	---	9	
Electrical	---	9	
Mechanical	---	4	
Mining	---	4	
Chemical	---	3	
Metallurgical	--	<u>2</u>	31
Arts & Commerce	---	---	18
Law	---	---	2
Agriculture	--	---	2
Chemistry	---	---	<u>8</u>
		Forward -	61

<u>MEN</u>		Brought forward	-	61	
	Architecture	---	---	1	
	Medicine	---	---	<u>2</u>	64
<u>WOMEN</u>	Clerical and Secretarial	---	---	16	
	Chemistry	---	---	1	
	Physical Education	---	---	2	
	Teaching	---	---	2	
	Librarian	---	---	1	
	Household Science	---	---	<u>2</u>	<u>24</u>
				Total -	88

The number of applicants placed during the corresponding period was nine -

<u>MEN</u>	Commerce	---	---	2	
	Engineering -				
	Civil	---	1		
	Mining	---	1		
	Elec.	---	<u>1</u>	3	
	Medicine	---	---	<u>2</u>	7
<u>WOMEN</u>	Survey work - temporary	---	---	2	
				Total -	9

Three positions are still undecided but we hope to be able to place three men within the next few days. We also have inquiries for three women teachers for the States and expect to be able to present candidates for these vacancies.

For purposes of comparison we have examined our list of applicants and find that while seventy-seven have been placed by the Bureau to date we have been advised of only ten who have secured positions by their own efforts.

It may be of interest to the Executive Committee and

the faculties to know something of the way in which the work of the Bureau is looked upon by some of the graduates with whom we have been in communication, we attach extracts from some letters which have been received recently. We think the general opinion is that the operation of the Bureau has been of service to the graduates.

A. H. Duwellau

Secretary.

EXTRACTS FROM LETTERS RECEIVED FROM
GRADUATES.

J.C , Science '26

"The cheque which I enclose will also cover a very modest contribution to the Employment Bureau, with which I am in deep sympathy".

J.D.H., Med. '25 (Had never previously been a member of the Society)

"Thank you for your letter; you apparently had not received my delayed letter of thanks for placing me in the position. I have been here since September. Please find enclosed cheque for ten dollars - three for dues and seven for the Employment Bureau".

J.H.D.R., Science '22 - In reply to a letter informing him of a position -

"Once again I wish to thank you for remembering me, and wish you every success in this work which is of great benefit to many graduates"

W.M.P., Science '25

"Your efforts to promote an Employment Bureau for McGill graduates deserves to be encouraged and supported".

W.C.H., Arts '27

"Your assurance of help through the Graduates' Society Employment Bureau has made me feel a great deal more hopeful, and I assure you of my deep appreciation of the work you are doing".

R.F.A., Science '30 - in forwarding dues to the Society -

"By the way, the Graduates' Society deserves my membership Miss Donnellan made a real effort to place me when I was out of a job".

G.M., Science '31

"Please accept my gratitude for the good work you are doing for us, unemployed young graduates"

R.V.M., M.A. '27

"This will acknowledge your letter describing the activities of the Employment Bureau. I am keenly interested in the work you are doing despite the unfavourable economic conditions. Recently I notified the Graduate Society of my intention to withdraw from membership, but since receipt of your letter I have decided to renew my subscription and assist the placement service".

F.B.T., Arch. '30

"May I congratulate you on the work you are doing. I am aware of its difficulty at the present time and I trust you will be able to continue in this splendid work for the graduates".

D.C.B., Science '24 (Had not been a member previously)

"Various conditions have prevented my keeping up an active membership in the Graduates' Society up to this time. I feel however that the Employment Bureau can be a most valuable activity and I should like you to keep my name on your active list. You might have the secretary of the Graduates' Society send me a notification of annual dues".

J.T.G., Commerce '30 - acknowledging a letter of thanks for contribution to Employment Bureau -

"It was indeed a pleasure to receive your appreciative letter in return for the very small financial support I recently extended to the Graduates' Employment Bureau. Having received many favours from the Bureau I can fully realize what splendid work you must be accomplishing under very trying conditions. I wish you every success and hope to be in a position some day to aid your work more materially than I have in the past".

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glasco, B.Sc.,
Director

A. D. Donnellan, B.A.,
Secretary

McGill University
Montreal

July 1st, 1932.

R E P O R T

April 1st to June 30th, 1932.

During the three months under review the work of the Bureau has been carried on under very discouraging conditions. Notwithstanding the apparent hopelessness of our task, however, we did not relax our efforts to keep up contacts with all possible sources of employment. On the contrary, the large number of young graduates registering with us and their eagerness to obtain information which might lead to employment, furnished an incentive for increased endeavour to be of assistance to them.

Apart from the time necessarily given to the frequent interviews with applicants we continued our policy of making calls upon various firms with the object of interesting them in the work of the Bureau and ensuring that when vacancies occur in these organizations we shall be given an opportunity of placing McGill graduates in them. We were also able to arrange interviews with executives in several firms for graduates who would not otherwise have been able to secure introductions, and in one instance at least a man has secured a definite promise of a position for October next. Although the results achieved may seem small we feel that we have done all that was possible under existing conditions and that the work we are doing will benefit graduates in the future.

In the period covered by this report 111 applicants registered with the Bureau - 94 men and 17 women - as follows:-

MENEngineering

Mechanical	-	9		
Civil	-	20		
Chemical	-	4		
Electrical	-	9		
Mining	-	<u>1</u>	-	43
Architecture	-	-	-	1
Arts & Commerce	-	-	-	36
Science	-	-	-	9
Law	-	-	-	<u>5</u> - 94

WOMEN

Teaching	----	-	-	4
Secretarial	-	-	-	8
Dietitian	-	-	-	1
Clerical	-	-	-	<u>4</u> - <u>17</u>
				TOTAL - 111

It will be noted Civil Engineering graduates form a large proportion of the men registering. It is well to point out that practically fifty per cent of these are men of experience, many of whom have occupied important positions but who, for obvious reasons, now find it impossible to obtain employment.

Several men for whom we obtained interviews with business organizations have not as yet reported back to the Bureau, but we are able to state that during these three months we have obtained employment for seventeen applicants - although in six instances it was of a temporary nature, but in these difficult times even temporary positions are appreciated.

Of the ^{eleven} ~~seventeen~~ graduates placed in permanent positions eight were men and three women; five men and one woman obtained temporary employment through the Bureau. The

appointments made are as follows:-

<u>MEN</u>	<u>Engineering</u>						
	Civil	-		2			
	Mechanical	-		1			
	Chemical	-	<u>1</u>	-	4		
	Commerce	-	-	-	-	2	
	Teaching	-	-	-	-	1	
	Science (Chemistry)	-	-	<u>1</u>	8	permanent	
					5	temporary	
<u>WOMEN</u>	Secretarial	-	-	-	-	2	
	Teaching	-	-	-	-	<u>1</u>	
					3	permanent	
					1	temporary.	

We are glad to have been the means of placing a woman graduate in Commerce of this year's class in an important secretarial position at an initial salary of \$1500. per year. This was one of the bright spots in a somewhat discouraging period.

H. D. Green

SECRETARY.

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glassco, B.Sc.,
Director
A. D. Donnellan, B.A.,
Secretary

McGill University
Montreal

October 1st 1932

R E P O R T

For year ending September 30th, 1932.

I have the honour to present herewith a record of the work of the Employment Bureau from October 1st, 1931 to September 30th, 1932.

It is unnecessary to point out ^{that} our hopes for an improvement in economic conditions were not realized; on the contrary, conditions were even more unfavourable during the period covered by this report than in the corresponding period of last year. We found that whereas the number of applicants steadily increased the number of inquiries received from employers decreased until during the months of June, July and August, work in the employment field was practically at a standstill, and such openings as we were able to locate were either the result of a personal canvass on our part, or due to leads supplied by graduates who are interested in the work of the Bureau.

Therefore, while we regret that we are unable to report any increase in the number of graduates placed in positions, as compared with the corresponding period of last year, we feel that to have maintained the same average as during the preceding year is a matter for congratulation under the existing conditions. Also, it is encouraging to know that the majority of positions secured during 1931-32 were of a more permanent nature with better future prospects and likely to prove more satisfactory to the graduates appointed. Although at the present time the main consideration of most applicants is to obtain a position, we feel a great deal more satisfaction in placing one man in the right position than in placing five in any position.

The summary which appears on the next page shows that the number of applicants registered was practically the same as last year. It will be seen that, as before, the majority of applicants are from the faculty of Engineering, with Arts and Commerce graduates second.

SUMMARY OF REGISTRARIONS AND PLACEMENTS

	REGISTRATIONS		PLACEMENTS	
	1930- 1931	1931- 1932	1930- 1931	1931- 1932
MEN	252	251	35	33 7 temporary
WOMEN	122	79	15	11 7 temporary
	374	330	50	58 - including 14 temporary

CLASSIFICATION OF APPLICANTS

	REGISTERED		PLACED	
	1930- 1931	1931- 1932	1930- 1931	1931- 1932
<u>MEN</u>				
<u>Engineering</u>				
Electrical	32	26	3	2
Mechanical	36	33	9	4
Civil	32	45	2	6
Chemical	36	15	5	2
Mining	8	10	4	1
Metallurgical	-	3	-	2
	144	132	23	17
Architecture	8	3	2	1
Arts & Commerce	74	84	10	12
Agriculture	3	2	-	-
Medicine	13	3	-	2
Science (Chemistry)*	-	20	-	1
Law	7	7	-	-
Librarians	3	-	-	-
	252	251	35	33
Temporary - Construction work & tutoring				7

* Included under the heading "Chemistry & Chemical Engineering" in 1931 figures.

CLASSIFICATION OF APPLICANTS

	REGISTERED		PLACED	
	1930- 1931	1931- 1932	1930- 1931	1931 1932
<u>WOMEN</u>				
Household Science	6	6	1	-
Librarians	16	1	-	1
Secretarial & Clerical	68	54	13	9
Social Service	4	3	-	-
Teachers	17	10	-	1
Physical Education	7	2	1	-
Chemistry	3	3	-	-
Agriculture	1	-	-	-
	<hr/>			
	122	79	15	11
Temporary				<hr/> 7

The number of women registering shows a decrease over the corresponding period of last year. This is accounted for by the fact that in the case of graduates seeking secretarial or clerical positions, we advised them to make use of the summer months after graduation to take a business course, as under existing conditions the chances of obtaining employment without a thorough knowledge of shorthand and typewriting, or some experience, were doubtful. We shall have on our list during the coming months several girls fitted for secretarial positions, and can only hope that we may be able to place them.

A number of 1932 graduates, both men and women, postponed registering until later in the year and returned to their homes or remained in the country for the summer, as they felt that the prospects of immediate employment were not good enough to justify them remaining in the city. Consequently, these graduates are not being put on our active list until next month.

Owing to the necessity to curtail expenses and the slight chance of success we did not conduct any intensive campaign of circularizing employers, but confined our efforts to making as many personal contacts as possible with employers and doing work of a more or less missionary nature amongst both employers and graduates. It is hoped that when - or if - conditions return to normal this work will prove of benefit to graduates and to the university.

When it is remembered that the majority of graduates registered with the Bureau are also registered with other free Employment Bureaux - the number of which is legion - and how few have secured positions, the difficulties of placement can be appreciated.

However, in spite of the many discouragements of the work there are compensations. We feel that we have been of assistance to many graduates and have really been of service to them. We were especially gratified to have been the means of bringing together two classmates of Science '13, one of whom was looking for a sales manager and prospective partner in his business, and on our list of applicants was a man apparently with all the qualifications required. When I mentioned his name to the employer the latter told me he had wanted this man to go into business with him ten years ago and if he could secure him now he would ask for nothing more. They were brought together to their mutual satisfaction.

We wish to thank those graduates who have assisted us by calling to our attention possible openings. A debt of gratitude is also due to the professors and members of the various faculties of the university for the valuable co-operation which they have given to us, and if in return we have been of any assistance to them we feel that our work is justified.

Respectfully submitted,

H. D. Maxwell

SECRETARY

THE GRADUATES' SOCIETY EMPLOYMENT BUREAU.

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glasco, B.Sc.,
Director

A. D. Donnellan, B.A.
Secretary



McGill University
Montreal

January 3, 1933

REPORT FOR THE QUARTERLY PERIOD
OCTOBER, NOVEMBER AND DECEMBER 1932

We are very pleased to report that during the quarterly period under review the Bureau has been successful in placing an unusually large number of men and women, despite the progressive falling off in the enquiries received from employers. Nearly all these placements were made in the latter half of the period. Two conditions are noteworthy:- first, the large number of temporary positions; and second, the reduced number of openings for positions in connection with engineering services.

The temporary positions obtained were mostly for work of an investigational character, and are therefore not of a permanent nature. Also some of the placements were for sales work, partly or entirely on commission, and these we do not consider as permanent connections.

Engineering services have been increasingly affected by the widespread industrial and constructional curtailment. Not only engineers but the medical graduates are thereby affected. No medical men have been placed during this quarter.

One feature of the period under review is the difficulty encountered in finding positions for women. It is thought that this is largely due to the number of women with secretarial experience who have been thrown out of employment during the last six months in Montreal, with the result that potential employers have small need of our services, as any openings are eagerly filled by friends of those already in their employ.

The figures for the quarterly period, including placements and registrations are given on the attached pages, also a comparison report for the immediately preceding quarter, and for the same quarterly period a year ago. These show a pleasing increase in placements, and an average number of new registrations.

During the month of December the Employment Bureau was unusually busy, / as it was found necessary to revise all the records of the Bureau. Since the first of December notices have been sent to all those whose names have been carried on our register for periods in excess of three months, asking them to call or telephone and give up-to-date information concerning themselves and their employment.

Added to this activity, the usual number of new registrations took place, so that during the month ninety-seven personal interviews were made

in the office. These and those others who telephoned were almost all in need of immediate employment, and a number of the cases were urgent. Placements and prospective positions were sought out by a heavy correspondence, and by calls in person or by telephone. These efforts have been rewarded by the number of placements shown in the attached report.

Two features of the work of the Employment Bureau deserve mention, since in reality they are additional services performed. In a number of cases we find it necessary to give practical advice to the younger graduates, and especially to the young women, who are unaware of the way in which they should make their approach towards employment, and in many cases are unaware of the kind of work for which they are best suited, and our advisory service is of much value. We also conduct a training school for office assistants, as it is found that many of our women graduates have no practical knowledge of office work, and that while they have learned stenography at business college, yet they are unable to practice and keep this newly developed faculty up to the mark. Consequently we are able to be of service to them, and they to us, by giving them the means to do voluntary work in our office. In this way in the past year about ten women graduates have received sufficient practical training to warrant our placing them in permanent positions.

It is with regret that we report the loss to the Bureau of the services of our former secretary, Miss A. D. Donnellan, who resigned her position early in November, and to whose ability and energy much of the success of the Bureau in the last two years is due.

The outlook for the next quarter is an uncertain one, since no real improvement in the business situation has been shown. When such does occur the Employment Bureau will be prepared to place McGill men and women in positions, which without the Bureau's service may very easily be missed.

That the Bureau may be of real assistance to the University is one of its chief aims; and we are very pleased to report that we have continually received the co-operation of many members of the University staff to our mutual advantage. As an example we may refer to the placement in December of two of our graduates in very promising positions in Winnipeg through Colonel Bovey, and the Department of Extra Mural Relations.

Colonel Bovey received the original enquiry, and took a most active part in bringing the negotiations to a successful conclusion. *Justins Bay?*

The Bureau is apparently winning a good measure of success in fulfilling its main objects - to assist graduates and past students, to assist the members of the University staff in solving problems presented by prospective employers for graduates who have been trained in their particular departments, and to serve the Canadian public by assisting employers in finding Canadians who will best fill their requirements. That this service is a free one to all concerned is a voluntary contribution of the Graduates' Society to the present situation, where unemployment is a very serious factor in the national life.

L. B. Blasco

Director

The Graduates' Society Employment Bureau of McGill University.

EMPLOYMENT BUREAU REPORT FOR THE QUARTERLY PERIOD
OCTOBER, NOVEMBER and DECEMBER 1932

January 3, 1933.

PLACEMENTS

MEN	-	Permanent	10	
		Temporary	13	
		Total		23
WOMEN	-	Permanent	5	
		Temporary	3	
		Total		8
TOTAL placements during quarter				<u>31</u>

Placements by Categories:-

MEN	-	Engineering		
		Electrical	0	
		Civil	5	
		Metallurgy	1	
		Chemistry	1	
		Science in Arts	1	
		Arts	1	
		Commerce	12	
		Not McGill graduates	2	23
WOMEN	-	Arts	5	
		Commerce	1	
		Not McGill graduates	2	
TOTAL				<u>31</u>

COMPARISON REPORT - PLACEMENTS

	Oct. 1 to Dec. 31 1932	July 1 to Sept. 31 1932	Oct. 1 To Dec. 31 1931
MEN - Permanent	10	7	11
Temporary	13	2	0
WOMEN - Permanent	5	0	7
Temporary	3	3	0
TOTAL	<u>31</u>	<u>12</u>	<u>18</u>

REGISTRATIONS

MEN	-	Engineering:-		
		Electrical	3	
		Mining	0	
		Civil	6	
		Mechanical	5	
		Chemical	4	
		Architecture	1	19
		Arts		6
		Medicine		4
		Law		1
		Agriculture		1
		Not McGill		2
				33
WOMEN	-	Arts		6
		Science in Arts		3
		Chemical		1
		Law		1
		Library School		1
		Physical Education		1
		Not McGill		4
TOTAL registrations for the Quarterly Period				<u>50</u>

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glassco, B.Sc.,
Director

A. D. Donnellon, B.A.,
Secretary



McGill University
Montreal

April 10, 1933.

REPORT FOR THE QUARTERLY PERIOD
JANUARY, FEBRUARY AND MARCH 1933

Entering the third year of operation since it was organized in January 1931, the Employment Bureau is able to report a growth in its services to the University staff, to a number of employers, and to many graduates and non-graduate past students of the University.

Although the general business situation has shown no improvement, and judging by some effects is even less promising, the Bureau has been able to find openings for a few of its men and women registrants by resourceful exploration of every opportunity which has been presented.

For example, in January we wrote to twenty-five gold mining companies in Canada, offering to put them in touch with McGill mining graduates. Six stated that they needed no mining engineers at present, but would certainly get in touch with us when a vacancy occurs on their staff. Two mines had vacancies for shift bosses and wished to receive applications from recent graduates. Seven were put in touch with them, with the result that one mine will employ two, and the other has arranged to take one of our men.

During the quarterly period covered by this report the lack of opportunities for engineering graduates in their own field has been conspicuous. The depressed state of construction and manufacturing has made it impossible for any appreciable number of men to be absorbed into positions; in fact there are even yet cases of industries throwing out of employment members of their technical and executive staffs. Our report will show that some engineering graduates have been placed: of these three were placed in positions in their own profession, but for the balance we were able to find employment only in sales work in other fields.

Graduates and past students are still registering with the Employment Bureau, and we are very glad that they do so; for in this way we are building up numerous, varied and valuable records of both men and women; and these will be very useful to draw on as opportunities are developed. This will be apparent as soon as there is a turn in the business world towards normalcy, bringing with it a demand for the services of men and women with the qualifications derived from a University education.

A detailed summary of positions which have been filled is attached.

G. B. GLASSCO

Director.

EMPLOYMENT BUREAU REPORT FOR THE QUARTERLY
PERIOD JANUARY, FEBRUARY AND MARCH 1933

April 10, 1933.

PLACEMENTS

MEN	-	Permanent	6	
		Temporary	2	
		Total		8
WOMEN	-	Permanent	3	
		Temporary	5	
		Total		<u>8</u>
TOTAL placements during quarter				<u><u>16</u></u>

Placements by CATEGORIES:-

MEN	-	Engineering		
		Chemical	2	
		Mechanical	1	
		Electrical	2	
		Commerce	1	
		Law	1	
		Non-graduate	1	8
WOMEN	-	Arts	8	<u>8</u>
				<u>16</u>

C O M P A R I S O N

	<u>This Quarter</u> <u>Jan.-Mar. '33</u>	<u>Last Quarter</u> <u>Oct.-Dec. '32</u>	<u>This Quarter LAST YEAR</u> <u>Jan.-March '32</u>
MEN - Permanent	6	10	7
Temporary	2	13	0
WOMEN-Permanent	3	5	0
Temporary	5	3	2
TOTAL	<u>16</u>	<u>31</u>	<u>9</u>

REGISTRATIONS

MEN	-	56
WOMEN	-	28
		<u>84</u>

The Graduates' Society Employment Bureau
of
McGill University

G. B. Glasco, B.Sc.,
Director

A. D. Donnellan, B.A.,
Secretary



McGill University
Montreal

July 7th, 1933.

REPORT FOR THE QUARTERLY PERIOD
APRIL, MAY AND JUNE 1933

It is encouraging to report for the second quarter of 1933 a noticeable improvement in the employment field, and that our Bureau has succeeded in making 29 placements. Thus, except for one other, this quarter has shown the best results since the Bureau was started in January 1931, and in addition the placements made during the last three months present prospects of greater permanency than in any quarter heretofore. Three examples may be quoted:-

years!
An international chemical firm with Canadian Headquarters in Montreal, had an opening for a sales executive. One of our Commerce graduates of several ~~year's~~ standing has been engaged to take under his own supervision the development of sales for a new chemical product, with the prospect of building up an allied business under his own control.

A recent graduate in Commerce was appointed editor of a trade magazine, and has already assumed the editorship of another trade magazine published by the same firm, so that his connection is proving mutually beneficial, with assurance of continuation.

An engineering graduate of four year's standing was put in touch with a new firm of trade representatives whose business has developed sufficiently to warrant his going to England for several months, where he will represent the firm.

This quarter has again shown a lack of really good material with which to fill positions where stenographic ability is essential. One very promising position for a male stenographer could be filled only by recourse to our list of non-McGill men. In regard to women stenographers the same thing applies, as less than 3% of the women registered have enough ability in typing and dictation to secure office positions, for at the present time only well qualified girls are chosen from among the many applicants available.

It should be evident that this Bureau is rendering direct assistance to McGill men and women, to the University staff and to many Canadian employers; but it seems unlikely that due credit or recognition will be given the Bureau for its work. It is to be remembered that the Employment Bureau has been undertaken by the Graduates' Society entirely at its own expense, and the outlook for the Bureau cannot be considered bright, until definite arrangements are made for its financing. Otherwise it cannot develop to give service adequate to the needs of the University in this field. That this need has been recognized by almost all Universities in North America, and by the larger ones in Great Britain, who in consequence conduct employment services, indicates that at McGill this work should be carried on for graduates of all Faculties of the University as completely and efficiently as possible.

what universities?

A detailed summary of positions which have been filled during the quarterly period follows:

G. B. GLASSCO,

Director.

EMPLOYMENT BUREAU REPORT FOR THE QUARTERLY PERIOD APRIL, MAY AND JUNE 1933

PLACEMENTS

MEN -	Permanent	16	
	Temporary	4	20
WOMEN -	Permanent	7	
	Temporary	2	<u>9</u>
			<u>29</u>

Placements by Categories:-

MEN -	Commerce	8	
	Engineering	8	
	Arts	2	
	Architecture	1	
	Non-graduate	1	20
WOMEN -	Arts	7	
	M.S.P.E.	1	
	Non-graduate	1	<u>9</u>
			<u>29</u>

COMPARISON

	<u>This Quarter</u> <u>April-June 1933</u>	<u>Last Quarter</u> <u>January-March 1933</u>	<u>This Quarter</u> <u>LAST YEAR</u> <u>April-June 1932</u>
Men - Permanent	16	6	8
Temporary	4	2	5
WOMEN -Permanent	7	3	3
Temporary	<u>2</u>	<u>5</u>	<u>1</u>
TOTALS	<u>29</u>	<u>16</u>	<u>17</u>
Registrations during the quarterly period	71	84	111
Interviews during the quarterly period	235	222	(no record)