### Announcing

#### A NEW SERVICE FOR EMPLOYERS

# Che FEDERATION EMPLOYMENT SERVICE

- The Central Bureau for Placement, Vocational Guidance and Vocational Research Affiliated with the New York and Brooklyn Federations for the Support of Jewish Philanthropic Societies.
- ◆ The Central Bureau is a merger of the employment services of the following institutions: The Brooklyn Federation, The Emanuel Federated Employment Service, The Fellowship House, The Hebrew Orphan Asylum, The Jewish Board of Guardians and The Young Men's Hebrew Association.

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PAUL FELIX WARBURG,

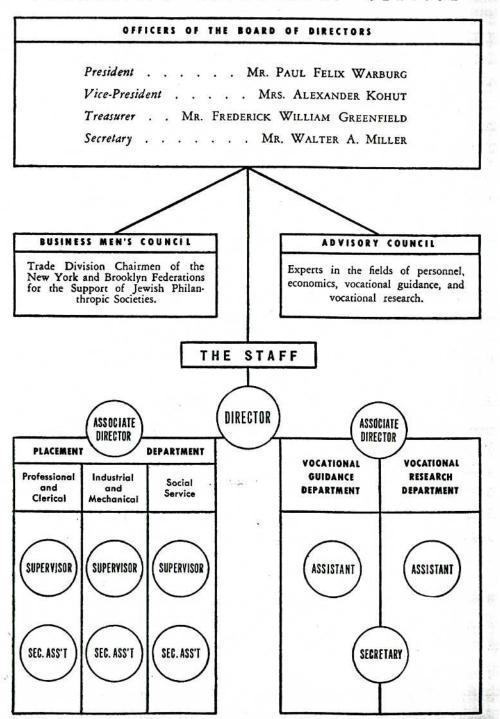
President

MEYER BLOOMFIELD,

Director

1107 BROADWAY, NEW YORK, N. Y. Telephone, CHELSEA 3-5410

## ORGANIZATION CHART FEDERATION EMPLOYMENT SERVICE



# Che FEDERATION EMPLOYMENT SERVICE

#### · ACTIVITIES

- 1. A free employment service for employers and applicants, men and women, and for all occupational classifications.
- 2. A vocational guidance service for adults (using mental and trade tests, trade and industrial information, occupational re-direction, and vocational training classes).
- 3. A research service for the study of vocational opportunities for Jews.
- 4. An individualized employment service for specially qualified professional and technical applicants.

#### **■ METHODS IN PLACEMENT**

The placement activity in the central bureau involves careful interviewing, selection, references and follow-up of applicants in their job adjustments. The care used in these procedures should be apparent from the registration form used in the central bureau:

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Jobs are just as carefully studied as are the qualifications of applicants. The field work staff of the central bureau is engaged daily in studying industries and occupations in this city. Their findings are recorded on the forms shown at the right.

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A check-up of this bureau's placement methods is made by following-up every placement at the end of the 1st, 3rd, and 6th months.

All data contained on these registration	1
forms are verified. For every applican	t
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In addition to this follow-up procedure, the placement and research staffs are at work daily in tallying the results of registration, placement, and field visits. It is only through such continuous study that employment demand and supply can be understood and that long-term and sea-

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sonal needs for the various industries can afford a factual basis for effective placement and vocational guidance policy.

#### SCOPE OF PLACEMENT ACTIVITY!

#### A HELP TO EMPLOYERS!

For the convenience of employers a classified list of the men and women applicants available through the FEDERATION EMPLOYMENT SERVICE is provided:

#### PROFESSIONAL AND CLERICAL

accountants, auditors, bookkeepers
office clerks, office machine operators
industrial clerks
salesmen, saleswomen, retail store clerks
miscellaneous executives and managers
advertising and journalism
stenographers, typists, steno-typists
banking and brokerage
miscellaneous professional workers

#### MECHANICAL AND INDUSTRIAL

building and hand trade apprentices
cabinet makers, carpenters, upholsterers
electricians
jewelers, watchmakers
needle trade operatives
painters, glaziers, varnishers, plasterers
plumbers, gas and steam fitters
printing trades
mechanics
machinists

#### METHODS IN VOCATIONAL GUIDANCE

Guidance as practiced in the FEDERATION EMPLOYMENT SERVICE consists of an analysis of the individual in terms of his academic record, his technical or trade training, and the results of trade and mental tests. Such an analysis is interpreted in the light of the individual's social and economic assets and liabilities as well as in the light of current occupational and industrial information. The record form used in guidance illustrates this branch of the service:

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#### • VOCATIONAL TRAINING CLASSES

Applicants who register at the FEDERATION EMPLOYMENT SERVICE are provided with commercial courses where they may acquire new clerical skills or develop greater proficiency in skills already possessed. The following commercial training classes are held daily (all these courses are free):

accounting and bookkeeping
shorthand and typing
sales methods
advertising
commercial art
applied psychology
business English and Law

#### VOCATIONAL RESEARCH

Placement and vocational guidance run the risk of being haphazard when separated from the facts about occupations. The FEDERATION EMPLOYMENT SERVICE is as much a research bureau as it is a placement and a guidance service. Research is, however, confined to the local and special occupational problems affecting Jews.



### PROGRAM •

OFFICE HOURS

9 a.m. to 5 p.m. daily, except Saturday and Sunday.

NEWS LETTER

A bulletin of the work of the central bureau, published monthly.

PUBLICATIONS

From time to time the Research Department of the central bureau will publish the results of its studies.

FIELD WORK

The Staff of the Placement Department makes direct contact with and studies business and industrial establishments.

"LET US BE YOUR PERSONNEL DEPARTMENT.

WE MAKE NO CHARGE TO EMPLOYERS OR APPLICANTS."