

Announcing

A NEW SERVICE FOR EMPLOYERS

The **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.



PAUL FELIX WARBURG,
President

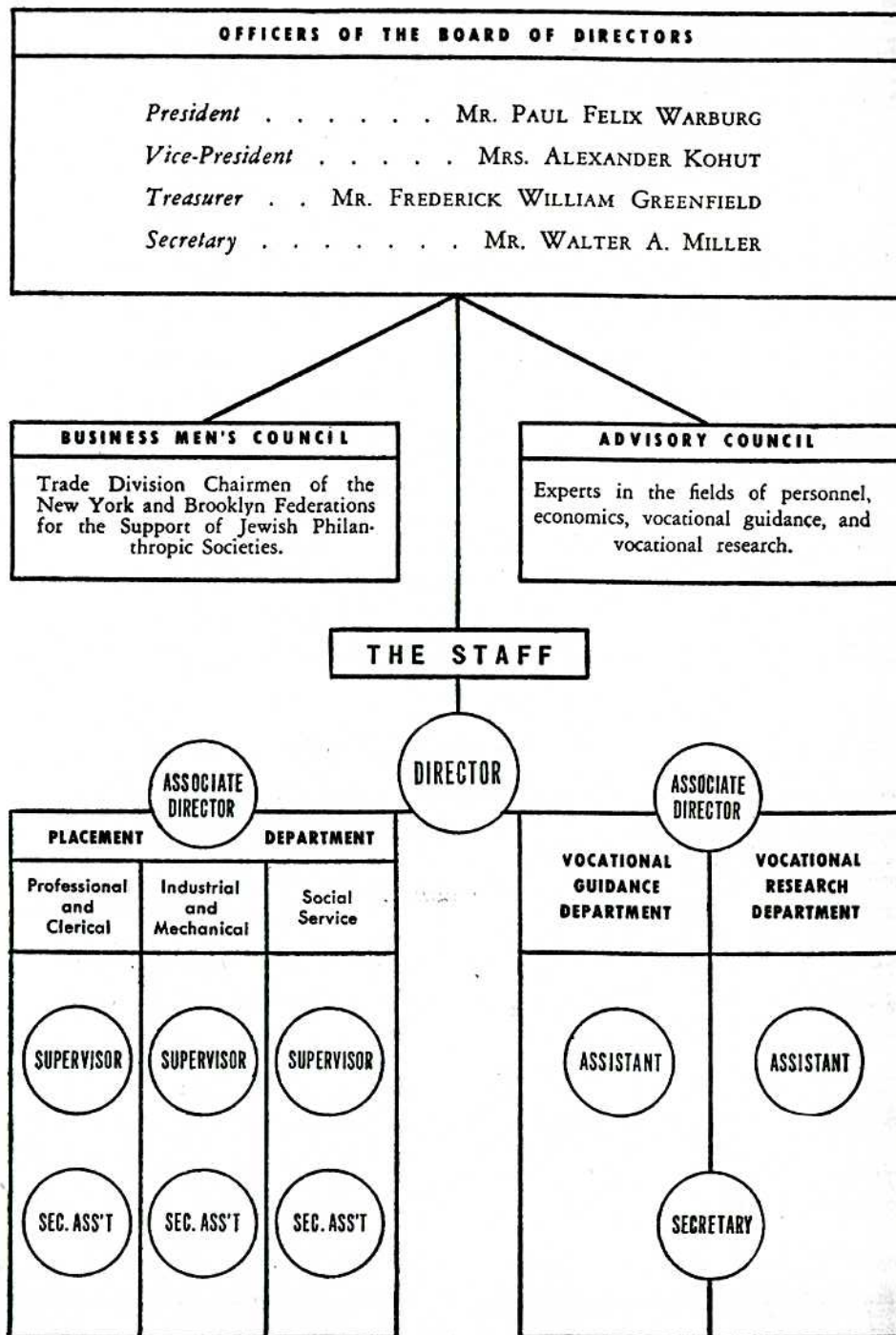
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ORGANIZATION CHART

FEDERATION EMPLOYMENT SERVICE



The 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:

FEDERATION EMPLOYMENT SERVICE		REGISTRATION DATA		Registration No.	
Name (Print)		Date of Birth	Birthplace	Nationality (How Long in U.S.A.)	
Education	Rel. of Applicant	Father's Occupation	Married	Single	Other
Grade	Year of Graduation	Employer's Name	Trade Union	First Name	Other
Employer's Name	Address (Street, City, State, Zip)	High School (Year Completed)	College (Year Completed)	Trade School	Other
Employment and Business Schools	Other Training (Trade etc.)	Employment	College	Trade School	Other
Employment	Address by Shipping	State Physical Details	Lat. Service Member	Employment	Other
Employed	Unemployed	First Name	Second Name	Third Name	Other
Chief Executive	Chief Executive	First Name	Second Name	Third Name	Other
How This Job Got	How This Job Got	How This Job Got	How This Job Got	How This Job Got	How This Job Got
By How Best Job	By How Best Job	By How Best Job	By How Best Job	By How Best Job	By How Best Job
NAME AND ADDRESS OF PREVIOUS EMPLOYERS	BUSINESS	POSITION	SALARY	REASON FOR LEAVING	ANALYSIS OF SERVICES
Last or Present		From	At End		
Next to Last		From	At End		
Before That		From	At End		
Before That		From	At End		
Before That		From	At End		
Before That		From	At End		
Before That		From	At End		
Before That		From	At End		
Character	(1)	Address	Phone		
Subscribers	(2)	Address	Phone		
Reg. Date	By, of Birth				

[illegible]

All data contained on these registration forms are verified. For every applicant referred to a position through the Federation Employment Service, credentials of this kind are on file:

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 seasonal needs for the placement and vo-

[illegible]

A HELP TO EMPLOYERS!

PROFESSIONAL AND CLERICAL

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.

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:

[illegible]

● 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."**