

PLACEMENT BUREAU NEWSLETTER

FOR U. M. D. FACULTY & STAFF

File
Placement

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Beginning with this issue, the Placement Bureau Newsletter for UMD faculty and staff will be published quarterly. Distribution will be via inter-campus mail with limited additional copies available in the Placement Bureau, 140 Kirby Student Center.

The purpose of the Newsletter will be to establish some regular communication with faculty and staff to keep you informed of current Placement Bureau activities, and future plans. From time to time, some of you may be invited as guest editors for the monthly Placement Bureau Newsletter we are initiating for students, to present material, in your field of interest, you feel would be important to students from a Placement point of view. You are also invited to suggest items you would like to see presented in subsequent issues.

1958-1959 RECRUITING CALENDAR

While the Placement Bureau is continuously reviewing its mailing list of company and school contacts for employment interviewing next year, we feel that faculty cooperation in this regard is important in order to do the best job possible. Therefore, all faculty and staff are invited to indicate names of companies or schools who you feel should be contacted for purposes of recruiting visits next year. We plan to mail the Recruiting Calendar the last week of March or 1st week in April. In notifying us of organizations to be contacted, it would be helpful, if you could provide the regional address, the name and title of the representative to be contacted.

INSTRUCTOR AND DEPARTMENTAL RECOMMENDATIONS

Many of you, have by now, had requests from students to complete placement recommendations for UMD seniors. Since your observations and opinions concerning the student are one of the more important items that go into the credential file of the senior, a few comments on recommendation forms seem appropriate at this time.

Because the Winter Quarter is the most active period of employment interviewing for Bachelor of Arts seniors and increasing employment activity for Bachelor of Science people, it is important that student recommendations be returned to the Placement Bureau at the earliest possible time. Your cooperation in this matter shall be appreciated. However, the student who expects to receive a recommendation does have the responsibility of providing you with sufficient time to give adequate attention to this important responsibility. Unfortunately there are quite a few seniors who are not registered with the Bureau.

Instructions to the graduate, in the Placement registration material, emphasize that there is a varying time factor involved in compiling a complete credential file and the earlier the completed placement papers are returned to the Bureau the more satisfactory it will be for all concerned. Seniors are further advised to request recommendations only from faculty or staff who are reasonably well acquainted with the student through class or extra-curricular associations. It is recommended that the student make a personal contact with faculty and staff members from whom they expect recommendations.

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ISSUED AT THE PLACEMENT BUREAU FOR UNIVERSITY OF MINNESOTA - DULUTH BRANCH STAFF

PLACEMENT BUREAU REGISTRATION

Some of you may have had the opportunity to discuss with students, the advisability or necessity for Placement Bureau Registration. In connection with such discussion, you should know that active registration with the Bureau does not automatically occur with graduation. The student must complete placement registration papers, available in the Placement Bureau, which include (1) a record of academic course work, (2) extra-curricular, community or professional activity, (3) faculty and staff recommendations, and (4) part-time employment recommendations.

Regardless of the tentative future plans of the student, the following remarks concerning the advisability of Placement Bureau registration are appropriate.

- (1) The original credential file, once completed, is retained permanently in the Placement Bureau. However, in order to maintain the effectiveness of this type of information, periodic additions to the file from various employers or supervisors, ought to be made in the course of occupational progress.
- (2) Regardless of tentative future plans, it is not possible to predict when a complete, up-to-date, credential file available on request, would substantially contribute to a transfer, promotion or new position.
- (3) The best time to request recommendations from faculty, staff or part-time employers is NOW - when these people are available and familiar with the student's work and other accomplishments.
- (4) Company and school employment representatives frequently request copies of the credential file for subsequent review following the employment interview and often do not feel in a position to make an employment follow-up if credentials are incomplete or unavailable.
- (5) It is courteous and considerate of staff and faculty time, to request a single recommendation for multiple employer use through the Placement Bureau, rather than referring each potential employer to individual staff and faculty people.

Any student planning to graduate should complete his Placement registration material at the earliest possible time.