

T H E S I S

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A SURVEY TO DETERMINE A
TRAINING PROGRAM FOR DIVERSIFIED
OCCUPATIONS IN CHEYENNE, WYOMING

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Submitted by
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In partial fulfillment of the requirements
for the Degree of Master of Science
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I HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER MY
SUPERVISION BY S. PAUL ALBRIGHT

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CHAPTER I

INTRODUCTION

The present study, "A Survey to Determine a Training Program for Diversified Occupations" was undertaken in an attempt to determine the training needs, job specifications, and procedures in employing beginners in twenty-five industrial and service occupations in Cheyenne, Wyoming; and the use of the findings for the purpose of setting up instructional content needed in training, advising, selecting, recommending, and placing of youth in such employment.

In consideration of the fact that this study was to determine the content of a training program in diversified occupations for the high school of Cheyenne, Wyoming, it is considered advisable to present the situation in this school and the reason why this study seemed necessary. The writer had long recognized the fact that there was a variance in job specifications, procedures and conditions in entering employment, and that this school and community did not give specific training in this field.

Cheyenne, Wyoming with a population of 23,000, because of its geographical position has developed around a few central industries, namely; the Union Pacific Railroad, the Colorado Southern and Chicago, Burlington and Quincy railroad, The United

Air Lines, and the seat of state government. It is neither an agricultural nor a manufacturing center. Many occupations that follow such environment have found fertile ground here. Its schools have offered little vocational training, and the number of graduates entering schools for higher learning is about normal; this prompted the writer to consider a diversified occupations course as being the kind of vocational training that could best be presented. The number of youth employed in any one field did not warrant specific training within the school plant. Opportunity for employment is generally confined to the service occupations. Instructional information is applicable only in principle in a given locality. That this affects the placement of youth in jobs was also recognized.

Accelerated economic conditions and the number of available workers has brought about keener competition among workers, therefore it has become increasingly difficult for youth to secure jobs. The findings from this study should simplify the job of instruction, selection, recommendation and placement both from the youth's standpoint, as well as for the coordinator.

CHAPTER II

PROCEDURES AND DEVICES

In carrying out the study as set forth in Chapter I, the first step was the selection of the twenty-five industrial and service occupations to be analyzed. This selection was made from records in the Placement Bureau of the Senior High School, in Cheyenne, Wyoming. The frequency of High School youth employment in each occupation, and a careful check of those occupations which offered the most friendly attitude toward employment of youth, formed the basis for selection. The list of twenty-five occupations selected will be found in Appendix, Table A, listed as "Occupations Selected".

In order to make the greatest possible spread, a study was made to classify the firms offering jobs to high schools youth under each of the twenty-five occupational heads. Names of firms for this purpose were selected from the Cheyenne Business Directory and from records on file at the Employment Bureau of the Cheyenne High School. Ninety-three firms comprise this group. A list of the firms names will be found in, Appendix, Table B, under title, "List of Firms Interviewed and Studied".

The writer decided in the beginning that the necessary information should be gathered by personal

interviews carried out in ordinary conversational manner.

With the list of firms to be interviewed complete, arrangements were made for a pre-interview. This pre-interview was thought advisable, since it allowed for better acquaintance, personally, and for introduction to the study so that specific information might be received during the two planned interviews to follow.

The writer explained that he was making a study of employment in Cheyenne, to help youth become better qualified for employment. It was asked that consideration be given the study and specific answers and suggestions be offered in the follow-up interview arranged for at that time.

For the second interview, (or initial informational one), a simple "Do and Know Job Analysis Sheet" was prepared. The heading consisted of the following: Job Analysis Sheet, Firms Name, and Occupation. Sufficient space was left for listing in separate columns, what the youth should know and what the youth should be able to do. A sample sheet is given as Figure I, below;

JOB ANALYSIS SHEET

Firm's Name _____ Occupation _____

WHAT THE YOUTH SHOULD BE ABLE TO DO	WHAT THE YOUTH SHOULD KNOW

Figure 1. - "Do and Know Job Analysis Sheet Heading."

The second interviews were held with the ninety-three firms cooperating. The "Do and Know Job Analysis Sheet" was not presented at the interview, nor was there knowledge of it. Information for answering the two questions, "What the Youth Should Be Able to Do" and "What the Youth Should Know", was obtained by questioning and suggesting. In some cases notations of answers were made.

Immediately following the interview the writer filled out the "Do and Know Job Analysis Sheets".

The information gathered in the above procedure was analyzed to determine further content of course of study for the Diversified Occupations Courses. The tabulation will be found in Table III, page 16.

For securing further information for Diversified Occupations instructional material, it was necessary to choose a job analysis sheet. The sheet selected should be of a type to cover information needed from all of the twenty-five industrial and service occupations studied. It was to include such items as; previous experience required, employment conditions, training available, personal qualities, and like data. It was found that the Job Analysis Sheet, Form I, found in Bulletin #10 on Employer-Employee Cooperation issued February 4, 1935 by Minneapolis Civic and Commerce Association was adequate and covered the information needed. This sheet was adopted for use in

tabulating information to be gathered in the third interview.

A form copy of this adopted sheet is given in Appendix as Table C, under title "Job Analysis".

Using the adopted Job Analysis sheet, the third personal interview was made with each of the ninety-three firms. A job analysis sheet was handed to the one interviewed to be used as a guide, and needed explanation was made by the writer as to the information sought. A second sheet was used by the writer to tabulate information received at the time it was given in the interview. It was found that placing the job analysis sheet in the hands of the one being interviewed made clearer understanding possible, avoided unnecessary delay in answers given and allowed for contemplated questioning.

In order to set down the required data concerning duties, physical requirements of jobs, special abilities, experience and special training, personal qualifications and such other information necessary concerning jobs in each of the twenty-five occupations, a "Job Specifications Sheet" was needed. Form II found in Bulletin #10, on Employer-Employee Co-operation, issued February 4, 1935 by Minneapolis Civic and Commerce Association was found to be set up for this purpose, and since it appeared to be adequate it was adopted.

From the information secured through the "do and Know Job Analysis Blank", used in the second interview, and the "Job Analysis Blank" used in the third interview, job specifications for each of the twenty-five occupations were compiled. These specifications are to be found on Pages, 20 to 69, inclusive.

For the purpose of familiarizing youth with the procedures in making applications, the personal record blank used by the Employment Bureau in the Senior High School, Cheyenne, Wyoming, was adopted.

This blank is included as Figure 2, page 75.

The information given in the Personal Record Blank was used to check against the adopted Job Specification Sheet to form the basis for selection of youth for a particular job.

CHAPTER III

PRESENTATION AND EXPLANATION OF THE DATA

Following the procedure as set forth in Chapter II, a group of twenty-five occupations was chosen to be studied. This list is given as Appendix A. All of these occupations were analyzed by the use of two procedures. The first procedure was to list all items of each occupation on ~~what~~ has been called in this study, a "o and Know Analysis Blank".

Information for answering the two questions, "What the Youth Should be Able to Do", and "What the Youth Should Know", was obtained by questioning and suggesting, during the personal interview held with employers. Such interviews were held with from four to seven employers in each of the twenty-five occupations.

A composite sheet including the items suggested by all of the employers in a field was made for each occupation. Each of these composite sheets were scrutinized by the writer and additional items were listed on the "Know" side. These items were to establish a base for related subjects to be used in the course of study. A sample of the job analysis sheet thus derived is included here as Table I, page 13.

Table I. - Analysis of the Automobile Salesman

JOB ANALYSIS SHEET

Firm's name _____ Occupation Auto Salesman

WHAT THE YOUTH SHOULD BE ABLE TO DO	WHAT THE YOUTH SHOULD KNOW
1. Appraise used cars.	1. Read, write, spell, and speak English.
2. Drive car.	2. Add., Sub., Div., Mult., percentage and interest.
3. Sell.	3. Com. arith. moneys.
4. Arith; Add., Sub., Div., and Mult.	4. Used car values, Blue Book.
5. Talk interestingly.	5. Pub. Speaking.
6. Compare makes of cars.	6. Salesmanship.
7. Demonstrate cars.	7. Psy. & Soc.
8. Meet people.	8. Makes of cars.
9. Instruct, relative to driving.	9. Com. Eng. Contracts.
10. Read, write, spell, and speak English	10. Bill of sale.
11. Make out bill of sale.	11. Typing.
12. Figure payments.	
13. Be able to figure discount and percentage.	
14. Use telephone.	
15. Make out contracts.	
16. Use typewriter.	
17. Make change.	

Having determined all of the "Know" items suggested by the "Do" items, there was no further value in keeping the "Do" items. The program being established, calls for only the "Know" items to be considered in the course of study.

Because of the large amount of material to be presented, only one occupational "Do and Know" chart and

"Job Analysis" has been included in this thesis. However, a composite chart including all of the know items is given as Table II, page 15. All of the items, seventy-six in number, which are listed in Table III, page 16, are included in this chart and designated by numbers across the top. Opposite each occupation an X indicates the items which were found to be needed by the youth entering that occupation. This chart presents graphically those items which appear in several or all of the occupations.

Table III, page 16, referred to above, which lists the seventy-six items, was not prepared with any consideration as to sequence, but was to be used merely as a key to Table II, page 15.

Having determined the items needed by the youth entering an occupation, an attempt was made to establish the qualifications necessary for entrance into each of the twenty-five occupations. To arrive at a set of Job Specifications, each occupation was analyzed.

Table IV, page 17, shows the results, in part, of the manner by which the Job Analysis sheet on Automobile Salesman was handled. Items checked are indicative of the nature of the occupation being studied; such items as, character of job, type of work, physical requirements (job), and physical requirements (of individual) were rated.

[illegible]

Table III. - "Number of Items Under Know Analysis."

1. Com. Arith (moneys)	39. Common stock ailments
2. Merchandising	40. Materials
3. Add. Sub., Mult., & Div.	41. Study of home merchants
4. Read, Write, Spelling & Speak Eng.	42. Shop (related)
5. Weights & Measures	43. Joints (related)
6. Com. Arith (billings)	44. Wood finishes
7. Com. Arith. (statements)	45. Blue print reading
8. Com. Arith. (collections)	46. Board measure
9. Window decoration	47. Woods
10. Psy. & Soc.	48. Cabinet design
11. Bookkeeping	49. Hdw. furnishings
12. Local points of interest	50. Use of square and plane
13. Com. arith. (invoices)	51. Manners
14. Liquid measure	52. Study of office supplies
15. Gen. Bus. Eng.	53. Cards, envelopes, letterheads & handbills
16. Coding	54. Journalism
17. Pub. Speaking	55. Economics
18. Displays	56. Wood shop (related)
19. Dry measure	57. Dry cleaning
20. Habits	58. Furniture construction
21. Typing	59. Household furnishings
22. Bus. Eng. (contracts)	60. Interior decoration
23. Shorthand	61. Linear measure
24. Bus. Eng. Letter writing	62. Fabrics
25. Study city maps	63. Care of interior finishes
26. Bus. Arith. (accounts)	64. Period furniture
27. Discount & percentage	65. Slide rule
28. Lettering	66. Modern household devices
29. Perspective drawing	67. Prin. of Physics
30. Color harmony	68. Hi-way const.
31. Square measure	69. Combustion
32. Drawing	70. Agriculture
33. Design	71. Simple Auto Mec.
34. Interior decoration	72. Anti freeze
35. Salesmanship	73. Lubricants
36. Used car values, (Blue Book)	74. Gen. Prin. of Trig & Alg.
37. Bill of sale	75. Gen. Prin. of Elec.
38. Dairy relations	76. Personal Hygiene

Attention is called to the fact that there are many similar items in all of the twenty-five occupations studied.

Table IV. - Job Analysis Sheet, (in part) on Automobile Salesman. (A composite of four interviews)

JOB ANALYSIS SHEET

Occupation, Automobile Salesman

Job Description of What Worker Does.

<p>I. Character of Job</p> <p>1. Routine <u>4</u></p> <p>2. Repetitive <u>4</u></p> <p>3. Automatic <u>4</u></p> <p>4. Slow <u>4</u></p> <p>5. Medium <u>4</u></p> <p>6. Rapid <u>4</u></p> <p>7. Varied tasks <u>3</u></p>	<p>V. Physical Requirements (job)</p> <p>1. Standing <u>3</u></p> <p>2. Sitting <u>1</u></p> <p>3. Moving <u>4</u></p> <p>4. Stooping <u>1</u></p> <p>5. Walking <u>4</u></p> <p>6. Climbing <u>4</u></p> <p>7. Reaching <u>4</u></p> <p>8. Lifting <u>1</u></p> <p>9. Rapid temperature changes <u>4</u></p>
<p>II. Type of work</p> <p>1. Heavy <u>4</u></p> <p>2. Light <u>4</u></p> <p>3. Medium <u>4</u></p> <p>4. Inside <u>4</u></p> <p>5. Outside <u>4</u></p> <p>6. Hazardous <u>4</u></p>	<p>VI. Physical requirements (personal)</p> <p>1. Weight <u>150</u></p> <p>2. Height <u>5'8"</u></p> <p>3. Strength <u>100</u></p> <p>4. Eyesight <u>20/20</u></p> <p>5. General health <u>Good</u></p> <p>6. Hearing <u>Good</u></p> <p>7. Sex <u>Male</u></p> <p>8. Age preferred <u>21-30</u></p>
<p>III. Exposure</p> <p>1. Heat <u>1</u></p> <p>2. Cold <u>1</u></p> <p>3. Dry <u>1</u></p> <p>4. Wet <u>1</u></p> <p>5. Smoke <u>1</u></p> <p>6. Oil <u>1</u></p> <p>7. Fumes <u>3</u></p> <p>8. Explosives <u>1</u></p> <p>9. Dust <u>1</u></p> <p>10. Acids <u>1</u></p> <p>11. Altitudes <u>1</u></p> <p>12. Special <u>1</u></p>	<p>VII. Mental Requirements</p> <p>1. Read <u>4</u></p> <p>2. Write <u>4</u></p> <p>3. Spell <u>4</u></p> <p>4. Mathematics <u>4</u></p> <p>5. Write English <u>4</u></p> <p>6. Speak English <u>4</u></p>
<p>IV. Health Hazards</p> <p>1. Poisons <u>1</u></p> <p>2. Vibrations <u>1</u></p> <p>3. Noise <u>4</u></p> <p>4. Nerves <u>4</u></p> <p>5. Eyestrain <u>1</u></p>	<p>VIII. Abilities--Executive</p> <p>1. Instruct others <u>4</u></p> <p>2. Handle men <u>1</u></p> <p>3. Leadership <u>3</u></p> <p>4. Supervisory <u>4</u></p>

The numbers indicate the frequency of the rating given the various items by employers interviewed.

The occupation of Automobile Salesman was analyzed by personal interviews with four men employing Automobile Salesmen. Table IV, page 17, which is a composite sheet of eight of the twenty-four items listed on the Job Analysis sheet, presents an example of the many things considered in analyzing each occupation. Through the use of this sheet it is possible to determine the more important demands of the occupation, as well as the minor details expected of one doing such work.

This analysis also presents an illustration of the variety of opinions men in the trade have concerning their own occupation. As an illustration of this point, attention is called to the section dealing with exposure.

From the information secured through the "Do and Know Job Analysis Sheet", illustrated on page 13, and the "Job Analysis Blank" as shown on Table IV, page 17, job specifications for each of the twenty-five occupations were compiled. An illustration of these Job Specifications for the Automobile Salesman, is given as Table V, pages 20 and 21. Specifications for this job were determined by noting the composites of opinions recorded on the Job Analysis sheet. Attention is called to item No. 3, on physical requirements of person, as all four of the employers interviewed expressed a desire for males as salesmen, therefore, the job specifications call for men. Two of the employers expressed a preference for

men from 21 to 30 years of age and two preferred men from 21 to 35. On the Job Specification sheet it will be noted that the ages 21 to 35 have been listed. All four employers agreed that the salesman should be what is termed, an average person so far as weight, strength, height, and eyesight were concerned. In a similar manner, the entire job specification sheets were set up for all twenty-five occupations. These specifications will be found on pages, 20 to 69, inclusive.

Table V. - JOB SPECIFICATIONS
Occupation Automobile Salesman

1. Duties.	<p>Major duties: meet people, demonstrate cars, appraise used car values, instruct, relative to driving, compare makes of cars, make out bill of sale.</p> <p>Minor duties: Make change, use telephone, use typewriter, make out contracts. Kind of job: routine, medium, and varied tasks. Light, both inside and out, somewhat hazardous.</p> <p>Responsibilities for protecting and checking merchandise, records, and other equipment. Initiative and resourcefulness in handling duties and meeting situations.</p>
2. Physical requirements of job.	Some exposure, possibly fumes, oil, cold and heat. Combination of standing, moving, walking, some sitting, stooping, and lifting. Physically active job.
3. Physical requirements.	Male, preferably 21 to 35 years. Good eyesight, hearing and general health. Normal for age.
4. Mental qualifications	Intelligence, medium to high. Ability to read and speak ordinary English well. Write legibly, use figures accurately.
5. General education.	Not less than high school education, some college education an asset. Business and commercial education preferable.
6. Special abilities.	Leadership, ability to instruct others preferred. Considerable manipulative skill. Especially in handling cars. Must acquire, on job, a thorough training, useful information about merchandise accessories and other supplies. Must acquire ability to meet people and make friends.

Table V. - JOB SPECIFICATIONS
Occupation Automobile Salesman (con't.)

7. Personal qualifications	Make right contacts with public, other workers, and use telephone. Accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness are desirable.
8. Experience and special training.	Some general auto mechanics and salesmanship experience. Time necessary to learn duties: 6 months and up, depending upon individual. To get ahead one should keep up with new innovations in car manufactory.
9. Condition of employment.	Permanent, if satisfactory, altho may be somewhat seasonal. Affected by economic conditions. Hours variable. Pay weekly and commission. No personal equipment, except clothing required.
10. Promotion.	If satisfactory would be eligible. Promotion not likely.
11. Remarks.	None.

Sheet No. 2

JOB SPECIFICATION

OCCUPATION Hardware sales Clerk

- | | |
|----------------------------------|---|
| 1. Duties | <p><u>Major Duties:</u> arrange and display merchandise, unpack and assemble heavy machinery; inform as to the use of merchandise; keep careful record of all sales. <u>Fill in duties;</u> clean up store, wash windows, make occasional deliveries, post mail, and any other duties that might arise. <u>Kind of job;</u> routine, medium speed and varied tasks. Work medium to heavy on inside. <u>Responsibilities</u> for protecting and keeping careful records.</p> |
| 2. Physical requirements of job. | <p>Some dust and noise. Combination of standing, sitting, moving, stooping, stooping walking, climbing, reaching and lifting. Physically active.</p> |
| 3. Physical requirements. | <p>Male from 19 to 40. Good eyesight otherwise average for age.</p> |
| 4. Mental requirements. | <p>Intelligence medium. Ability to read write, spell and speak English. Ability to write legibly preferable. Use figures accurately.</p> |
| 5. General education. | <p>Not less than high school education. Commercial training an asset. Especially salesmanship.</p> |
| 6. Special abilities. | <p>Some leadership and ability to instruct others. Little manipulative skill on job. Must acquire useful information concerning items carried in stock. Ability to use typewriter would be helpful. Be able to meet people.</p> |

OCCUPATION Hardware Sales Clerk(con't.)

7. Personal qualifications.	The whole list, accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness, and alertness are particularly essential.
8. Experience and special training.	No previous experience required. Time to learn duties 1 year to 3 years.
9. Condition of employment.	Permanent if satisfactory. Hours 8:00 A.M. to 6:00 P.M. Pay weekly. No personal equipment other than clothes.
10. Promotion.	Possible but not likely.
11. Remarks	None.

Sheet No. 3

JOB SPECIFICATIONS

OCCUPATION Public Service Commercial

1. Duties	<p><u>Major duties:</u> use typewriter, adding machine, write business letters, make change, use telephone, use filing system, keep records, make change, make out receipts. <u>Minor duties:</u> Write shorthand (take dictation), use slide rule, familiar with district plants, ability to save money. <u>Kind of job</u> routine; medium and varied tasks. Light and on inside. <u>Responsibilities</u> for protecting and checking records and accounts. Initiative and resourcefulness in handling duties and meeting situations.</p>
2. Physical requirements of job.	No exposure. Combination of standing, sitting, moving and walking. Physically active.
3. Physical qualifications.	Male or female, male preferred 21 to 30 years. Good health and normal strength for age.
4. Mental qualifications.	Intelligence high. Ability to use and understand English well. Write legibly, spell accurately. Use figures accurately. Speak distinctly. Write and speak English well.
5. General education.	Not less than high school education, commercial, business and technical preferred.
6. Special abilities.	Executive ability, handling men and leadership desirable. Some manipulative skill. Must acquire on job a thorough training, useful information about accounts, records, rules and ways of doing business. Must acquire ability to handle files, telephone and other office equipment.

OCCUPATION Public Service Commercial (con't)

7. Personal qualifications.	Make right contacts with public, other workers and by telephone. Accuaracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness are essential.
8. Experience and special training.	No special experience required, but preferred. Time to train on job not much less than 4 years. To get ahead one should keep in mind those things under No. 7 above.
9. Conditions of employment.	Permanent, if satisfactory. Hours 8:00 A.M. to 5:00 P.M. Pay monthly. No personal equipment except clothing required.
10. Promotion.	If satisfactory, would be eligible. Promotion possible.
11. Remarks.	None.

Sheet No. 4

JOB SPECIFICATIONS

OCCUPATION Butcher

1. Duties	<p><u>Major duties:</u> Cut, trim and prepare meats for cooking. Make sausage. Unpack, store and display meats. Advise as to cuts of meats. Fill orders.</p> <p><u>Minor duties:</u> sharpen knives, clean block, defrost refrigerator unit and clean up in general. <u>Kind of job:</u> routine, varied tasks and medium speed. Medium, inside and somewhat hazardous. <u>Responsibilities</u> for protecting the equipment, merchandise and reports. Initiative and resourcefulness in handling duties.</p>
2. Physical requirements of job.	Some exposure to cold and wet, possibly fumes. Combination of standing, moving, walking, reaching, lifting and rapid temperature changes. Physically active job.
3. Physical requirement.	Male preferably 18 to 40 years, steady nerves. Good health. Average otherwise. Normal for age.
4. Mental qualifications.	Intelligence medium. Ability to read and understand ordinary English. Write legibly. Use figures correctly. Speak distinctly.
5. General education.	Not less than high school education. Business training an asset.
6. Special abilities.	Some executive ability especially leadership and ability to instruct others. Mostly manipulative skills. Must acquire on job a thorough training useful information about materials meats and their preparation. Must be able to meet people, hold old customers and make new ones.

OCCUPATION Butcher (con't.)

- | | |
|-----------------------------|---|
| 7. Personal qualifications. | This whole list is especially preferable, accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness. |
| 8. Experience and | No previous experience required. One special training to one and one-half years time to train. |
| 9. Condition of employment. | Permanent if satisfactory. Hours 7:30 A.M. to 6:00 P.M. Pay weekly. No personal equipment except clothes. |
| 10. Promotion. | Promotion eligible and possible. Depends upon individual. |
| 11. Remarks. | None. |

Sheet No. 5

JOB SPECIFICATIONS

OCCUPATION Plant Operator

1. Duties.	<p><u>Major Duties:</u> read various gage charts, keep records, lubricate, make minor repairs, see that plant is in continuous operation. <u>Minor duties:</u> keep power room clean, answer telephone inquiries, conduct visitors through plant if time permits. Be able to instruct others as to the operation of various equipment. <u>Kind of Job:</u> routine, medium and varied tasks. Work medium, inside and hazardous. <u>Responsibilities</u> for continuous operation of power plant and complete records in every detail. Keeping a level head in emergencies.</p>
2. Physical requirement of job.	Exposure to heat, smoke and oil, considerable vibration and noise. Combination of standing, moving, stooping, walking, climbing, reaching and lifting. Physically active.
3. Physical Qualifications.	Male 21 to 30 years. Average for age.
4. Mental qualifications.	Intelligence medium. Ability to read, write, spell and speak ordinary English. Write legibly.
5. General education.	At least a high school education but preferably a technically trained man.
6. Special abilities.	Should be able to handle and supervise men. Considerable manipulative skills. Be able to use slide rule as it is an asset.
7. Personal qualifications	Accuracy, initiative, honesty, reliability, promptness and alertness are particularly essential.

OCCUPATION Plant Operator (con't.)

- | | |
|------------------------------------|---|
| 8. Experience and special training | Previous experience required. Usually comes up from helper, assistant and then operator. Principles of physics and principles of electricity are essential. Technical training preferred. |
| 9. Condition of employment. | Permanent, if satisfactory. Eight hour shift. Pay monthly. No personal equipment except clothing required. Some special tools of ones own would be an asset. |
| 10. Promotion. | If satisfactory would be eligible. Promotion possible. |
| 11. Remarks. | None. |

Sheet No. 6

JOB SPECIFICATIONS
OCCUPATION Commercial Artist

1. Duties.	<u>Major duties:</u> use lettering pens and brushes in executing illustrations and letters, design placards, arrange window displays, mix colors, apply harmonizing colors and cut sign cards to size. <u>Minor duties:</u> keep records, deliver finished work, take orders, operate jig saw. <u>Kind of job:</u> routine medium to rapid and varied tasks. light, inside. <u>Responsibilities</u> for protection and checking completeness of work done. Make deliveries on schedule.
2. Physical requirements of job.	Some fumes and little dust. Some nerve and eye strain. Combination of standing, sitting, moving, walking, reaching and some lifting.
3. Physical requirements.	Male preferably 18 to 35 years. Good eyesight. Otherwise normal for age.
4. Mental requirements.	Intelligence medium. Ability to read and understand ordinary English. Print and draw readily.
5. General education.	Not less than high school education, special art training desirable. Emphasis on art and design and lettering.
6. Special abilities.	No executive abilities except to organize and carry out duties. Mostly manipulative skill. Must acquire the ability to letter well by pen and brush. Recognize color schemes.

OCCUPATION Commercial Artist (con't.)

7. Personal qualifications.	Make right contacts with customers in person and by telephone. Accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness are desirable.
8. Experience and special training.	No previous experience required, but preferred. A general interest and experience in art an asset. Time to learn duties 12 to 18 months depending upon individual. To get ahead one should constantly practice lettering and design.
9. Conditions of employment.	Permanent, if satisfactory. Hours 8:00 A.M. to 6:00 P.M. and occasionally longer. Some personal equipment required, such as drawing equipment, brushes and clothing.
10. Promotion.	Promotion not likely.
11. Remarks.	None.

Sheet No. 7

JOB SPECIFICATIONS

OCCUPATION Auto Supply Clerk

1. Duties	<p><u>Major Duties</u>; mount tires, display merchandise, install batteries, give information concerning use of stock, make out bill of sale, make change, use parts catalog readily, measure oils, open up store, keep store presentable. <u>Minor duties</u>: make minor mechanical adjustments, give general local information, run errands, and drive car. <u>Kind of Job</u>: routine, medium and varied tasks. Mostly inside and medium. Some little outside work possibly slightly hazardous. <u>Responsibilities</u> for protecting and checking records, stock and sales; for following directions. Initiative and resourcefulness in handling duties.</p>
2. Physical qualifications of job.	Some exposure to dust oil, fumes and smoke; vibrations, noise, nerve and eye strain. Combination of standing, moving, stooping, walking, reaching and lifting. Physically active job.
3. Physical qualifications.	Male preferably 18 to 35 years. Normal for age.
4. Mental qualifications.	Intelligence medium. Ability to read and understand ordinary English. Write legibly. Use figures accurately. Speak distinctly.
5. General Education.	Not less than high school education. Vocational training preferred.
6. Special abilities.	Some executive ability; Instruct others, leadership and supervisory. Much manipulative skill. Must acquire on job a thorough training, useful information about auto parts and accessories. Must acquire ability to sell.

OCCUPATION Auto Supply Clerk (con't.)

7. Personal qualifications.	Make right contacts with customers, other workers and by telephone. Accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness are desirable.
8. Experience and special training.	No previous experience required, but a mechanical experience would be helpful. Time to learn duties of job 6 months, and up depending upon individual. To get ahead one should keep up on new devices and accessories.
9. Condition of employment.	Permanent, if satisfactory. Hours 8:00 A.M. to 6:00 P.M. Pay by week. Clothing and few tools required.
10. Promotion.	If satisfactory would be eligible. Promotion possible.
11. Remarks.	None.

Sheet No. 8

JOB SPECIFICATIONS

OCCUPATION Jr. Weather Observer

1. Duties	<p><u>Major duties:</u> read automatic recorders sunshine, wind, precipitation and temperature. Inflate and release observation balloons operate theodolite, make weather maps from incoming reports of observations; give weather information over telephone.</p> <p><u>Minor duties:</u> make up composite reports on past conditions, keep station in order. <u>Kind of job:</u> routine medium and varied tasks. light and mostly inside.</p> <p><u>Responsibilities</u> for protecting and checking records. Provide accurate weather information for Wyoming and vicinity. Initiative in handling duties and meeting situations.</p>
2. Physical requirements of job.	<p>Little or no exposure except possible injury to hydrogen explosion if not handled carefully. Combination of accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness and alertness. Somewhat active.</p>
3. Physical qualifications.	<p>Male preferable 18 to 35 years. Good eyesight, average health and strength for age.</p>
4. Mental qualifications	<p>Intelligence high. Ability to read, spell, speak and write English. Write legibly. Figure accurately with algebra and trigonometry.</p>
5. General education.	<p>Not less than high school education. Physics and much math required.</p>
6. Special abilities.	<p>Ability to instruct others, organize and carry out duties. Considerable manipulative ability required.</p>

OCCUPATION Jr. Weather Observer (con't.)

6. Special abilities.	Must acquire on job a thorough training, useful information about weather conditions, clouds and winds. Must acquire the ability to read coding rapidly and readily.
7. Personal qualifications.	Make careful observations and give specific information. A combination of accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness and alertness are essential.
8. Experience and special training.	General high school education with emphasis on physics and mathematics. Time to train varies, depending upon individual. To get ahead one should keep abreast of modern weather observation methods.
9. Conditions of employment.	Permanent if satisfactory. Must pass Civil Service examination. Beginning \$1440.00 per year. Working hours on shifts. Pay monthly. No personal equipment except for clothing.
10. Promotion.	If satisfactory would be eligible. Promotion possible.
11. Remarks.	Government weather observation stations are being opened up thruout many parts of the country. Should provide an opportunity for one interested in meteorology.

Sheet No. 9

JOB SPECIFICATIONS

OCCUPATION Drug Clerk

1. Duties.	<u>Major duties:</u> Unpack fragile merchandise, weigh and measure liquids and dry measure, advise to a limited degree, as to use of preparations, meet people(customers), make change, clean up store, keep stock shelves filled, arrange displays. <u>Kind of job:</u> routine, medium and varied tasks. Light and on inside. <u>Responsibilities</u> for protecting distribution merchandising, keep careful record of sales.
2. Physical requirements of job.	Little or no exposure except for possible fumes. Some nerve and eye strain. Combination of standing, moving, stooping, walking, reaching and lifting.
3. Physical requirements.	Male preferable 18 to 30 years. General health for age. Normal otherwise.
4. Mental qualifications.	Intelligence medium to high. Ability to read and understand English. Write legibly. Figure accurately. Ability to understand and read Latin words used. Speak distinctly.
5. General education.	Not less than high school education. Chemistry and Latin training essential.
6. Special abilities.	Ability to supervise and some leadership, desirable. Some manipulative skill. Must acquire on job a thorough training useful information about drugs and their general uses. Must acquire the ability to meet people.

OCCUPATION <u>Drug Clerk</u> (con't.)	
7. Personal qualifications.	The whole list accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness, and alertness are desirable.
8. Experience and special training.	Not less than high school education, some pre-medics desirable. Time to train for duties 1 year to 2 years, depending upon individual.
9. Conditions of employment.	Permanent if satisfactory. Usually not less than 12 hours per day. Varing, Pay by week. No personal equipment other than clothing required.
10. Promotion.	Promotion possible but not likely.
11. Remarks.	None.

Sheet No. 10

JOB SPECIFICATIONS

OCCUPATION Electric Sales Clerk

1. Duties.	<u>Major duties:</u> arrange stock for displays, appraise values, explain construction of various kinds of electrical devices, meet people, record bills of sale, write contracts, drive a car. <u>Minor duties:</u> use telephone, typewriter and filling system, install equipment and make minor repairs. <u>Kind of Job:</u> routine, medium and varied tasks. Light to medium, inside, outside and somewhat hazardous. <u>Responsibilities</u> for protecting merchandise and keeping careful records of sales.
2. Physical requirements of job.	Little or no exposure some noise, nerve and eye strain. Standing, moving, walking and lifting, some sitting, stooping climbing and reaching may be expected.
3. Physical requirements.	Male preferably 18 to 35 years. Average for age.
4. Mental qualifications.	Intelligence medium to high. Ability to read, speak, write ordinary English. Use figures accurately. Speak distinctly. Write well.
5. General education.	Not less than high school education, College education preferred in some cases. Business and commercial education an asset.
6. Special abilities.	Ability to instruct others and ability for leadership are preferred, some handling of men. Must acquire on job the ability to demonstrate various household electrical appliances.

OCCUPATION Electric Sales Clerk (con't.)

7. Personal qualifications.	Make right contacts with public, other workers and by telephone. Accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness are desirable.
8. Experience and special training.	General sales experience desired. Time necessary to learn duties 6 months to 2 years, depending upon station. To get ahead one should keep posted on latest developments in electrical devices.
9. Conditions of employment.	Permanent if satisfactory. Hours variable. Pay by week and commission. Clothing and some tools required.
10. Promotion	Eligible but not likely.
11. Remarks	None.

Sheet No. 11

JOB SPECIFICATIONS

OCCUPATION Physicist(Highway Laboratory)

1. Duties.	<p><u>Major duties:</u> Operation of stress and strain machine, rock crusher, graduate sifting machine, mix concrete, determine kinds of soils, make out experimental procedure, weigh out materials in proportions, determine kinds of mix. <u>Minor duties:</u> make minor mechanical repairs, deliver reports and keep a clean house. <u>Kind of job:</u> routine, medium; and varied tasks. Medium and inside. <u>Responsibilities</u> for protecting laboratory equipment and experimental data, records and reports. Following experimental procedure carefully.</p>
2. Physical requirements of job.	Some exposure to dust. Combination of standing, moving, walking, reaching, and lifting. Physically somewhat active. Some noise.
3. Physical qualifications.	Male 19 to 35 years. Average for age. Normal strength.
4. Mental qualifications.	Intelligence high. Ability to read, write, spell and understand and use English. Uses algebra and trigonometry readily. Write legibly.
5. General education.	Not less than high school, technical training desirable. Majoring in physics and highway construction.
6. Special abilities.	Ability to instruct, handle men, supervise and leadership are desirable. Mostly manipulative. Must acquire on job a thorough training useful information about road construction and materials. A desire to carry out experiments.

OCCUPATION <u>Physicist</u> (con't)	
7. Personal qualifications.	Accuracy, initiative, personality, honesty, reliability, appearance, promptness, leadership, and alertness are essential and desired.
8. Experience and special training.	General background for physical experimental procedure. Time necessary to learn 6 months to 1 year depending upon individual. To get ahead one should keep up with modern trend of road construction.
9. Conditions of employment.	Permanent if satisfactory. Hours 8:00 A.M. to 4:00 P.M. Pay monthly. No tools or equipment except clothing required.
10. Promotion.	If satisfactory will be eligible.
11. Remarks.	None.

Sheet No. 12

JOB SPECIFICATIONS

OCCUPATION Telegraph messenger

1. Duties.	<u>Major duties:</u> deliver messages under direction. Call at designated place for parcels for delivery. <u>Minor duties:</u> use telephone, help with filing reports and messages. <u>Kind of job:</u> rapid, mostly routine and of varied tasks altho somewhat repetitive. Work light mostly outside and considered somewhat hazardous. <u>Responsibilities</u> for protecting messages both incoming and outgoing.
2. Physical requirements of job.	Considerable exposure to heat and cold and some dust. Mostly moving rapidly by way of bycycle. Physically active.
3. Physical qualifications.	Male preferable, 16 to 25 years. Average for age.
4. Mental qualifications.	Intelligence medium to low. Ability to read and understand ordinary English. Write, spell and use figures fairly well.
5. General education.	Not less than eighth grade education. Some commercial education an asset.
6. Special abilities.	No executive abilities except to carry out orders. Little or no manipulative skills. Must acquaint oneself with locations of city addresses.
7. Personal qualifications.	Accuracy, neatness, speed, honesty, reliability, appearance, promptness, and alertness are desirable. Some initiative, personality and aggressiveness would be assets.

OCCUPATION Telegraph Messenger (con't.)

8. Experience and special training.

No previous experience required. Except to be able to operate and ride a bicycle. Time to learn duties 10 days. To get ahead one should avail himself of some commercial training.

9. Conditions
of employment.

Generally permanent if satisfactory.
Work is by shifts and rotating.
Pay weekly. Must provide bicycle.

10. Promotion

Eligible but not likely

11. Remarks

None.

Sheet No. 13

JOB SPECIFICATIONS

OCCUPATION Reporter

1. Duties.	<u>Major duties:</u> write interestingly, talk with people, determine what is news, be up on world affairs, use telephone, be observing, be able to see the unusual. <u>Minor duties:</u> drive a car, use kodak, receive and handle news items, be interested in sports, be able to adjust oneself to changing conditions. <u>Kind of job:</u> routine, rapid and varied tasks. Light inside and outside. <u>Responsibilities</u> for protecting and checking news items, materials and records.
2. Physical requirements of job.	Exposed to heat, cold, dry and wet. Nerve and eye strain. Combination of sitting, moving and walking.
3. Physical qualifications.	Male preferable 18 to 35 years. Average for age.
4. Mental qualifications.	Intelligence high to medium. Ability to read and understand English. Write fluently. Spell accurately.
5. General education.	Not less than high school education. College toward journalism preferable. Typing and shorthand required.
6. Special abilities	Some leadership involved. Must acquire on the job the ability to write interestingly. Be observing. Retain accounts of circumstances readily. Meet people.
7. Personal qualifications.	Make right contacts with public, other workers and by telephone. Accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness are desirable.

OCCUPATION Reporter (con't.)

8. Experience and special training.	No previous experience necessary but would be an asset to have had some secondary school experience on school paper. Time to train varies, depends upon individual. To get ahead one should keep up with world affairs.
9. Condition of employment	Permanent if satisfactory. Hours vary. Pay by week. May need to furnish typewriter.
10. Promotion	If satisfactory promotion possible.
11. Remarks.	None.

Sheet No. 14

JOB SPECIFICATION

OCCUPATION Factory Worker

1. Duties.	<p><u>Major duties:</u> cut glass, putty, windows, remove old paint, measure for glass, drive car, apply paint and varnish, figure cost of glass sharpen tools, polish glass, mix paints, figure for cost of paint job. <u>Minor duties:</u> make change, use typewriter, set glass tile, make out bill of sale, read blue prints. <u>Kind of job:</u> routine, medium and varied tasks. Medium, inside, outside and hazardous. <u>Responsibilities</u> for protecting and checking materials, keeping records of work done, keep shop in order. Initiative and resourcefulness in handling duties and meeting situations.</p>
2. Physical qualifications of job.	<p>Exposures to dampness, fumes and dust. Some little heat, smoke and oil. Vibrations, noise and eye strain. Combination of standing, moving, stooping, walking, climbing, reaching, and lifting.</p>
3. Physical qualifications.	<p>Male preferably 18 to 35 years. Average to normal for age.</p>
4. Mental qualifications.	<p>Intelligence medium. Ability to read and understand ordinary English. Write legibly. Figure accurately.</p>
5. General education.	<p>Generally not less than high school education. Some technical training an asset.</p>
6. Special abilities.	<p>Ability to instruct others, handle men and leadership desirable. Ability to organize and carry out duties. Mostly manipulative skill.</p>

OCCUPATION Factory Worker (con't.)

6. Special abilities.	Must acquire on job a thorough training, useful information about paints, varnishes and other protecting materials, also information concerning glass.
7. Personal qualifications.	Accuracy, speed, initiative, honesty, reliability, promptness, aggressiveness and alertness are preferred. Neatness, personality, appearance and tact are desirable.
8. Experience and special training.	No previous experience required, but preferred. Time necessary to learn duties 6 months to 1 year, depending upon individual.
9. Conditions of employment.	Permanent if satisfactory. Hours 8:00 A.M. to 6:00 P.M. Pay weekly. Clothes and few tools required.
10. Promotion.	Promotion possible but not likely.
11. Remarks.	None.

Sheet No. 15

JOB SPECIFICATION

OCCUPATION Furniture salesman

1. Duties.	<p><u>Major duties:</u> meet customers, explain furniture construction, clean varnished and upholstered furniture. Arrange merchandise for display, measure floor coverings, instruct as to color harmony. <u>Minor duties:</u> interior decoration, crate furniture for shipment, be able to drive car. <u>Kind of job:</u> routine, medium and varied tasks. Work medium inside. <u>Responsibilities</u> to protect merchandise, records of sales. Initiative and tact in handling situations.</p>
2. Physical requirements.	<p>Little or no exposure. Standing, moving, stooping, walking and lifting. Some climbing and reaching. Physically active job.</p>
3. Physical qualifications.	<p>Male preferably 18 to 35 years. Average for age.</p>
4. Mental qualifications.	<p>Intelligence medium. Ability to read, spell and speak ordinary English. Write legibly. Figure accurately. Speak correctly.</p>
5. General education.	<p>Not less than high school education. Business training an asset. Furniture design and construction helpful.</p>
6. Special abilities.	<p>Leadership and supervisory abilities preferable. Some manipulative skills. Acquire on the job useful information concerning materials and furniture designs. Must acquire the ability to meet people and talk in terms of household furnishings.</p>

Sheet No. 16

JOB SPECIFICATION

OCCUPATION Service Station Attendant

1. Duties.	<u>Major duties:</u> fill gas tank, check tires, check oil level in oil pan, clean car windows, mount tires, vulcanize tubes, make change, clean up station, help direct people to their destination, give road information, make out bill of sale, check battery and radiator fluids. <u>Minor duties:</u>
2. Physical qualification of job.	Exposure to cold, dampness, oil fumes and some acids. Some vibrations, noise and eye strain. Combination of standing, moving stooping, walking, reaching, lifting and rapid temperature change. Physically active.
3. Physical qualifications.	Male, preferably 18 to 35 years. Average to normal strength and health for age.
4. Mental qualifications.	Intelligence medium. Ability to read and understand ordinary English. Write legibly, spell accurately. Use figures accurately.
5. General education.	Not less than high school education. Mechanical experience preferred.
6. Special abilities.	Some executive ability. Ability to instruct others with some supervisory and leadership. Considerable manipulative. Must acquire on job a thorough training, useful information about materials and supplies, and ways of doing business. Must acquire ability to meet people and make friends.

Sheet No. 17

JOB SPECIFICATION

OCCUPATION Dairy Sales

1. Duties.	<p><u>Major duties:</u> drive car, load milk into truck, deliver bottled milk house to house and in some cases quantities to places of business, operate bottler, capper washer, keep records of deliveries. Secure new customers, fill induties. <u>Minor duties</u> keep car clean, make minor repairs on truck. <u>Kind of Job:</u> medium to rapid, routine and varried tasks. Inside and out in all kinds of weather. <u>Responsibilities</u> for protecting and checking milk sales and records. Handle moneys.</p>
2. Physical requirements of job.	Exposed to heat, cold and wet. Considerable temperature changes. Combination of standing, moving, stooping walking, climbing, reaching and lifting. Particularly active physically.
3. Physical qualifications.	Male from 18 to 35 years, preferably. Average with good health. Normal strength for age.
4. Mental qualifications.	Intelligence generally medium. Ability to read and write ordinary English. Write legibly. Use figures accurately.
5. General education.	High school education generally preferable. Some business training an asset, particularly, salesmanship and bookkeeping.
6. Special abilities.	Much manipulative skill. Be able to meet people and secure new customers as well as to retain old. Must acquire on job knowledge of handling of milk and its distribution.

OCCUPATION Dairy Sales (con't.)

6. Special abilities.	Must be able to keep records, use telephone and adding machine. Be able to drive car.
7. Personal qualifications.	Make contacts with public, other workers and by telephone. The entire list, accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness are particularly desirable.
8. Experience and special training.	No previous experience necessary but one who has a general interest in milk and its production is desirable. Time to train 6 months to 1 year generally.
9. Conditions of employment.	Permanent, if satisfactory. Hours variable, usually early morning hours. Pay by week and commission. Clothing to be furnished.
10 Promotion.	Promotion not likely.
11. Remarks.	This job requires one that is willing to work long hours and able to shift working time.

Sheet No. 18

JOB SPECIFICATION
OCCUPATION Office Clerk

1. Duties.	<p><u>Major duties:</u> take dictation, keep records, write business letters, write contracts, use telephone, <u>Minor duties:</u> bank deposits, run errands, meet people, post mail, simple but varied tasks. <u>Kind of job:</u> routine and medium speed. Work light and inside. <u>Responsibilities</u> for the protecting and checking records, incoming and out going mails. Initiative and resourceful.</p>
2 Physical requirements of job.	No exposures or hazards. Combination of standing, sitting, moving and walking. Physically inactive job.
3. Physical qualifications.	Male or female from 18 to 25. Good eyesight and general health. Other-wise average for age.
4. Mental qualifications.	Intelligence high to medium. Ability to read, write, spell and use English well. Speak clearly and distinctly. Use figures accurately.
5. General education.	Not less than high school education. Commercial education required. Including bookkeeping, shorthand and typing.
6. Special abilities.	Some executive ability especially ability to instruct. Must acquire a thoro knowledge of business and useful information and rules and ways of doing business. Must acquire ability to use typewriter, filing equipment, adding machine, telephone and in some cases the dictaphone.

OCCUPATION Office Clerk (con't.)

7. Personal qualifications.	Make right contact with public, workers and by telephone. The whole list, accuracy, neatness, speed, initiative, personality, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness are involved.
8. Experience and special training.	No previous experience required tho a pre-commercial training would be helpful. Time necessary to learn duties 9 months. There is generally complete training.
9. Conditions of employment.	Permanent if desirable and satisfactory. Hours usually 8:00 A.M. to 5:30 P.M. Pay weekly. No personal equipment, except clothes.
10. Promotion.	Promotion possible.
11. Remarks.	There is a good demand for Well trained, wide awake office clerks in Cheyenne. A thorough background in commercial work and the right kind of personality will usually bring results.

Sheet No. 19

JOB SPECIFICATION

OCCUPATION Bank Clerk

1. Duties.	<u>Major duties:</u> read columns of figures rapidly, operate adding, accounting machines, typewriter, keep books, keep statements and accounts up to date. <u>Minor duties:</u> keep machines in order and fill in by assisting in routine work. <u>Kind of job:</u> routine, medium and varied tasks. Work light and inside. <u>Responsibilities</u> for protecting equipment, records. Initiative and resourcefulness in handling duties and meeting situations.
2. Physical requirements of job.	No exposure. Mostly standing and moving. Some little walking. Physically inactive.
3. Physical qualifications.	Male preferred from 18 to 25. Good eyesight and general health. Normal otherwise.
4. Mental qualifications.	Intelligence medium. Ability to read and understand ordinary English. Write, spell and figure accurately.
5. General education.	Not less than high school education. Commercial education essential. Especially machine work.
6. Special Abilities.	Able to carry out duties. Leadership an asset. Considerable manipulative skill. Must acquire ability, if not otherwise had, to handle files and records. Be able keep information to ones-self.
7. Personal qualifications.	This whole list, accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance,

OCCUPATION Bank Clerk (con't.)7. Personal
qualifications.Promptness, leadership, tact,
aggressiveness and alertness are
essential.8. Experience
and special
training.No previous experience required
except a thorough background in
bookkeeping methods. Time to train
1 year. Complete training is available.
To progress one should keep familiar
with economic situations.9. Condition
of employment.Permanent, if satisfactory. Hours
9:30 A.M. to 4:00 P. M. Pay weekly.
No equipment other than clothing
required.

10. Promotion.

Eligible to promotion if satisfactory.

11. Remarks.

None.

Sheet No. 20

JOB SPECIFICATION

OCCUPATION STOCK CLERK

1. Duties.	<p><u>Major duties:</u> unload, unpack, put in storage machinery and parts, deliver trucks and tractors, assemble large machines, fill orders, quickly locate materials that are to be shipped out for delivery. <u>Minor duties:</u> give general information concerning use of various machines, their care and repair, keep some records. <u>Kind of job:</u> medium and varied tasks. Inside and out. Heavy and somewhat hazardous. <u>Responsibilities</u> for keeping warehouse in order, cleaned out and check on materials on hand.</p>
2. Physical requirements of job.	<p>Exposure to heat, cold and dust. Combination of moving, stooping, walking, climbing, reaching, lifting;- Particularly physically active job.</p>
3. Physical qualifications.	<p>Male preferably 18 to 30 years. Physically strong.</p>
4. Mental qualifications.	<p>Intelligence medium. Ability to read, spell, speak and write English. Use figures accurately. Write legibly.</p>
5. General education.	<p>Not less than high school education. Agricultural and mechanical education an asset.</p>
6. Special abilities.	<p>Some executive ability, especially ability to instruct others. Mostly manipulative skill. Must acquire on job a thorough knowledge of machinery kept in stock and the location where used.</p>

OCCUPATION Stock Clerk(con't.)

7. Personal qualifications.	Accuracy, speed, initiative, personality, honesty, reliability, promptness, aggressiveness and alertness are essential. Some leadership and ability to instruct others involved.
8. Experience and special training.	No previous experience required, although a general training in agricultural methods would be an asset. Time necessary to learn generally one year.
9. Condition of employment.	Permanent if satisfactory. Hours 8:00 A.M. to 5:30 P.M. Pay monthly. No personal equipment, except clothing required.
10. Promotion.	Eligible for promotion if satisfactory.
11. Remarks.	The largest firm handling farm equipment. Branch is wholesale distributors.

Sheet No. 21

JOB SPECIFICATION

OCCUPATION Clerk Men's Clothing

1. Duties.	<u>Major duties:</u> unpack merchandis, arrange merchandise for display, inform customer as to quality of materials, take measurements for clothing, recognize customers likes and dislikes. Keeps stock and store in order. <u>Minor duties:</u> wash windows, post mail, make collections, run errands. <u>Kind of job:</u> routine, medium speed and varied tasks. Work light and on inside. <u>Responsibilities</u> for protecting merchandise and keeping correct records of sales. Initiative and resourcefulness in handling duties and meeting situations.
2. Physical requirements of job.	Little or no exposure. Combination of standing, moving, stooping, walking, reaching and lifting. Some little climbing. Physically active job.
3. Physical qualifications.	Male 18 to 35 preferably. Good eyesight and general health. Otherwise average for age.
4. Mental requirements.	Not less than high school education. Business training an asset.
5. General education.	Intelligence medium. Ability to read and understand ordinary English. Figure accurately. Write legibly. Speak English fluently.
6. Special abilities.	Considerable leadership ability, with some ability to instruct and handle men. Some manipulative skill. Must acquire the ability to sell. Meet people and talk interestingly. Make friends.

7. Personal qualifications.

Make right contact with public, other workers. The whole list, accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness is essential.

8. Experience and special training.

No previous experience is required, except that it is an asset to have had some general business schooling. Time to train 6 months to 1 year, depending upon individual.

9. Condition of employment.

Permanent if satisfactory. Hours
8:00 A.M. to 6:00 P.M. Pay by week.

10. Promotion.

Promotion eligible but not likely.

11. Remarks.

None.

Sheet No. 22

JOB SPECIFICATION

OCCUPATION Grocery Stock and Sales Clerk

1. Duties.	<p><u>Major duties:</u> arrange merchandise on shelves, weigh out bulk foods and package them, help customers with purchases, keep store presentable at all times. <u>Minor duties:</u> answer telephone, assist in deliveries, and run errands. <u>Kind of job:</u> routine, medium and varied tasks. Work medium and mostly inside. <u>Responsibilities</u> for protecting and handling merchandise; for following directions.</p>
2. Physical requirements of job.	<p>Little exposure, combination of standing, moving, stooping, walking, reaching and lifting. Physically active.</p>
3. Physical qualifications.	<p>Male preferred from 16 to 35. Average otherwise. Ability to endure long hours.</p>
4. Mental qualifications.	<p>Intelligence medium. Able to read and understand ordinary English. Write, spell and figure accurately.</p>
5. General education.	<p>High school graduate preferred for permanency.</p>
6. Special abilities.	<p>Should be able to carry out duties. much manipulative skill. Must acquire on the job useful information about merchandise and ways of doing business. Must acquire the ability to use telephone and adding machine.</p>
7. Personal qualifications.	<p>Must make right contact with public and workers. This whole list is desirable; accuracy, neatness, speed, initiative, personality, honesty,</p>

OCCUPATION <u>Grocery Stock and Sales Clerk</u> (con't.)	
7. Personal qualifications.	reliability, appearance, promptness, leadership, tact, aggressiveness, and alertness.
8. Experience and special training.	No previous experience required. Time to train 6 months to 2 years depending upon station. Some commercial training would be an asset, generally, complete training is available.
9. Conditions of employment.	Permanent if satisfactory. Hours generally 8:00 A.M. to 6:00 P.M. Pay weekly. Clothes, only item of equipment necessary. Wages variable.
10. Promotion.	If satisfactory, promotion possible but may be slow.
11. Remarks.	Opportunities for employment are fair. Business trends toward combines.

Sheet No. 23

JOB SPECIFICATION

OCCUPATION Cabinet Making

1. Duties	<u>Major duties:</u> Use hand and machine tools in the construction of interior fixtures, cabinets etc., design and inform as to the type of construction, repair and maintain equipment, distinguish, woods, finishes and hardware equipment, figure bill of materials. <u>Kind of job:</u> routine medium and varied tasks. <u>Responsibilities:</u> initiative and resourcefulness in handling materials.
2. Physical requirements of job.	Hazardous, in so-far as machine use is concerned. Mostly inside. Combination of standing, moving, stooping, walking, climbing, reaching, lifting, and some temperature changes. Physically active.
3. Physical qualifications.	Male 18 to 40. Normal strength for age. Average otherwise. Able to withstand noise and vibrations.
4. Mental qualifications.	Intelligence medium. Ability to read, write and speak English. Ability to visualize the essential. Use figures accurately.
5. General education.	Eighth grade education. Mechanical drawing and free hand sketching essential. Blue print reading essential.
6. Special abilities.	Ability to handle men, an asset. Practically all manipulative. Must acquire on job thorough training of use of hand tools and machines, materials and finishes.

OCCUPATION <u>Cabinet Making</u> (con't.)	
7. Personal qualifications.	Accuracy, neatness, speed, initiative, honesty, reliability, promptness and alertness are desirable. Be able to take orders.
8. Experience and special training.	No previous experience required although a background of mechanical interests preferable, especially interests in woods. To get ahead, attend special classes in building trades.
9. Condition of employment.	Permanent employment if satisfactory, although seasonal. 8 hours per day; pay by hour. Hand tools and clothing required.
10. Promotion.	Possible but not likely. Depends upon initiative.
11. Remarks.	This job is generally considered a unionized job.

Sheet No. 24

JOB SPECIFICATION

OCCUPATION Produce Stock Clerk

1. Duties.	<p><u>Major duties:</u> keep stock in order, unload and load cars, unpack, sort and repack perishables; sweeps and keeps storage space clean, fills orders.</p> <p><u>Kind of Job:</u> routine, medium speed required. Work medium, mostly inside.</p> <p><u>Responsibilities</u> for protecting merchandise.</p>
2. Physical requirements of job.	Some exposure to cold and dust. Combination of moving, at stooping, walking, climbing, reaching and lifting. Physically active job.
3. Physical qualifications.	Male preferred from 21 to 35. Good eyesight, hearing and general health. Average otherwise.
4. Mental qualifications.	Grade of intelligence medium. Ability to read, write, spell and speak English. Ability to do addition, subtraction, division and multiplication.
5. General education.	Not less than high school graduate.
6. Special abilities.	Mostly manipulative abilities. Must acquire on the job a thorough training concerning care and handling of perishables. No executive abilities necessary.
7. Personal qualifications.	Accuracy, speed, initiative, honesty, reliability, promptness and alertness are desirable. Very little contact with public.

OCCUPATION Produce Stock Clerk (con't.)

8. Experience and special training.	No previous experience necessary. Time necessary to learn duties, 6 months. Training possibilities limited.
9. Condition of employment.	Permanent if satisfactory. Hours of work varies. Clothing is the only personal equipment necessary. Pay monthly.
10. Promotion.	Eligible and possible, but no regular channel for promotion.
11. Remarks.	This branch house is one of many distributed through out the northwest. A growing business. Only one of its kind in city.

SHEET No. 25

JOB SPECIFICATION

OCCUPATION Office Supplies Clerk

1. Duties.	<p><u>Major duties:</u> be able to advise as to kinds of supplies needed, meet people, to sell, quickly locate merchandise called for, recognize customer's wants, and write business letters.</p> <p><u>Minor duties:</u> answer telephone, deliver orders, display merchandise.</p> <p><u>Kind of job:</u> routine, medium speed and varied tasks. Light to medium, inside but occasionally outside.</p> <p><u>Responsibilities,</u> especially for materials, equipment and supplies.</p>
2. Physical requirements of job.	Some exposure to fumes and dust. Combination of standing, moving, stooping, walking, reaching, and lifting. Physically active.
3. Physical qualifications.	Male preferred, but may be either. From 20 to 25. Average otherwise.
4. Mental qualifications.	Intelligence medium to high. Reading, writing, spelling and use figures accurately. Speak fluently.
5. General education.	High school graduate preferred. Commercial education an aid.
6. Special abilities.	Should be able to carry out duties. Must acquire on the job useful information about materials, office equipment. Must acquire the ability to handle files, telephone, adding machine and other office equipment.
7. Personal qualifications.	This whole list is desirable; accuracy neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness.

OCCUPATIONS Office Supplies Clerk (con't.)

- | | |
|-------------------------------------|--|
| 8. Experience and special training. | No previous experience required. Time to train 6 months to 1 year, depending upon individual. Training possibilities generally complete. |
| 9. Condition of employment. | Permanent if satisfactory. Hours 8:00 A.M. to 5:30 P.M. Pay per week. Clothing only special equipment. |
| 10. Promotion. | Eligible but not likely. |
| 11. Remarks. | At this writing there are three places of entry. With demand slow. |

CHAPTER IV

FINDINGS AND RECOMMENDATIONS

From the data presented in Chapter III, it is possible to set forth findings and recommendations regarding the two objectives of the study, namely, "course content for related subjects" and "job specifications" covering the twenty-five occupations studied.

Table III, page 16, Chapter III, presents all of the "Know" items which have been taken from the analysis of the twenty-five occupations. There are seventy-six items in this list.

Table II, page 15, presented in Chapter III, is a composite chart showing the number of occupations in which certain "Know" items are needed. It will be noted that several items are repeated in many of the occupations analyzed. Certain items appear in a large enough number of occupations to justify group instruction; among these will be found, Number 3, subtraction, division, multiplication, and addition; and also Number 4, which includes, reading, writing, spelling, and speaking of English.

Item Number 10, which is a study of Psychology and Sociology, appears in 19 of the twenty-five occupations studied. Next in order is found bookkeeping and type-

ing, which are needed in eleven of the twenty-five occupations studied.

Item number seventeen, Public Speaking was found to be needed by ten, and item thirty-five, salesmanship by seven. Many other items may be taught to smaller groups of two, three, and four students.

Most of the remaining items will need be taught individually, or to groups composed of youth employed in the same occupation.

Table II, page 14, presented in Chapter III, also shows the occupations which demand the most individual instruction, the two outstanding examples are, Furniture Sales Clerk and Cabinet Making, however all youth in each of these occupations could be grouped for instruction.

From these findings it is recommended that group instruction be carried on in as many items as possible with the entire group of employed youth, and that the balance of items needed in each occupation, be arranged in what appears to be the most logical teaching order. An example of this is given in the following table VI, page 72.

Table VI. "Know items of the automobile salesman, as arranged in what appears to be the logical teaching order".

1. Reading, writing, spelling and speaking English.
2. Addition, subtraction, division, multiplication, percentage and interest.
3. Commercial arithmetic (moneys)
4. Commercial English (contracts)
5. Public speaking
6. Salesmanship
7. Psychology and sociology
8. Used car values (Blue Book)
9. Makes of cars
10. Bill of sale
11. Typing

It will be noted that many of these items will need to be broken down for the best presentation of instruction. Many of them will need to be covered by entire courses, for example, for salesmanship ability considerable time and much course material will be needed. Course content of the twenty-five occupations will be found in the Table II, title, "Composite Chart of the Know Items Taken from the Analysis", page 15.

It is further recommended that the teacher of youth, in the diversified occupations class, study all items presented in this analysis so as to organize

a course of study covering each field.

The second of the objectives of this study was to set up Job Specifications for twenty-five occupations through the use of adopted Job Specification sheet, Form II found in Bulletin # 10, on Employer-Employee Co-operation, issued February 4, 1935, by Minneapolis Civic and Commerce Association. An example of this was given in Chapter III on Automobile Salesman Table, V, page 20. Job Specification sheets covering the twenty-five occupations are to be found on pages, 20 to 69, inclusive. It will be noted the Job Specifications cover eleven items, they are as follows:

1. Duties.
2. Physical requirements (of job).
3. Physical requirements (personal).
4. Mental qualifications.
5. General education.
6. Special abilities.
7. Personal qualifications.
8. Experience and special training.
9. Condition of employment.
10. Promotion.
11. Remarks.

Job specifications set up in this manner present the material needed for guidance and placement of youth in the twenty-five occupations listed in Appendix, Table A, under title "Occupations to be Studied".

To complete the needed information for intelligent placement of youth, the personal record card used by the Placement Bureau of Cheyenne, Wyoming high school, was chosen. A sample of this card is presented as Figure 2, on page 75.

It is recommended that the placement of youth in Cheyenne, Wyoming be based upon their "Personal Record" as it will appear on these Placement Bureau's record cards and the job specifications for which each youth is being selected. The job specifications to be used should be those presented in this study or other similar specifications.

It is further recommended that when youth are placed in other occupations, that the new field be analyzed in a similar manner so as to provide Job Specifications for guidance and placement.

Cheyenne High School

Name _____ Date of Birth _____ Occupational Classification _____ No. _____
Address _____ Place of Birth _____ Nationality _____ Phone _____
Schools Attended _____
Last Full-Time School _____ Reason for Leaving _____ Year Grad. _____ Course _____
Scholarship _____ Strongest Subject _____ Weakest Subject _____
Extra Curricular Activities (in school) _____
Other Participating Interests (outside school) _____
Marriage Status: Married _____ Single _____

Weight_____Height_____Health_____ : Father's Name_____Occupation_____
Physical Defects_____ : Health_____Age_____
Appearance_____Manners_____Leadership_____ : Mother's Name_____Occupation_____
Trustworthiness_____Use of English_____ : No. in Family_____Boys_____Girls_____
Alertness_____Punctuality_____Cooperation_____
Code: 1. Excellent; 2. Average; 3. Deficient

VOCATIONAL DATA Applicant's Choice _____ Reason for choice _____
Natural Abilities _____ Marketable Skills _____
Kind of Work: Permanent _____ Part-Time _____ Vocation _____ Clerical _____ Manual _____

[illegible]

REMARKS

CHAPTER V

SUMMARY

Through the analysis of the twenty-five occupations studied, job specification sheets and course content have been determined. The Job Specifications have been set up in a definite manner and are ready for use. There will only be need for Individual Record Cards in order to carry out an intelligent program of guidance and placement.

The course content for each of the occupations as set forth in the "Know" column, of the "Do and Know" Analysis, does not present the material in the logical teaching order. It will be necessary for the instructor to analyze each item in order to prepare instructional material in logical teaching order for classroom use. One of the purposes of this study was to determine course content. This has been accomplished.

Through the use of these suggested procedures for guidance and placement, it is hoped that the youth of Cheyenne, Wyoming will find the field for which they are best fitted and that the intelligent choice of youth for jobs will bring a better understanding and co-operation between the employer and school.

The writer, a coordinator, has made many new contacts and will have available new places

for youth to enter employment.

It is the writers opinion, that any one taking care of placement of youth would gain considerable information and make sufficient number of new contacts to make such a study worth while.

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APPENDIX

- A. List of Occupations Selected
- B. List of Firms Interviewed and Studied
- C. Job Analysis Blank

APPENDIX A

Occupation Selected.

1. Hardware Sales Clerk
2. Implement Warehouse Stock Clerk
3. Paint and Varnish Factory Worker
4. Electric Power-House Operator
5. Physicist, HiWay Laboratory
6. Junior Weather Observer
7. Electrical Supplies Sales Clerk
8. Grocery Stock and Sales Clerk
9. Telegraph Messenger.
10. Public Service Commercial
11. Furniture Sales Clerk
12. Newspaper Reporter.
13. Office Supplies Clerk.
14. Cabinet Making.
15. Men's Clothing Sales Clerk.
16. Dairy Sales.
17. Bank Statement Clerk.
18. Automobile Salesman.
19. Commercial Artist.
20. Office Clerk.
21. Butcher.
22. Automobile Supplies Sales Clerk.
23. Drug Clerk
24. Filling Station Attendant.
25. Produce Stock Clerk.

APPENDIX B

List of Firms Interviewed and Studied.

I. Electric Power-House Operator.

1. Cheyenne Light, Fuel and Power.

II. Butcher.

1. Washington Market
2. Piggley-Wiggley Market
3. McMarr Market.
4. O'Connell's Market
5. Pay'n Takit Market.

III. Public Service Commercial

1. Mountain States Telephone Company.

IV. Bank Statement Clerk

1. American National Bank
2. Stockgrowers National Bank.

V. Office Clerk

1. Wallick and Murray, Insurance.
2. McMurtrey Paint and Varnish Company.

VI. Men's Clothing Sales Clerk.

1. Montgomery Ward and Company.
2. J. C. Penney Company.
3. Bonds Clothing.
4. George Daiber, Men's Clothing.
5. Klett Clothing Company.

VII. Cabinet Making.

1. Disbrow Sash and Door Mill.
2. MacCann and MacCann Building Contractors.
3. Archie Allison, Building Contractor.
4. M. Harris, Building Trades.
5. H. B. Barnes, Carpentry Shop.

VIII. Hardware Sales Clerk

1. Cheyenne Hardware Company
2. Roedell Hardware Company.
3. Wyoming Hardware Company.

XI. Implement Ware House Stock Clerk.

1. International Harvester Company.

X. Dairy Sales.

1. Plains Dairy System.
2. Sunshine Dairy Farm.
3. Clear View Farm Dairy.
4. Reymore Dairy.

XI. Office Supplies Clerk.

1. J. Burri Company
2. Pioneer Printing Company.
3. Wyoming Labor Journal.

XII. Produce Stock Clerk

1. Stacy-Vorwick.

XIII. Grocery Stock and Sales Clerk.

1. Safeway. Grocery.
2. Pay'n Takit Grocery.
3. Capitol Avenue Market.

XIV. Filling Station Attendant

1. Benton Oil Company
2. Cities Service Company
3. Capital Avenue Service Station.
4. J. C. Walton Company.

XV. Furniture Sales Clerk.

1. Hobbs-Finkbiner Furniture Company.
2. Bradshaw Furniture Company.
3. Percy Smith Furniture Company.
4. Harris Furniture Company.

XVI. Paint and Varnish Factory Worker.

1. Hawes Paint Store
2. Rosenbloom Paint and Varnish.
3. McMurtrey Paint and Varnish Company.

XVII. Newspaper Reporter.

1. Wyoming Eagle.
2. Tribune Publishing Company.

XVIII. Telegraph Messenger

1. Western Union
2. Postal Telegraph Company.

XIX. Physicist, Hi-Way Laboratory.

1. Wyoming Hi-Way Laboratory.

XX. Electrical Supplies Sales Clerk

1. Woodley-Hanes Incorporated.
2. Stevenson Electric Shop.

3. Cheyenne Light, Fuel and Power Company.

4. Simpson Electric.

XXI. Drug Clerk

1. A. E. Roedel Drugs.

2. Walgreen's.

3. Law Drugs.

4. Garletts Drug Store.

XXIII. Automobile Supplies Sales Clerk.

1. Western Auto Supply Company

2. Firestone Service Stores.

3. Casper Auto-Supply Company.

4. Frank Smith Auto Parts.

5. Wyoming Auto-Parts Company.

XXIV. Commercial Artist

1. Frank Lewis Art Studio.

2. Paramount Art Studio.

XXV. Auto Salesman.

1. W. E. Dinneen Incorporated.

2. Duggan Motor Company.

4. Roe Motor Company

5. Knox Chevrolet Company.

APPENDIX C

JOB ANALYSIS SHEET

Occupation_____ Firm_____

Job Description of What
Worker Does

I. Character of Job

1. Routine_____
2. Repetitive_____
3. Automatic_____
4. Slow_____
5. Medium_____
6. Rapid_____
7. Varied tasks_____

II. Type of Work

1. Heavy_____
2. Light_____
3. Medium_____
4. Inside_____
5. Outside_____
6. Hazardous_____

III. Exposure

1. Heat_____
2. Cold_____
3. Dry_____
4. Wet_____
5. Smoke_____
6. Oil_____
7. Fumes_____
8. Explosives_____
9. Dust_____
10. Acids_____
11. Altitudes_____
12. Special_____

IV. Health Hazards

1. Poisons_____
2. Vibrations_____
3. Noise_____
4. Nerves_____
5. Eyestrain_____

V. Physical Requirements (jobs)

1. Standing_____
2. Sitting_____
3. Moving_____
4. Stooping_____
5. Walking_____
6. Climbing_____
7. Reaching_____
8. Lifting_____
9. Rapid temperature changes_____

VII. Physical Requirements (personal)

1. Weight_____
2. Height_____
3. Strength_____
4. Eyesight_____
5. Hearing_____
6. General health_____
7. Sex_____
8. Age preferred_____

VII. Mental Requirements

1. Read_____
2. Write_____
3. Spell_____
4. Mathematics_____
5. Write English_____
6. Speak English_____

VIII. Abilities--Executive

1. Instruct others_____
2. Handle men_____
3. Leadership_____
4. Supervisory_____

Job Analysis Sheet (Con't.)

IX. Abilities-Manipulative Skill

1. Skilled_____
2. Semi-skilled_____
3. Unskilled_____

XI. Abilities-Technical Knowledge

1. Drafting_____
2. Blueprints_____
3. Technical Instruments_____
4. Engineering_____
5. Materials_____
6. Equipment_____
7. Supplies_____
8. Business_____

XI. Abilities-Clerical

1. Typing_____
2. Dictation_____
3. Bookkeeping_____
4. Filing_____
5. Telephone_____
6. Multigraph_____
7. Mimeograph_____
8. Adding machine_____
9. Addressograph_____
10. Comptometer_____
11. Dictaphone_____

XII. Previous Experience Required

1. Nature_____
2. Length_____
3. Degree of skill_____

XIII. Time to Train

1. Experienced workers_____
2. Inexperienced workers_____

XIV. Training Possibilities

1. None_____
2. Limited_____
3. Complete_____
4. Available elsewhere_____

XV. Grade of Intelligence

1. High_____
2. Medium_____
3. Low_____

XVI. Personal Qualities

1. Accuracy_____
2. Neatness_____
3. Speed_____
4. Initiative_____
5. Personality_____
6. Honesty_____
7. Reliability_____
8. Appearance_____
9. Promptness_____
10. Leadership_____
11. Tact_____
12. Aggressiveness_____
13. Alertness_____

XVII. Responsibilities

1. Handle money_____
2. Records_____
3. Equipment_____
4. Routine_____
5. Directed_____
6. Follow orders only_____
7. Supervisory_____

XVIII. Contracts

1. With public_____
2. Other workers_____
3. Correspondence_____
4. Telephone_____

XIX. Employment conditions

1. Permanent_____
2. Part time_____
3. Temporary_____
4. Intermittent_____

XX. Personal Equipment Required

1. Tools_____
2. Clothing_____
3. Other equipment_____

Job Analysis Sheet (Con't.)

XXI. Working conditions

1. Hours per day_____
2. Starting time_____
3. Quitting time_____
4. Wages_____
 - a. Per hour_____
 - b. Per day_____
 - c. Per week_____
 - d. Piece work_____
 - e. Bonus_____
 - f. Commission_____
5. Wages--when paid
 - a. Daily_____
 - b. Weekly_____
 - c. Semi-monthly_____
 - d. Monthly_____

XXII. Promotion

1. Eligible_____
2. Possible_____
3. Not likely_____
4. Time_____
5. Next job_____

XXIII. Educational Requirements

1. Grade School_____
2. High School_____
3. Vocational_____
4. Technical_____
5. College_____

XXIV. Miscellaneous

ABSTRACT

OF

THESIS

A SURVEY TO DETERMINE A
TRAINING PROGRAM FOR DIVERSIFIED
OCCUPATIONS IN CHEYENNE, WYOMING

Submitted by
S. Paul Albright

August, 1937

ABSTRACT

The Problem.

The present study, "A Survey to Determine a Training Program for Diversified Occupations" was undertaken in an attempt to determine the training needs, job specifications, and procedures in employing beginners in twenty-five industrial and service occupations in Cheyenne, Wyoming; and the use of the findings for the purpose of setting up instructional content needed in training, advising, selecting, recommending, and placing of youth in such employment.

In consideration of the fact that this study was to determine the content of training program in diversified occupations for the high school of Cheyenne, Wyoming, it is considered advisable to present the situation in this school and the reason why this study seemed necessary. The writer has long recognized the fact that there is a variance in job specifications, procedures and conditions in entering employment, and that this school and community does not give specific training in this field.

Background for the Study.

Cheyenne, Wyoming with a population of 23,000, because of it's geographical position has developed around a few central industries, namely; the Union Pacific Railroad, the Colorado Southern and

Chicago, Burlington and Quincy railroad, The United Air Lines, and seat of the state government. It is neither an agricultural nor manufacturing center. Many occupations that follow such environment have found fertile ground here. Its schools have offered little vocational educational training, and the number of graduates entering schools of higher learning is about normal; this prompted the writer to consider a diversified occupations course as being the kind of vocational training that could best be presented. The number of youth employed in any one field did not warrant specific training within the school plant. Opportunity for employment is generally confined to the service occupations. Instructional information is applicable only in principle in a given locality. That this affects the placement of youth in jobs was also recognized.

Accelerated economic conditions and the number of available workers has brought about keener competition among workers, therefore, it has become increasingly difficult for youth to secure jobs. The findings from this study should simplify the job of instruction, selection, recommendation, and placement problem both from the youth's standpoint, as well as that of the coordinator.

Procedures and Devices Used.

The first step in making this study was the selection of twenty-five leading industrial and service

occupations in Cheyenne, Wyoming. This selection was based upon a survey made earlier relating to the diversity of occupations in Cheyenne, Wyoming, and the number of people employed in each; also upon the industries that have been cooperating with the present program. From the information gathered in this investigation, a list of employers in each occupation was made. Personal interviews with as many employers as was feasible, explaining the purpose of the study and securing their cooperation, was made. It is, perhaps, worthy of note that regardless of the fact that many of the employers were not directly interested in the present program, they were in favor of the establishment of such.

A follow-up interview was made for the purpose of securing from employers what they considered the youth should be taught in school, to better prepare him as a qualified worker in the respective occupations.

The present needs of the youth, going into the respective occupations, as indicated by the employers were tabulated and analyzed. Whenever a majority of the employers in a given occupation preferred a practice, it was accepted as the best or standard for teaching. A job analysis sheet was adopted and presented to the employers to determine job specifications for each job. The results from these sheets were tabulated, analyzed, and set up as job specification sheets to be used as instructional material.

Through this study it has been possible to secure certain information which has been recommended by the twenty-five service and industrial occupations in Cheyenne, Wyoming, to be included in the diversified occupational program which was not already included.

It is therefore recommended that this information be included in the training program for diversified occupations so as to give a more rounded course for the youth who has entered employment.

Through the analysis of the twenty-five occupations studied, job specification sheets and course content has been determined. The job specifications have been set up in a definite manner and are ready for use. There will only be need for individual records in order to carry out a program of guidance and placement intelligently.

A sample of the Job Specifications, mentioned above, is given as Table , I. Specifications for this, and the other twenty-four, were determined by noting the composites of opinions recorded on the Job Analysis sheet for the respective occupation.

The course content for each of the occupations as set forth in the "Know" column, of the "Do and Know" Analysis, does not present the material in the logical teaching order. It will be necessary for the instructor to analyze each item in order to prepare

instructional material in logical teaching order for class room use. One of the purposes of this study was to determine course content. A composite chart, including all of the "Know" items mentioned above, is given as Table, II. All of the items, seventy-six in number, which are listed in Table, III, are included in this chart, and are designated by numbers across the top. Opposite each occupation a X indicates the items which were found to be needed by youth entering that occupation. This chart presents graphically those items which appear in several or all of the occupations.

Table, III, referred to above, which lists the seventy-six items, was not prepared with any consideration as to sequence, but was to be used merely as a key to Table, II.

Through the use of these suggested procedures of guidance and placement, it is hoped that the youth of Cheyenne, Wyoming, will find the field for which they are best fitted, and that the intelligent choice of youth for jobs will bring a better understanding and cooperation between the employer and the school.

The writer, a coordinator, has made many new contacts and will have available new places for youth to enter employment.

It is the writers opinion that anyone taking care of the placement of youth would gain considerable

information and make a sufficient number of new contacts to make such a study worth while.

Table I. - JOB SPECIFICATIONS
Occupation Automobile Salesman

1. Duties.	<p><u>Major duties:</u> meet people, demonstrate cars, appraise used car values, instruct, relative to driving, compare makes of cars, make out bill of sale.</p> <p><u>Minor duties:</u> Make change, use telephone, use typewriter, make out contracts. <u>Kind of job:</u> routine, medium, and varied tasks. <u>Light,</u> both inside and out, somewhat hazardous.</p> <p><u>Responsibilities</u> for protecting and checking merchandise, records, and other equipment. Initiative and resourcefulness in handling duties and meeting situations.</p>
2. Physical requirements (of job)	<p>Some exposure, possibly fumes, oil, cold heat. Combination of standing, moving, walking, some sitting, stooping, and lifting. Physically active job.</p>
3. Physical requirements (personal)	<p>Male, preferably 21 to 35 years. Good eyesight, hearing, and general health. Normal for age.</p>
4. Mental qualifications	<p>Intelligence, medium to high. Ability to read and speak ordinary English well. Write legibly, use figures accurately.</p>
5. General education	<p>Not less than high school education, some college education an asset. Business and commercial education preferable.</p>
6. Special abilities	<p>Leadership, ability to instruct others preferred. Considerable manipulative skill especially in handling cars. Must acquire, on job, a thorough training, useful information about merchandise, accessories and other supplies. Must acquire ability to meet people, and make friends.</p>

Table I. - JOB SPECIFICATIONS
Occupation Automobile Salesman (con't.)

7. Personal qualifications	Make right contacts with public, other workers, and use telephone. Accuracy, neatness, speed, initiative, personality, honesty, reliability, appearance, promptness, leadership, tact, aggressiveness and alertness are desirable.
8. Experience and special training	Some general auto mechanics, and salesmanship experience. Time necessary to learn duties: 6 months and up, depending upon individual. To get ahead one should keep up with new inovations in car manufactory.
9. Condition of employment	Permanent, if satisfactory, altho may be somewhat seasonal. Affected by economic conditions. Hours variable. Pay weekly, and commission. No personal equipment, except clothing, required.
10. Promotion	If satisfactory, would be eligible. Pro- motionmotion not likely.
11. Remarks	None.

Items Listed in:

[illegible]

Table III. - "Number of Items Under Know Analysis."

1. Com. Arith (moneys)	39. Common stock ailments
2. Merchandising	40. Materials
3. Add., Sub., Mult., & Div.	41. Study of home merchants
4. Read, Write, Spelling & Speak Eng.	42. Shop (related)
5. Weights & Measures	43. Joints (related)
6. Com. Arith. (billings)	44. Wood finishes
7. Com. Arith. (statements)	45. Blue print reading
8. Com. Arith. (collections)	46. Board measure
9. Window decoration	47. Woods
10. Psy. & Soc.	48. Cabinet design
11. Bookkeeping	49. Hdw. furnishings
12. Local points of interest	50. Use of square and plane
13. Com. Arith. (invoices)	51. Manners
14. Liquid measure	52. Study of office supplies
15. Gen. Bus. Eng.	53. Cards, envelopes, letterheads & handbills
16. Coding	54. Journalism
17. Pub. Speaking	55. Economics
18. Displays	56. Wood shop (related)
19. Dry measure	57. Dry cleaning
20. Habits	58. Furniture construction
21. Typing	59. Household furnishings
22. Bus. Eng. (contracts)	60. Interior decoration
23. Shorthand	61. Linear measure
24. Bus. Eng. Letter writing	62. Fabrics
25. Study city maps	63. Care of interior finishes
26. Bus. Arith. (accounts)	64. Period furniture
27. Discount and percentage	65. Slide rule
28. Lettering	66. Modern household devices
29. Perspective drawing	67. Prin. of Physics
30. Color harmony	68. Hi-way const.
31. Square measure	69. Combustion
32. Drawing	70. Agriculture
33. Design	71. Simple Auto. Mec.
34. Interior decoration	72. Anti freeze
35. Salesmanship	73. Lubricants
36. Used car values, (Blue Book)	74. Gen. Prin. of Trig & Alg.
37. Bill of sale	75. Gen. Prin. of Elec.
38. Dairy relations	76. Personal Hygiene

Attention is called to the fact that there are many similar items in all of the twenty-five occupations studied.