

A BUSINESS OCCUPATIONAL SURVEY OF  
STILLWATER, OKLAHOMA

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STILLWATER, OKLAHOMA

By

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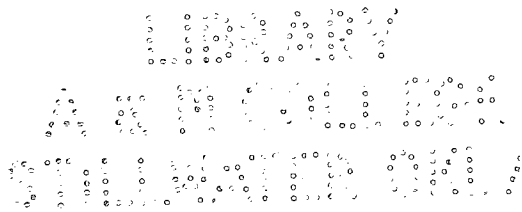
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E.C.M.

STRATHMORE PARCHMENT

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## DEDICATION

This study is dedicated to my wife, Ruth, and daughters, Barbara and Marilyn; whose personal sacrifices have made this study possible.

E.C.M.

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RESEARCH

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## Chapter I

### Introduction

#### Purpose of this study

The purpose of this study is to determine the educational background, occupational history and the employment status of one hundred fifty persons under thirty-six years of age who are following specific occupations and who work or reside in a given area in the city of Stillwater, Oklahoma.

Specifically the study seeks to answer the following questions:

1. What is the annual number of recruits inducted into the business occupations in Stillwater?
2. What pattern should be followed in making similar occupational studies in other communities?
3. How useful is the educational training received in the schools of Stillwater to those who enter the business occupations?
4. How many and what types of specific business occupations exist in Stillwater?
5. Through what media do the youth entering the business occupations obtain their employment?
6. What opportunities do individuals have for advancement in salary and position at the various levels of business vocations?
7. What duties do employees perform in each type of business occupational position?
8. What educational background do employees in the various business occupations have?



### Need for this Study

Few studies have been made which show the relationship between the educational and the occupational background of employers and employees.<sup>1</sup> Therefore, limited data are available on the basis of which to make comparisons with conditions elsewhere.

There is no reliable information available concerning the annual number of recruits taken into business occupations in the Stillwater Community, or the distribution of these recruits throughout the various types of business employment.

Public schools, business colleges, colleges, and universities have records of each student who is enrolled in the institution, only during the period of class attendance. Seldom, indeed do these institutions of learning keep a record of the occupational life of the student after he leaves the institution to enter upon the duties pertinent to his employment.<sup>2</sup> Such records should be established, for the purpose of giving aid to educational authorities, in doing better the job of preparing youth for the work which they will probably do in life.

The Stillwater Chamber of Commerce, and the Stillwater office of the State Employment Service expressed the opinion that the results of the study would be valuable to business men as well as school officials.

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1. Steward, Carol Marie, Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma, (unpublished thesis) 1939, Sources of Training of Office and Clerical Workers, p. 1
  2. Chambers, M. M., and Bell, H. M., How to Make a Community Youth Survey. Series IV, Vol. III, Number 2. American Council on Education. Washington, D. C. (1939) p. 1

### The Scope of the Study

The area included in this study is that portion of Stillwater, Oklahoma, lying east of the center of Main Street and including the various business establishments until one hundred fifty employees were interviewed. All workers in all places of business were not interviewed in the given area.

Interviews were made with workers in four families of business occupations as follows:

- A. Managerial
  - 1. Managers
  - 2. Office managers
- B. Record-keeping
  - 1. Bookkeepers
  - 2. Cashiers
- C. Secretarial and Clerical
  - 1. Clerks
  - 2. Secretaries
  - 3. Stenographers
  - 4. Typists
- D. Selling and Store Service
  - 1. Deliverymen
  - 2. General sales
  - 3. Meat sales
  - 4. Service station attendants
  - 5. Stock room clerks

Omitted from this study are those people engaged in skilled trades: mechanics, journeymen, carpenters, electricians, plumbers, linemen, meter readers; all professional groups, such as: lawyers, doctors, dentists, opticians, teachers, clergymen, and engineers; and all service groups, such as: cleaners, tailors, waiters, waitresses, hotel operators, termite exterminators, barbers and beauticians. Persons occupying elective offices and employees of the Oklahoma Agricultural and Mechanical College were omitted.

Interviews were limited to those male and female employees under thirty-six years of age, who were engaged in one of the four

occupational groups mentioned above.

The information desired in this study, includes the answers to those questions on the interview schedule and certain related questions arising from the compilation of the results of the data obtained from those interviewed.

#### Sources of Data

The data were obtained from one hundred fifty individuals by the personal interview method. These persons were business occupational employers and employees whose duties were performed in the area of Stillwater included in this study. Interviews were made by visiting those interviewed while they were engaged in their daily work and at their places of work.

A check was made on the completeness and accuracy of the information obtained from a small sample of the one hundred fifty employees interviewed by visiting seven managers and asking them to verify data supplied by their employees. The Stillwater City Directory and the local telephone directory were used to obtain information concerning existing business employers and business occupations, their locations and firm names.

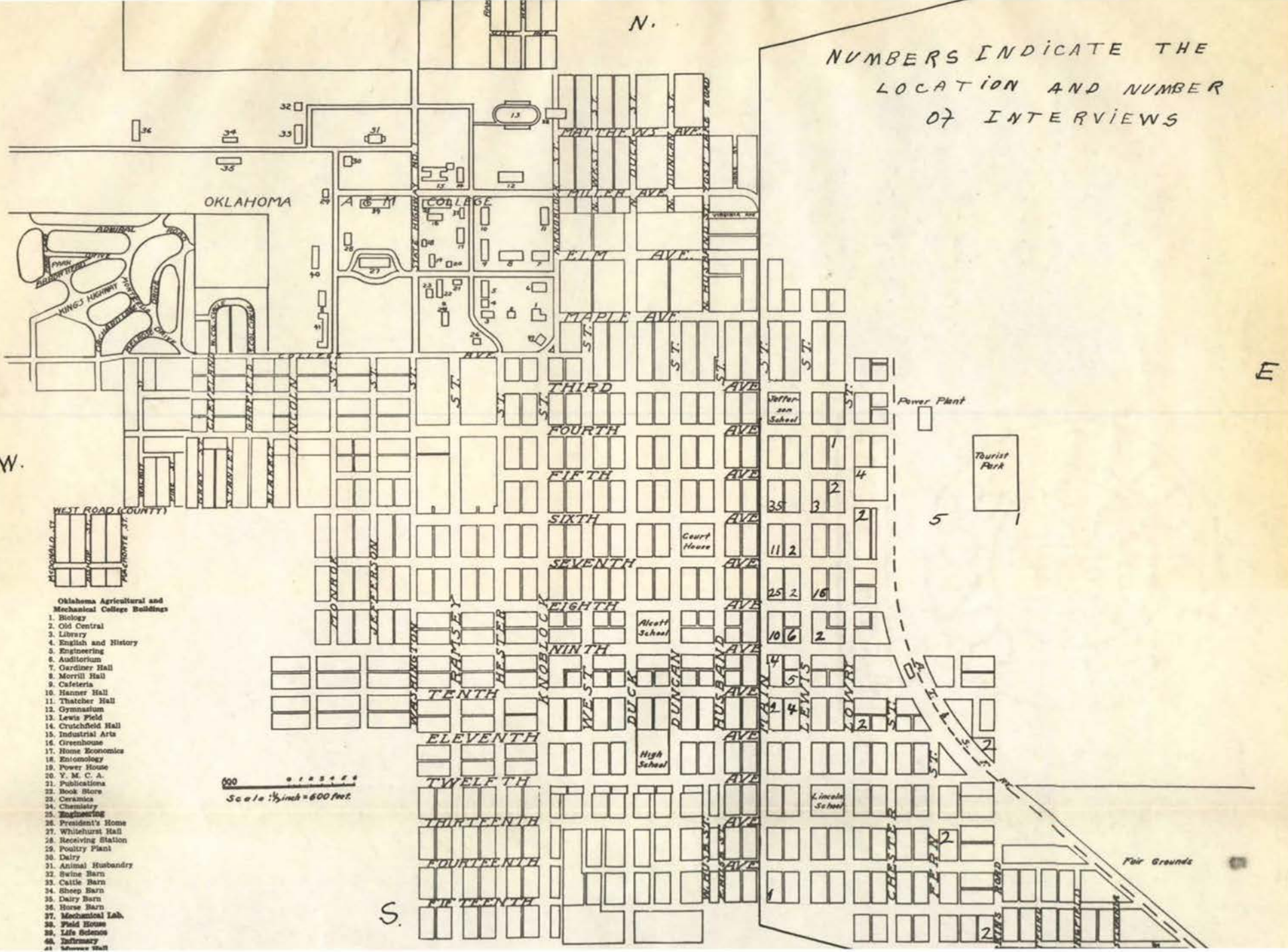
#### Definition of Terms

It is imperative that a study which deals with new patterns of research as presented here must be written with careful regard for the terms used. Much confusion results from misinterpretation of terminology. For that reason, the terms used in this report will be interpreted according to the following definitions.

A business occupation. For the purpose of this study business occupations will include those occupations connected with managerial,



NUMBERS INDICATE THE  
LOCATION AND NUMBER  
OF INTERVIEWS



Oklahoma Agricultural and Mechanical College Buildings

1. Biology
2. Old Central
3. Library
4. English and History
5. Engineering
6. Auditorium
7. Gardiner Hall
8. Morrill Hall
9. Cafeteria
10. Hamner Hall
11. Thatcher Hall
12. Gymnasium
13. Lewis Field
14. Crutchfield Hall
15. Industrial Arts
16. Greenhouse
17. Home Economics
18. Entomology
19. Power House
20. Y. M. C. A.
21. Publications
22. Book Store
23. Ceramics
24. Chemistry
25. Engineering
26. President's Home
27. Whitehurst Hall
28. Receiving Station
29. Poultry Plant
30. Dairy
31. Animal Husbandry
32. Swine Barn
33. Cattle Barn
34. Sheep Barn
35. Dairy Barn
36. Horse Barn
37. Mechanical Lab.
38. Field House
39. Life Sciences
40. Infirmary
41. Science Hall

Scale 1/8 inch = 600 feet

record-keeping, secretarial and clerical, and selling and store service positions. The professional groups, skilled workers, and service groups are eliminated.

Managerial positions. Managerial positions are those in which the individual assumes the duties of control and supervision in the business. The two classifications used, are general managers and office managers, who actively participate in the operation of their business.

Secretarial and clerical positions. Secretarial and clerical positions, are those wherein the individual performs typing, stenographic, general secretarial and clerical duties. Clerical duties include filing, minor record-keeping, varying amounts of typing or stenographic duties, or both.

Selling and store service. Selling and store service positions are those wherein the individual performs such duties as, delivery, general sales, meat sales, service station sales, and stock room work.

Full-time employment. An individual will be considered full-time employed on the basis of his own statement, as to the amount of time given to his particular job.

Part-time employment. An individual will be considered part-time employed on the basis of his own statement as to the amount of time given to his particular job.

Regular job. For the purpose of this study a regular job will be considered a job in which one has been continuously employed for six months or longer.

A newly created job. A job that was created during the calendar year of 1940 and in which there was no previous employee.

Job title. The title carried by the individual, characteristic of duties performed by the individual.

Occupational field. For the purpose of this study, an occupational field will be considered a family of related jobs.

Organized training. For the purpose of this study, organized training will be considered training taken in school, on the job, or by correspondence, under supervision of a competent instructor.

Major studies. Major studies are considered as the leading field of work pursued while in school.

Vocational plans. Future occupational intentions of the worker are considered as vocational plans.

Interview schedule. The schedule of questions designed to gather the data by personal interview used in this survey will be referred to as the interview schedule.

#### Procedure

Several questionnaires and interview schedules were studied to determine the information most useful for the purpose of this study, and the techniques and methods best designed to yield the data sought.<sup>3</sup> Valuable suggestions and principles to observe in building a satisfactory interview schedule were obtained from authoritative studies in books and magazines.<sup>4</sup>

The first step in the approach toward building a usable business occupational interview schedule, was to check the library catalog and

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3. Ibid, Steward

4. Fry, C. Luther, The Technique of Social Investigation.



the Education Index, for studies related to occupational surveys and the technique of interview construction.

Conferences were held with members of the staff of the School of Commerce<sup>5</sup> in regard to the purpose and scope of the study. Agreement was reached concerning the data to be obtained through the interview from these conferences.

Tentative interview schedules were prepared and were criticized by members of the staff and students in the business education department. Three one hour presentations of the schedule were made to the class in Seminar, Business Education 520. The interview schedule was reorganized through constructive criticism until a more satisfactory one was obtained. A try-out was then made of the tentative interview schedule by interviewing eighteen business occupational workers. The data were then tabulated and analyzed in order to see whether or not the interview schedule had produced the desired results. Following the try-out, the interview schedule was revised for the ninth time, and this form was used to collect the data found in the study.<sup>6</sup>

The one hundred fifty interviews were conducted during a period of five weeks. An average of thirty minutes were spent in making each interview.

An interviewer must use tact when interviewing, as indicated in the following quotation.

Interviewing is a fine art and can be studied in a scientific spirit with practical benefits. The interviewed and the interviewer constitute a dynamic unit that must be looked upon as a whole.<sup>7</sup>

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5. Dean Raymond D. Thomas, Professor J. Andrew Holley

6. Interview schedule in Appendix

7. Uhrbrook, R. S. "Analysis of Employment Interview"  
Personnel Journal, Vol. 12, p 98

An effort was made to use tact in approaching the individual to be interviewed. There was no attempt to force the individual to answer any question during the interview. The interview was conducted as a friendly conversation with the interviewee in a manner which allowed the individual to talk as much as he liked about the questions on the schedule. The interviewing was done with a definite plan in order to obtain the best results.

To avoid a meaningless set of materials when he has his facts all gathered, all of the interviewer's work must be done with a plan.<sup>8</sup>

Privacy is the first requisite; few workers like to feel that curious listeners are hanging upon every word said. The interviewee should not be hurried, nor should he be forced into self-consciousness caused by an improper approach. Getting the information desired yet making the interview a pleasing and interesting incident to both the interviewed and the interviewer, is an art indeed. In this study every effort was made to make the interview as private and confidential as possible.

The approach to the interview is of utmost importance; it should begin in a leisurely manner and create no sign of effort to rush through. Endeavor should be made to adjust the conversation to the interviewee and to instill within him a feeling that it is a co-operative enterprise. Getting information from individuals in a kindly way is a definite technique which requires skill. A feeling of friendliness and understanding should prevail while the interviewer bends his energies toward directed exchange of ideas.... Each interview should begin differently and end differently, since every interview must be individual and unlike in some way to all the others.<sup>9</sup>

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8. Good, Barr, Scates, The Methodology of Educational Research, p. 389

9. Johnson, W. H., "Techniques of the Individual Conference"  
School Review, Vol. 48, October 1940, p. 600

Managers and supervisors were contacted before individuals in their employ were interviewed. The interview and purpose of the survey were explained to the manager's satisfaction. Responses of business managers were varied, however all but two were favorable toward the survey. A few of the statements made by managers follow.

I believe much good will come from such a study; I would like to see the results when finished....

This survey will enable the School of Commerce to produce a higher grade of potential employee....

I am not interested in having my employees give out such information. The school cannot help me....

Similar studies should be made in other places....

Will anything constructive be done, after this study?....

This study will help school officials to better prepare students, while in school, to adjust themselves to business duties after going on the job....

Managers stated they would like to see the results of the study after completion.

The individual to be interviewed was approached with the following statement, varied to suit the occasion.

I am Mr. McGill of the School of Commerce, in the College. We are conducting a business occupational survey in the city of Stillwater among the managers, record-keepers, secretarial and clerical workers, and selling and store service workers, below the age of thirty-six. The information obtained will be used for possible revamping some courses now offered in the schools, so as to produce a better trained individual to go into the business positions. I assure you the information is strictly confidential and non-personal, as I record neither your name nor the name of your employer....

Only one person approached refused to be interviewed. Most people approached were glad to give the information desired; few were reluctant.

Following the completion of the interviewing, the interview

schedules were sorted into groups based on the four families of business occupations being surveyed.<sup>10</sup> The families of business occupations were then sorted into job title groups<sup>11</sup> under each family by sex and marital status. The interview sheets were then coded according to family of occupation, job title, sex, and marital status, to facilitate tabulation.

A list of questions were made, to supplement the interview schedule, in order to construct the tabulation sheets. Tabulation sheets were constructed upon large worksheets, which may be found in the office of the head of Department of Business Education. The data were then recorded in tabular form in census type tables, which were analyzed and tables of derived nature were prepared. For convenience in analysis and summarization, the data were divided into two divisions: first, the educational background; second, the occupational history and employment status of the workers. Conclusions were then drawn from the data and the findings established and summarized.

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10. Definition of terms, p. 6

11. Definition of terms, p. 6

## Chapter II

### Educational Background

The educational background of the workers is presented in this chapter. Tables are shown concerning the educational level at which the workers in various occupations left school. Data concerning the amount and kind of business training the various workers had while in school is shown in this chapter. Workers were asked to name the school training which had been of most help on their present jobs. The classification of training is first broken down into fields as given by the workers; then, commerce is then broken down into groups of subjects studied. An attempt is also made in this chapter to show the persistence of workers in following their occupational plans made when last in school.

The importance of specialized training to better fit the individual to perform the particular duties connected with his job is more pertinent now, in a period of national emergency, than ever before. This chapter proposes to show the educational and occupational training which the workers obtained from school which are conducive to making them better employees in their work at present.

The educational level at which the workers left school should be considered in connection with their present jobs.

The educational level attained by the various workers is shown in Table I.

In Table I, it is interesting to note that each of the women who held managerial positions had attended college. Of the 55 salespeople interviewed 69 per cent were never enrolled in college classes. The educational attainments of the four occupational families groups in

TABLE 1

## EDUCATIONAL LEVEL AT WHICH WORKERS LEFT SCHOOL

Occupational fields and job titles	Educational level attained												Total
	Elementary school		Attended high school		High school graduate		Attended college		College graduate		Attended Business College		
	M	F	M	F	M	F	M	F	M	F	M	F	
<b>Managerial</b>													
General managers	1	-	3	3	1	-	5	1	4	-	-	-	18
Office managers	-	-	-	-	-	-	2	-	3	-	-	-	5
<b>Record-keeping</b>													
Bookkeepers	-	-	-	-	2	3	-	4	5	2	1	-	17
Cashiers	-	-	-	-	-	-	1	1	1	-	-	-	3
<b>Secretarial and clerical</b>													
Clerks	-	-	-	-	1	2	5	2	9	-	-	1	20
Secretaries	-	-	-	-	-	6	-	8	-	2	-	1	17
Stenographers	-	-	-	-	-	1	-	5	-	1	-	2	9
Typists	-	-	-	-	-	2	-	2	-	1	-	-	5
<b>Selling and store service</b>													
Deliverymen	3	-	-	-	2	-	2	-	-	-	-	-	7
General salesmen	2	-	-	1	10	5	9	3	2	2	1	-	35
Meat salesmen	-	-	2	-	1	-	1	-	-	-	-	-	4
Service Station attendant	-	-	2	-	6	-	-	-	-	-	-	-	8
Stock clerks	-	-	1	-	1	-	-	-	-	-	-	-	2
<b>Total</b>	<b>6</b>	<b>-</b>	<b>8</b>	<b>4</b>	<b>24</b>	<b>19</b>	<b>25</b>	<b>26</b>	<b>24</b>	<b>8</b>	<b>2</b>	<b>4</b>	<b>150</b>
<b>Per Cent</b>	<b>4.0</b>	<b>.0</b>	<b>5.3</b>	<b>2.7</b>	<b>16.</b>	<b>12.7</b>	<b>16.7</b>	<b>17.3</b>	<b>16.</b>	<b>5.3</b>	<b>1.3</b>	<b>2.7</b>	<b>100.0</b>

This table is read: Of the 18 general managers; 1 male quit school at the eighth grade or below; 3 males and 3 females went to high school but did not finish; 5 males and 1 female attended college but did not graduate; and 4 male managers graduated from college.



order of their greatest frequency are; secretarial, 76 per cent attended or graduated from college; record-keeping, 75 per cent; managerial 65 per cent; and selling and store service 44 per cent. This indicates that insofar as this study is concerned the persons engaged in managerial and selling positions have had less school training than those in office positions.

The educational level of the 150 workers when they left school is shown in Table 2. The workers are divided into the four occupational fields; managerial, record-keeping, secretarial and clerical, and selling and store service. Educational levels are shown from the elementary school to college graduation. Notice is taken of those who attended Business College. No attempt has been made to evaluate business college in terms of semester hours of credit.

Of the 150 workers interviewed, there were 6, or 4 per cent who left school before entering the ninth grade; 12, or 8 per cent, who left school before completion of high school requirements for graduation; 43, or 28.7 per cent, who completed high school courses required for graduation; 51, or 34 per cent, who attended college but did not graduate; 32, or 21.3 per cent, who graduated from college; and, 6 or 4 per cent, who attended business college.

There were 132, or 88 per cent, of the 150 workers, who attained educational levels equal to high school graduation or above. There were 18, or 12 per cent, more male than female workers who were included in the 132 above high school educational level. Of the number, 75 were males and 57 females.

The units of work completed by the workers in commercial courses while in high school are shown in Table 3. This Table also shows the

TABLE 2  
WORKERS IN OCCUPATIONAL FIELDS LEAVING SCHOOL AT VARIOUS  
EDUCATIONAL LEVELS

Occupational fields	Educational level attained												Total
	Elementary school		Attended high school		High school graduate		Attended college		College graduate		Attended Business College		
	M	F	M	F	M	F	M	F	M	F	M	F	
Managerial	1	-	3	3	1	-	7	1	7	-	-	-	23
Record-keeping	-	-	-	-	2	3	1	5	6	2	1	-	20
Secretarial and clerical	-	-	-	-	1	11	5	17	9	4	-	4	51
Selling and store service	5	-	5	1	20	5	12	3	2	2	1	-	56
<b>Total</b>	<b>6</b>	<b>-</b>	<b>8</b>	<b>4</b>	<b>24</b>	<b>19</b>	<b>25</b>	<b>26</b>	<b>34</b>	<b>8</b>	<b>2</b>	<b>4</b>	<b>150</b>
<b>Per Cent</b>	<b>4.0</b>	<b>.0</b>	<b>5.3</b>	<b>2.7</b>	<b>16.0</b>	<b>12.7</b>	<b>16.7</b>	<b>17.3</b>	<b>16.0</b>	<b>5.3</b>	<b>1.3</b>	<b>2.7</b>	<b>100.0</b>

This table is read: Of all people engaged in managerial positions; 1 male did not go to high school; 3 males and 3 females did not finish high school after they started; 1 male graduated from high school; 7 males and 1 female went to college but did not graduate; 7 males graduated from college; and none attended Business College.

TABLE 3

UNITS OF WORK IN BUSINESS SUBJECTS COMPLETED  
BY WORKERS WHILE ATTENDING HIGH SCHOOL

Occupational fields and job titles	Bookkeeping			Typewriting			Shorthand			Others
	1 Unit	1½ - 2 Units	Total	1 Unit	2 Units	Total	1 Unit	2 Units	Total	
<b>Managerial</b>										
General managers	5	-	5	2	1	3	1	-	1	2
Office managers	1	-	1	1	1	2	-	-	-	1
<b>Record-keeping</b>										
Bookkeepers	5	1	6	9	3	12	5	-	5	-
Cashiers	1	1	2	1	1	2	-	1	1	-
<b>Secretarial and clerical</b>										
Clerks	1	1	2	4	3	7	-	1	1	-
Secretaries	5	2	7	8	3	11	3	2	5	-
Stenographers	5	-	5	5	2	7	4	-	4	-
Typists	2	1	3	1	2	3	2	-	2	-
<b>Selling and store service</b>										
Deliverymen	-	-	-	1	-	1	-	-	-	-
General salesmen	7	1	8	9	5	14	6	-	6	2
Meat salesmen	-	-	-	-	-	-	-	-	-	-
Service station attendant	1	-	1	3	2	5	-	-	-	-
Stock clerks	-	-	-	-	-	-	-	-	-	-
	33	7	40	44	23	67	21	4	25	5

This table is read: Five managers had 1 unit each of accounting and bookkeeping in high school; the total managers having accounting and bookkeeping was 5; there were 2 managers who had 1 unit of typewriting; and 1 who had 2 units, making a total of 3 managers who took typewriting in high school. There was 1 manager who had 1 unit of shorthand in high school; none who had 2 units; and a total of 1 manager who had shorthand in high school. There were 2 managers who had other commerce courses in high school.



number of persons who enrolled for commercial courses while attending high school and the number of units of work in business subjects each completed. Only 6, or about 25 per cent of the 23 managers had bookkeeping in high school; 5 or about 20 per cent had typewriting; and only 1 had shorthand. Eight, or 40 per cent of the record-keepers studies bookkeeping in high school; 14, or 70 per cent had typewriting; and 6, or 30 per cent had shorthand. Seventeen, or one-third of the 51 in the secretarial and clerical group had bookkeeping in high school; 28, or a little over 50 per cent had typewriting; Twelve, or about one-fourth had shorthand. Nine, or 15 per cent of the workers in selling positions had bookkeeping; 20, or one-fourth had typewriting; 6, or about 12 per cent had shorthand.

The average number of units in commercial courses completed by individuals of the managerial group while in high school was .69, record-keeping 1.75, secretarial and clerical 1.21, and the selling and store service .77. There were more units of typewriting taken in high school by business workers than either bookkeeping or shorthand. A total of 67 persons took typewriting in high school, 40 took bookkeeping in high school, 25 took shorthand in high school, and 5 took other commerce courses in high school. Seven out of the 40 people who took bookkeeping in high school had  $1\frac{1}{2}$  or 2 units; 23 of the 67 who took typewriting had 2 units; and 4 of the 25 who took shorthand had 2 units.

The time spent in business college by those enrolled for business college courses is shown in Table 4. There were more people in the secretarial group, who attended business college, than any other family of workers. The data concerning attendance in business colleges are

TABLE 4

MONTHS OF WORK COMPLETED IN BUSINESS SUBJECTS IN  
BUSINESS COLLEGE AS REPORTED BY WORKERS

Occupational fields and job titles	Bookkeeping			Typewriting			Shorthand			Others			Total attending business college
	1-6 months	7-12 months	Over 12	1-6 months	7-12 months	Over 12	1-6 months	7-12 months	Over 12	1-6 months	7-12 months	Over 12	
<b>Managerial</b>													
General managers	-	1	-	-	1	-	-	-	-	-	-	-	1
Office managers	-	-	1	-	-	1	-	-	1	-	-	1	1
<b>Record-keeping</b>													
Bookkeepers	1	1	-	-	1	-	-	1	-	-	-	-	2
Cashiers	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Secretarial and clerical</b>													
Clerks	2	-	-	2	-	-	2	-	-	-	-	-	2
Secretaries	1	2	-	5	3	1	4	3	1	3	-	-	9
Stenographers	-	3	-	-	1	1	1	2	-	2	-	-	3
Typists	-	-	1	-	-	1	-	-	1	1	-	-	1
<b>Selling and store service</b>													
Deliverymen	-	-	-	-	-	-	-	-	-	-	-	-	-
General salesmen	2	2	-	3	2	-	1	-	-	1	-	-	5
Meat salesmen	-	-	-	-	1	-	-	-	-	-	-	-	1
Service station attendant	-	-	-	-	-	-	-	-	-	-	-	-	-
Stock clerks	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>6</b>	<b>9</b>	<b>2</b>	<b>10</b>	<b>9</b>	<b>4</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>7</b>	<b>-</b>	<b>1</b>	<b>25</b>

This table is read: One general manager spent from 7 to 12 months in business college taking bookkeeping and typewriting. The total general managers attending business college was 1.

shown in Table 4.

More secretaries attended business college than any other group. There were 15 out of the 51 persons in the secretarial and clerical group that attended business college, and 9 out of the 15 held secretarial positions. 53 per cent of the secretaries attended business college and 29.4 per cent of the secretarial and clerical group attended business college. Out of the 150 workers interviewed only 25 attended business college, or 16.7 per cent of all the workers attended business college. Typewriting was the most popular course, based on the report of the interviewees, with those people who attended high school. Out of the 25 workers attending business college 23 took typewriting, 17 took accounting and bookkeeping, 17 took shorthand, and 8 took other business subjects, such as filing, business correspondence, business law, and business mathematics.

The college semester hours of commercial training of the workers are shown in Table 5. There are four types of training listed, i.e., bookkeeping, typewriting, shorthand, and marketing.

Throughout high school, business college and college typewriting proved to be the most popular course, based on the number who took the course. Out of 89 workers going to college 43, or 48.3 per cent studied typewriting; 41, or 46.1 per cent of the workers studied accounting and bookkeeping; 30, or 33.7 per cent studied shorthand; 15, or 16.8 per cent studied marketing; and 6, or 6.7 per cent of the workers studied other commerce courses such as business law, business english, and economics.

Those interviewed were asked to designate their major fields of study while in college. The six fields of study listed are based upon



TABLE 5

SEMESTER HOURS OF COLLEGE CREDIT IN BUSINESS SUBJECTS  
COMPLETED BY WORKERS

Occupational fields and job titles	Bookkeeping hours credit			Typewriting hours credit			Shorthand hours credit			Marketing hours credit			Others
	1-6	7-12	Over 12	1-6	7-12	Over 12	1-6	7-12	Over 12	1-6	7-12	Over 12	
<b>Managerial</b>													
General managers	-	-	3	5	-	-	1	1	1	-	-	-	-
Office managers	-	-	-	-	-	-	1	-	-	-	-	-	-
<b>Record-keeping</b>													
Bookkeepers	3	2	4	4	2	-	3	-	2	1	-	1	1
Cashiers	1	1	-	-	1	-	1	-	-	-	-	-	-
<b>Secretarial and clerical</b>													
Clerks	5	-	3	2	-	-	2	-	-	3	2	1	-
Secretaries	3	-	1	6	2	-	6	2	-	-	-	-	-
Stenographers	5	-	-	2	6	-	1	3	2	1	-	-	-
Typists	-	2	1	2	1	-	1	2	-	1	-	-	2
<b>Selling and store service</b>													
Deliverymen	-	-	-	-	-	-	-	-	-	-	-	-	-
General salesmen	2	2	2	3	1	-	1	-	-	4	-	1	2
Meat salesmen	-	-	-	-	1	-	-	-	-	-	-	-	-
Service station attendant	1	-	-	3	2	-	-	-	-	-	-	-	-
Stock clerks	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>20</b>	<b>7</b>	<b>14</b>	<b>27</b>	<b>16</b>	<b>-</b>	<b>17</b>	<b>8</b>	<b>5</b>	<b>10</b>	<b>2</b>	<b>3</b>	<b>6</b>

This table is read: Of the general managers 3 had over 12 hours of accounting and bookkeeping; 5 had 1-6 hours of typewriting; 1 had 1-6 hours of shorthand; 1 had 7-12 hours of shorthand; 1 had over 12 hours of shorthand.

the six schools in Oklahoma Agricultural and Mechanical College. Table 6 shows the number and per cent of workers who majored in each of the six fields.

More of the workers stated they majored in commerce than any of the other schools. Out of the 150 workers interviewed 58, or 38.6 per cent majored in the school of commerce; 52, or 34.7 per cent did not have a major in school. Those who did not have a major, either did not attend college, or only for a short period of time. Only 7 of the 23 in managerial positions majored in commerce. A scant majority of the record-keepers majored in commerce. Only about one-half of those in the secretarial group majored in commerce. In the selling and store service group, only 12, or 21.4 per cent majored in commerce; 34 of the 56 salespeople stated they did not have a major field of study.

The workers were asked to list the most helpful course of training while in school as related to value on the job. Table 7 shows the response of all the workers to this question. The training listed in Table 7 was taken from the answers as given by the workers. Commerce training was reported by 63, or 42 per cent of the workers as being most helpful on their present job. Forty, or 26.7 per cent of the workers reported that they did not get anything from their school training that had been helpful to them in their present work. In most cases those people who reported they did not get anything of value to their present work from school, have not followed their vocational intentions, or did not have any vocational plans while in school. Those people having less than college training more often reported the school training of no help to them on their present job, as will be shown later.

Mathematics was reported by 24, or 16 per cent, to have been of most

TABLE 6

MAJOR FIELDS OF STUDY PURSUED BY WORKERS  
CLASSIFIED ACCORDING TO PRESENT OCCUPATION

Occupational fields and job titles	Schools							Total
	Commerce	Agriculture	Engineering	Home Economics	Education	Arts and Sciences	No major	
Managerial								
General managers	5	-	2	1	-	3	7	18
Office managers	2	1	2	-	-	-	-	5
Record-keeping								
Bookkeepers	9	1	1	-	-	2	4	17
Cashiers	2	1	-	-	-	-	-	3
Secretarial and clerical								
Clerks	5	6	1	1	1	3	3	20
Secretaries	12	-	-	1	-	1	3	17
Stenographers	7	-	-	-	1	1	-	9
Typists	4	-	-	-	-	-	1	5
Selling and store service								
Deliverymen	-	1	1	-	-	-	5	7
General salesmen	10	-	-	4	1	2	18	35
Meat salesmen	1	-	-	-	-	-	3	4
Service station attendant	1	1	-	-	-	-	6	8
Stock clerks	-	-	-	-	-	-	2	2
<b>Total</b>	<b>58</b>	<b>11</b>	<b>7</b>	<b>7</b>	<b>3</b>	<b>12</b>	<b>52</b>	<b>150</b>
<b>Per Cent</b>	<b>38.6</b>	<b>7.3</b>	<b>4.7</b>	<b>4.7</b>	<b>2.0</b>	<b>8.0</b>	<b>34.7</b>	<b>100.0</b>

This table is read: Out of the 18 general managers; 5 majored in the school of commerce, 2 in engineering, 1 in home economics, 3 in arts and sciences, and 7 did not have a major in school.

TABLE 7  
SCHOOL TRAINING OF MOST HELP ON PRESENT JOB  
AS ESTIMATED BY INDIVIDUAL WORKERS

Occupational Fields and Job Titles	School Training																							
	Commerce			Engineering			English			General Fundamentals			Mathematics			Social Contact			None			Total		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
<b>Managerial</b>																								
General Managers	5	-	5	1	-	1	-	-	-	-	-	-	4	2	6	1	1	2	3	1	4	14	4	18
Office Managers	1	-	1	-	-	-	-	-	-	-	-	-	1	-	1	1	-	1	2	-	2	5	-	5
<b>Record-Keeping</b>																								
Bookkeepers	4	8	12	1	-	1	-	-	-	1	-	1	-	-	-	-	-	-	1	2	3	7	10	17
Cashiers	1	1	2	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	2	1	3
<b>Secretarial and Clerical</b>																								
Clerks	6	3	9	-	-	-	-	-	-	1	-	1	1	-	1	1	-	1	7	1	8	16	4	20
Secretaries	-	12	12	-	-	-	-	2	2	-	1	1	-	-	-	-	2	2	-	-	-	-	17	17
Stenographers	-	9	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	9
Typists	-	5	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	5
<b>Selling and Store Service</b>																								
Deliverymen	-	-	-	-	-	-	-	-	-	1	-	1	3	-	3	1	-	1	2	-	2	7	-	7
General Salesman	5	-	5	-	-	-	-	1	1	1	-	1	6	2	8	1	1	2	11	7	18	24	11	35
Meat Salesmen	1	-	1	-	-	-	-	-	-	1	-	1	1	-	1	-	-	-	1	-	1	4	-	4
Service Station Attendants	2	-	-	-	-	-	-	-	-	1	-	1	4	-	4	-	-	-	1	-	1	6	-	6
Stock Clerks	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	1	-	1	2	-	2
<b>Total</b>	25	33	63	2	-	2	-	3	3	7	1	8	20	4	24	6	4	10	29	11	40	89	61	150
<b>Per Cent</b>	16.7	25.3	42.0	1.3	-	1.3	-	2.0	2.0	4.6	.7	6.0	13.3	2.7	16.0	4.0	2.7	6.7	19.4	7.3	26.7	59.3	40.7	100.0

This table is read: Of the 18 general managers, 5 men reported commercial training; 1 man reported engineering; 4 men and 2 women reported mathematics; 1 man and 1 woman reported social contact; and 3 men and 1 woman reported none, as the most beneficial training for their present job, that they received in school.

benefit to them in their present work. Social contact was reported by 10, or 6.7 per cent of the workers, as of being most benefit. Social contact, as reported by the workers, is being able to mingle with people and to make friends. More women than men, reported commerce to have been of most help to them on their present job. There were more men than women, reporting that school training had not helped them on their job.

The values from various courses in the commerce department should be broken down as shown in Table 8. Bookkeeping was rated above other commerce subjects. Twenty-three, or 36.4 per cent of the 63 workers who reported commerce training as the most beneficial on the present job selected bookkeeping. Typewriting was ranked next, with 18, or 28.6 per cent, reporting it as the most beneficial. Shorthand was ranked most beneficial by only 10, or 15.9 per cent of the workers who selected commerce as being most helpful. Bookkeeping was placed first by the managers and record-keepers, and third by the secretaries and clerical workers. Marketing was reported by 5 men, economics was reported by 1 man, general business was reported by 1 man and 3 women, and business law was reported by 2 men as being the most beneficial training that they had received in school, for their present job.

Of the 61 female workers interviewed, 38, or 60.2 per cent stated that commerce was the most helpful to them, while 11 stated that no school training was helpful on their present job. Table 9 shows that 29 of the 38 women interviewed, who reported commerce as the most helpful are in the secretarial and clerical group, while 9 are in the record-keeping group. Mathematics was reported most helpful to 4 women and English the most helpful to 3. Only 1 reported general fundamentals



TABLE 8  
 COMMERCE TRAINING OF MOST HELP ON PRESENT JOB  
 AS ESTIMATED BY INDIVIDUAL WORKERS

Occupational Fields and Job Titles	Bookkeeping			Typing			Shorthand			Marketing			Economics			General Business			Business Law			Total		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
<b>Managerial</b>																								
General Managers	3	-	3	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	1	-	1	5	-	5
Office Managers	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	
<b>Record-Keeping</b>																								
Bookkeepers	4	4	3	-	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	8	12	
Cashiers	-	1	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	2	
<b>Secretarial and Clerical</b>																								
Clerks	4	-	4	-	2	2	-	1	1	1	-	1	-	-	-	-	-	1	-	1	6	3	9	
Secretaries	-	4	4	-	5	5	-	-	-	-	-	-	-	-	-	3	3	-	-	-	-	12	12	
Stenographers	-	-	-	-	-	-	-	9	9	-	-	-	-	-	-	-	-	-	-	-	-	9	9	
Typists	-	-	-	-	5	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	5	
<b>Selling and Store Service</b>																								
Deliverymen	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
General Salesmen	1	-	1	-	-	-	-	-	-	3	-	3	-	-	-	1	-	1	-	-	-	5	5	
Meat Salesmen	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	1	1	
Service Station Attendants	1	-	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	
Stock Clerks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total</b>	14	9	23	2	16	18	-	10	10	5	-	5	1	-	1	1	3	4	2	-	2	25	38	63
<b>Per Cent</b>	22.2	14.2	36.4	3.2	25.4	28.6	-	15.9	15.9	8.0	-	8.0	1.6	-	1.6	1.6	4.7	6.3	3.2	-	3.2	39.8	60.2	100.0

This table is read: Of the 5 workers reporting Commercial training the most beneficial, 3 men reported bookkeeping, 1 man reported marketing, and 1 man reported business law.

TABLE 9

## SCHOOL TRAINING OF MOST HELP TO FEMALE WORKERS ON PRESENT JOB

Occupational fields and job titles	School training						None	Total
	Commerce	Engineering	English	Mathematics	Social contact	General fundamentals		
<b>Managerial</b>								
General managers	-	-	-	2	1	-	1	4
Office managers	-	-	-	-	-	-	-	-
<b>Record-keeping</b>								
Bookkeepers	8	-	-	-	-	-	2	10
Cashiers	1	-	-	-	-	-	-	1
<b>Secretarial and clerical</b>								
Clerks	3	-	-	-	-	-	1	4
Secretaries	12	-	2	-	2	1	-	17
Stenographers	9	-	-	-	-	-	-	9
Typists	5	-	-	-	-	-	-	5
<b>Selling and store service</b>								
Deliverymen	-	-	-	-	-	-	-	-
General salesmen	-	-	1	2	1	-	7	11
Meat salesmen	-	-	-	-	-	-	-	-
Service station attendant	-	-	-	-	-	-	-	-
Stock clerks	-	-	-	-	-	-	-	-
<b>Total</b>	<b>38</b>	<b>-</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>11</b>	<b>61</b>
<b>Per Cent</b>	<b>62.3</b>	<b>.0</b>	<b>4.9</b>	<b>6.6</b>	<b>6.6</b>	<b>1.6</b>	<b>18.0</b>	<b>100.0</b>

This table is read: Two female managers reported mathematics as being the most beneficial on their present job; 1 reported social contact; and 1 reported she did not receive anything of benefit on her present job. There were 4 female managers.

as being the most beneficial. Social contact was reported by 4 women as being the most helpful school training on their present job.

The male workers were also asked to report the most beneficial school training they received while in school as related to their present job. Table 10 shows the response of the male workers, as they evaluated the most beneficial training. Commerce was selected more often than any other kind of training, but not as great an extent as it was selected by the female workers.

Considering all male workers interviewed, 25, or 28.1 per cent reported commerce as most beneficial training. Mathematics was second with 20, or 22.3 per cent reporting it the most beneficial. There were 29, or 32.6 per cent of the workers reporting they did not get any training in school that has been beneficial on their present job. Almost half of the clerks and general sales people reported they did not get any beneficial school training for their present job.

The persistence of young people in following their vocational plans made while in school is important from the standpoint of providing adequate job training. Considering the 61 female workers interviewed, 43, or 70.5 per cent are not in the type of employment they had planned to enter while in school. Table 11 shows by educational levels the number who followed last plans for employment while in school and the number of those whose plans did not materialize.

There were only 13, or 29.5 per cent of the female workers interviewed, who entered employment as last planned while in school. The 4 managers, 9 of the 10 bookkeepers, the 4 clerks, 10 of the 17 secretaries, 6 of the 9 stenographers, none of the 5 typists, and 10 of the 11 general sales clerks were in occupations not planned while

TABLE 10

## SCHOOL TRAINING OF MOST HELP TO MALE WORKERS ON PRESENT JOB

Occupational fields and job titles	School training							Total
	Commerce	Engineering	English	Mathematics	Social contact	General fundamentals	None	
<b>Managerial</b>								
General managers	5	1	-	4	1	-	3	14
Office managers	1	-	-	1	1	-	2	5
<b>Record-keeping</b>								
Bookkeepers	4	1	-	-	-	1	1	7
Cashiers	1	-	-	-	1	-	-	2
<b>Secretarial and clerical</b>								
Clerks	6	-	-	1	1	1	7	16
Secretaries	-	-	-	-	-	-	-	-
Stenographers	-	-	-	-	-	-	-	-
Typists	-	-	-	-	-	-	-	-
<b>Selling and store service</b>								
Deliverymen	-	-	-	3	1	1	2	7
General salesmen	5	-	-	6	1	1	11	24
Meat salesmen	1	-	-	1	-	1	1	4
Service station attendant	2	-	-	4	-	1	1	8
Stock clerks	-	-	-	-	-	1	1	2
<b>Total</b>	<b>25</b>	<b>2</b>	<b>-</b>	<b>20</b>	<b>6</b>	<b>7</b>	<b>29</b>	<b>89</b>
<b>Per Cent</b>	<b>28.1</b>	<b>2.3</b>	<b>.0</b>	<b>22.3</b>	<b>6.8</b>	<b>7.9</b>	<b>32.6</b>	<b>100.0</b>

This table is read: Five managers reported commerce as the most beneficial school training for their present job; 1 reported engineering, 4 reported mathematics, 1 reported social contact, and 3 reported that they did not get any training in school that has been beneficial on their present job. There were 14 male managers reporting.

TABLE 11

FEMALE WORKERS LEAVING SCHOOL AT VARIOUS EDUCATIONAL LEVELS  
WHO ARE FOLLOWING OCCUPATION LAST PLANNED WHILE IN SCHOOL

Occupational fields and job titles	Various educational levels												Total
	Elementary school		Attended high school		High school graduate		Attended college		College graduates		Attended Business College		
	Y.	N.	Y	N	Y	N	Y	N	Y	N	Y	N	
<b>Managerial</b>													
General managers	-	-	-	3	-	-	-	1	-	-	-	-	4
Office managers	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Record-keeping</b>													
Bookkeepers	-	-	-	-	-	3	-	4	1	2	-	-	10
Cashiers	-	-	-	-	-	-	1	-	-	-	-	-	1
<b>Secretarial and clerical</b>													
Clerks	-	-	-	-	-	1	-	2	-	-	-	1	4
Secretaries	-	-	-	-	-	1	3	1	-	2	4	6	17
Stenographers	-	-	-	-	-	-	1	5	-	-	2	1	9
Typists	-	-	-	-	1	-	2	-	1	-	1	-	5
<b>Selling and store service</b>													
Deliverymen	-	-	-	-	-	-	-	-	-	-	-	-	-
General salesmen	-	-	1	-	-	4	-	3	-	2	-	1	11
Meat salesmen	-	-	-	-	-	-	-	-	-	-	-	-	-
Service station attendant	-	-	-	-	-	-	-	-	-	-	-	-	-
Stock clerks	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	1	3	1	9	7	16	2	6	7	9	61

This table is read: Three female managers who went to high school but did not graduate, failed to follow the vocational plans last made while in school. One, who attended college but did not graduate, failed to follow her vocational plans.



in school. The 5 typists were the only group in which all its members had planned a certain vocation while in school and later followed those plans. As a group, the secretarial and clerical workers were more persistent in following their vocational plans; the selling and store service workers were least persistent.

Table 12 shows the educational levels of the 89 male workers, when they left school and how many are following vocational plans last made while in school.

There are 9 of the 14 general managers, 2 of the 5 office managers, 4 of the 7 bookkeepers, 1 of the 2 cashiers, 7 of the 16 clerks, 1 of the 7 deliverymen, 4 of the 24 general sales people, 2 of the 4 meat salesmen, 2 of the 6 service station attendants, and 1 of the 2 stock clerks, who are on the job they planned to enter while in school. The number who are in occupations planned for is 34, or 38 per cent of the total 89 males interviewed. There were 55, or 61.8 per cent of the 89 male workers who were not following the occupation last planned while in school. More of the male workers followed their vocational plans than did the female workers by 8.7 per cent.

Considering the 150 workers interviewed there were 55 males and 43 females who did not enter occupations for which they planned while yet in school. Table 13 is a combination of Table 11 and Table 12, showing the male and female workers, by educational levels, who are, or are not following occupations last planned while in school.

A greater number of those people who attended college followed their vocational plans than did those who did not go to college. This might have been due in part to a higher age level at the time of making their vocational plans. Workers in the secretarial and clerical group

TABLE 12

MALE WORKERS LEAVING SCHOOL AT VARIOUS EDUCATION LEVELS  
WHO ARE FOLLOWING OCCUPATIONS LAST PLANNED WHILE IN SCHOOL

Occupational fields and job titles	Various educational levels														Total
	Elementary school		Attended high school		High School graduate		Attended college		College graduate		Attended Business College				
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N			
<b>Managerial</b>															
General managers	1	-	4	-	-	1	1	3	3	-	-	1		14	
Office managers	-	-	-	-	-	-	1	1	1	1	-	1		5	
<b>Record-keeping</b>															
Bookkeepers	-	-	-	-	-	1	1	-	2	1	1	1		7	
Cashiers	-	-	-	-	-	-	1	-	-	1	-	-		2	
<b>Secretarial and clerical</b>															
Clerks	-	-	-	-	-	1	1	4	6	3	1	-		16	
Secretaries	-	-	-	-	-	-	-	-	-	-	-	-		-	
Stenographers	-	-	-	-	-	-	-	-	-	-	-	-		-	
Typists	-	-	-	-	-	-	-	-	-	-	-	-		-	
<b>Selling and store service</b>															
Deliverymen	-	2	1	-	-	2	-	2	-	-	-	-		7	
General salesmen	-	2	-	1	-	9	1	6	2	-	1	2		24	
Meat salesmen	-	-	2	1	-	-	-	1	-	-	-	-		4	
Service station attendant	-	-	2	-	-	6	-	-	-	-	-	-		8	
Stock clerks	-	-	1	-	-	1	-	-	-	-	-	-		2	
<b>Total</b>	<b>1</b>	<b>4</b>	<b>10</b>	<b>2</b>	<b>-</b>	<b>21</b>	<b>6</b>	<b>17</b>	<b>14</b>	<b>6</b>	<b>3</b>	<b>5</b>		<b>89</b>	

This table is read: One general manager left school before entering high school, and is following the vocational plans made while in school; 4 general managers who attended high school but did not graduate are following their vocational plans; 1 graduated from high school but is not following his plans made in school; 4 attended college but did not graduate 1 is following his vocational plans and 3 are not; 3 who graduated from college are following their vocational plans; and 1 attended business college but is not following his vocational plans. There were 14 managers interviewed.

TABLE 13

WORKERS LEAVING SCHOOL AT VARIOUS EDUCATIONAL LEVELS WHO  
ARE FOLLOWING OCCUPATION LAST PLANNED WHILE IN SCHOOL

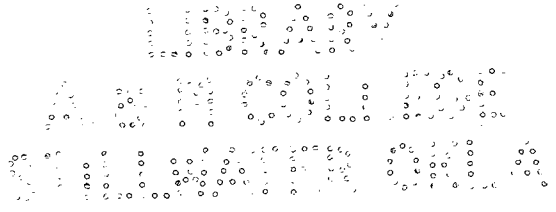
Occupational fields and job titles	Various educational levels														Total
	Elementary school		Attended high school		High school graduate		Attended college		College graduate		Attended Business College				
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	
<b>Managerial</b>															
General managers	1	-	4	3	-	1	1	4	3	-	-	1			18
Office managers	-	-	-	-	-	-	1	1	1	1	-	1			5
<b>Record-keeping</b>															
Bookkeepers	-	-	-	-	-	4	1	4	3	3	1	1			17
Cashiers	-	-	-	-	-	-	2	-	-	1	-	-			3
<b>Secretarial and clerical</b>															
Clerks	-	-	-	-	-	2	1	6	6	3	1	1			20
Secretaries	-	-	-	-	-	1	3	1	-	2	4	6			17
Stenographers	-	-	-	-	-	-	1	5	-	-	2	1			9
Typists	-	-	-	-	1	-	2	-	1	-	1	-			5
<b>Selling and store service</b>															
Deliverymen	-	2	1	-	-	2	-	2	-	-	-	-			7
General salesmen	-	2	1	1	-	13	1	9	2	2	1	3			35
Meat salesmen	-	-	2	1	-	-	-	1	-	-	-	-			4
Service station attendant	-	-	2	-	-	6	-	-	-	-	-	-			8
Stock clerks	-	-	1	-	-	1	-	-	-	-	-	-			2
<b>Total</b>	<b>1</b>	<b>4</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>30</b>	<b>13</b>	<b>33</b>	<b>16</b>	<b>12</b>	<b>10</b>	<b>14</b>			<b>150</b>

This table is read: One general manager left school at, or before graduation from the eighth grade and did not follow his vocational plans; of 7 who left while in high school, 4 are following their vocational plans, 3 are not; 1 left school at high school graduation and did not follow his vocational plans; of the 5 who attended college but did not graduate; 1 is following his vocational plans, 4 are not; 3 graduated from college and are following their vocational plans; 1 attended business college and is not following his vocational plans. There were 18 general managers in all.

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followed their plans to a greater degree than did those families. Considering the 150 cases interviewed, persistence in carrying out vocational plans is negative.

The conclusion could be drawn that many people now engaged in the various business occupations have more or less aimlessly drifted into the work they are now doing, or have gone to school with no particular vocational aim in view. This study gives evidence to the need for more vocational planning on the part of the student while in school so that she or he may direct his educational energies toward preparation for the performance of particular duties in a selected field of work. Young people should be encouraged to do some occupational planning while they are in school, so as to give greater employment assurance after graduation.



### Chapter III

#### Occupational History and Status of Workers

This chapter is concerned with the occupational history and present status of the 150 business occupation workers interviewed. In this chapter are tables showing the ages, occupations, sex, marital status, lapse of time from leaving school until first employment on a part- or full-time basis, age at which first employment either part- or full-time was obtained, medium through which first employment was secured, additional training desired, number of jobs held by various age groups, new jobs created during 1940, duration of time present job has been held, various part- and full-time employment engaged in, duties performed by workers, employees owning financial interest in business in which they work, weekly income, number of hours worked per week on part - and full-time jobs, reasons for leaving previous job, reasons why predecessor left job, organized training received since entering regular employment, and future vocational plans of all workers.

Table 14 shows the age, occupation and sex of workers according to their occupational field and job title.

Considering the 23 workers who were classified in the managerial family there were 11, or 47.7 per cent, who were 33 years of age or older; of the 20 record-keepers, 11, or 55 per cent, were between the ages of 21 and 26 inclusive; of the 51 secretarial and clerical clerks there were 36, or 70 per cent, who were between the ages of 21 and 26 inclusive; of the 56 workers in the selling and store service group there were 23, or 41 per cent, who were between the ages of 21 and 26 inclusive.

There were 20, or 13.3 per cent, of the 150 workers whose ages were between 18 and 20 years inclusive; of the 150 workers, 17, or 11.3



TABLE 14

## AGE, OCCUPATION, AND SEX OF WORKERS

Occupational fields and job titles	Age of workers												Total
	18 - 20		21 - 23		24 - 26		27 - 29		30 - 32		33 - 35		
	M	F	M	F	M	F	M	F	M	F	M	F	
Managerial	-	1	1	-	2	1	5	1	-	1	11	-	23
General managers	-	1	-	-	2	1	3	1	-	1	9	-	18
Office managers	-	-	1	-	-	-	2	-	-	-	2	-	5
Record-keeping	1	-	3	3	1	4	2	3	2	-	-	1	20
Bookkeepers	-	-	3	3	1	4	1	2	2	-	-	1	17
Cashiers	1	-	-	-	-	-	1	1	-	-	-	-	3
Secretarial and clerical	-	5	8	16	4	8	4	1	-	5	-	-	51
Clerks	-	2	8	1	4	-	4	-	-	1	-	-	20
Secretaries	-	1	-	6	-	6	-	1	-	3	-	-	17
Stenographers	-	2	-	6	-	-	-	-	-	1	-	-	9
Typists	-	-	-	3	-	2	-	-	-	-	-	-	5
Selling and store service	7	6	13	2	7	1	9	2	4	-	5	-	56
Deliverymen	-	-	2	-	2	-	1	-	1	-	1	-	7
General salesmen	2	6	10	2	2	1	7	2	1	-	2	-	35
Meat salesmen	-	-	-	-	1	-	-	-	1	-	2	-	4
Service station attendant	4	-	1	-	1	-	1	-	1	-	-	-	8
Stock clerks	1	-	-	-	1	-	-	-	-	-	-	-	2
Total	8	12	25	21	14	14	20	7	6	6	16	1	150
Per Cent	5.3	8.0	16.7	14.0	9.3	9.3	13.4	4.6	4.0	4.0	10.6	.7	100.0

This table is read: In the managerial positions, there was one female between the age of 18 and 20, inclusive; 1 male between 21 and 23, inclusive; 2 males and 1 female between 24 and 26, inclusive; 5 males and 1 female between 27 and 29, inclusive; 1 female between 30 and 32, inclusive; 11 males between 33 and 35, inclusive. A total of 23 workers were engaged in managerial positions.

per cent, were 33 years of age or older. Out of the 150 workers interviewed 79, or 52.6 per cent, were from 21 to 26 years, inclusive. The age group 21 to 23, inclusive, contains the largest number of workers, i.e., 46, or 30.7 per cent of the 150 workers. On the whole the female workers were younger than the male workers, only 7 of the 61 female workers being above 30 years of age.

The number and per cent of workers engaged in the four groups, are shown by age groups in Table 15. The per cent of workers below certain age levels is shown in column cumulative per cents. All of the secretarial and clerical workers are below 30 years of age. The managerial group are comparatively older than the workers in the other three classifications.

TABLE 15

CUMULATIVE NUMBER AND PER CENT OF WORKERS BY  
OCCUPATIONAL GROUPS BETWEEN CERTAIN AGE LEVELS

Age of workers	Managerial		Record-keeping		Secretarial and clerical		Selling and store service		Total Cumulative	
	Num-ber	Per Cent	Num-ber	Per Cent	Num-ber	Per Cent	Num-ber	Per Cent	Num-ber	Per Cent
35-33	23	100.0	20	100.0	51	100.0	56	100.0	150	100.0
32-30	12	52.2	19	95.0	51	100.0	51	91.1	133	88.7
29-27	11	47.8	17	85.0	46	90.2	47	83.9	121	80.7
26-24	5	21.7	12	60.0	41	80.4	36	64.3	94	62.7
23-21	2	8.7	7	35.0	29	56.9	28	50.0	66	44.0
20-18	1	4.3	1	5.0	5	9.8	13	23.2	20	13.3

This table is read: Reading vertically, there were 23 workers, 35 years old or younger who were interviewed; 12, or 52.2 per cent were 32 years old or younger; 11, or 47.8 per cent were 29 years old or younger; 5, or 21.7 per cent were 26 years old or younger; 2, or 8.7 per cent were 23 years old or younger; 1, or 4.3 per cent was 20 or younger.

Table 16 classifies the 150 workers by sex and marital status, within the various jobs, in which they are engaged.

Table 16 reveals that 89, or 59.3 per cent of the workers

TABLE 16  
 MARITAL STATUS, SEX, AND OCCUPATION  
 OF WORKERS

Occupational fields and job titles	Male			Female			Total
	Married	Single	Total	Married	Single	Total	
Managerial	15	4	19	2	2	4	23
General managers	11	3	14	2	2	4	18
Office managers	4	1	5	-	-	-	5
Record-keeping	5	4	9	1	10	11	20
Bookkeepers	3	4	7	1	9	10	17
Cashiers	2	-	2	-	1	1	3
Secretarial and clerical	7	9	16	16	19	35	51
Clerks	7	9	16	2	2	4	20
Secretaries	-	-	-	7	10	17	17
Stenographers	-	-	-	4	5	9	9
Typists	-	-	-	3	2	5	5
Selling and store service	25	20	45	2	9	11	56
Deliverymen	5	2	7	-	-	-	7
General salesmen	14	10	24	2	9	11	35
Meat salesmen	4	-	4	-	-	-	4
Service station attendant	2	6	8	-	-	-	8
Stock clerks	-	2	2	-	-	-	2
Total	52	37	89	21	40	61	150
Per Cent of workers	58.6	41.4	100.0	34.4	65.6	100.0	
Per Cent of all workers			59.3			40.7	100.0

This table is read: Fifteen male managers were married, 4 were single, making a total of 19 male managers; 2 female managers were married, and 2 were single, making a total of 4 female managers. Twenty-three managers were interviewed.

interviewed were males, and that 61, or 40.7 per cent were females. A majority of the male workers were married; 52, or 58.6 per cent being married and 37, or 41.4 per cent being single. On the other hand only 21, or 34.4 per cent of the females were married, while 40, or 65.6 per cent were single. Of the 19 male workers in the managerial group 15, or 79 per cent, were married; of the 4 female workers in the same occupational field, 2, or one-half the number studied were married.

In the record-keeping group, 5, or 55.5 per cent of the 9 male workers were married, while only 1, or 9 per cent of the 11 females were married. In the secretarial and clerical field 7, or 43.7 per cent of the 16 males were married, as compared with 16, or 45.7 per cent of the 35 females who were married.

It is significant to note that 35, or 68.6 per cent of the workers engaged in secretarial and clerical work were women. The selling and store service field has many more men than women. Forty-five, or 80.4 per cent of the 56 persons engaged in selling or store service occupations were men. More men had jobs in the managerial field, while the record-keeping field was much nearer balanced between males and females. Considering the 45 males engaged in selling and store service, 25, or 55.5 per cent were married.

Table 17 shows the per cent of the workers in each of the four families who were married and single in each sex, as well as, the per cent of total workers by sex, in each group.

TABLE 17

PER CENT OF WORKERS CLASSIFIED BY SEX,  
MARITAL STATUS AND OCCUPATIONAL FAMILY

Occupational families	Total	Male		Total	Female		Total
		Married	Single		Married	Single	
Managerial	82.6	65.2	17.4	17.4	8.7	8.7	100.0
Record-keeping	45.0	25.0	20.0	55.0	5.0	50.0	100.0
Secretarial and clerical	31.4	13.7	17.7	68.6	31.4	37.2	100.0
Selling and store service	80.3	44.6	35.7	19.7	3.6	16.1	100.0

This table is read: Of the total managers, 82.6 per cent were males, 65.2 per cent married, 17.4 per cent single; 17.4 per cent were females, 8.7 per cent married, and 8.7 per cent single.

Youth are greatly concerned over the lapse of time intervening



between graduation or leaving school, until they obtained their first regular employment. That is a period when youth have little money and have a strong desire to begin doing something which will aid them financially. Table 18 shows the elapsed time for the 150 individuals interviewed.

The majority of the workers interviewed in this study began work immediately after leaving school, there being 85, or 56.7 per cent of the workers who began work immediately. Those individuals engaged in managerial and record-keeping positions acquired jobs more quickly than the other groups. The study shows that 16, or 69.7 per cent of the 23 managers began work immediately upon leaving school; and that 13, or approximately three-fourths of the record-keepers began work immediately. The secretarial and clerical, and selling and store service groups were not quite so fortunate, since only a little over 50 per cent of them obtained work immediately upon leaving school. Only 13, or 8.7 per cent of the 150 individuals studied waited longer than 12 months before receiving regular employment; 4 of these waited from 37 to 48 months inclusive, which was the maximum period of time waited by any of the workers. It is significant that all but 4 of the 51 persons engaged in secretarial and clerical positions obtained employment in less than 9 months after leaving school, and that 26, or 51 per cent obtained employment immediately.

A majority of the workers received their first regular employment in a part-time job. Table 19 and Table 20, show the data concerning the initial employment of female and male part-time workers, respectively. The data reveals that 91 persons began their initial employment in part-time positions.



TABLE 18

WORKERS CLASSIFIED BY OCCUPATIONS AND BY TIME ELAPSED  
 BETWEEN DATE OF LEAVING SCHOOL AND DATE OF FIRST REGULAR JOB

Occupational Fields and Job Titles	Months of Time Elapsed																Total
	None		1-3		4-6		7-9		10-12		13-24		25-36		37-48		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
<b>Managerial</b>																	
General Managers	11	2	1	-	1	-	-	1	-	1	1	-	-	-	-	-	18
Office Managers	3	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	5
<b>Record-Keeping</b>																	
Bookkeepers	5	5	2	1	-	1	-	-	-	-	-	-	2	-	1	17	
Cashiers	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	3	
<b>Secretarial and Clerical</b>																	
Clerks	7	2	7	1	1	-	-	-	-	-	-	1	-	-	1	20	
Secretaries	-	12	-	2	-	1	-	-	-	-	1	-	-	-	1	17	
Stenographers	-	5	-	3	-	1	-	-	-	-	-	-	-	-	-	9	
Typists	-	-	-	2	-	2	-	1	-	-	-	-	-	-	-	5	
<b>Selling and Store Service</b>																	
Deliverymen	3	-	2	-	-	-	-	-	-	-	-	1	-	1	-	7	
General Salesmen	16	5	2	2	4	2	-	-	1	1	-	1	1	-	-	35	
Meat Salesmen	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	4	
Service Station Attendants	3	-	-	1	-	-	1	-	1	1	-	1	-	-	-	8	
Stock Clerks	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	2	
<b>Total</b>	<b>53</b>	<b>32</b>	<b>18</b>	<b>12</b>	<b>6</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>150</b>
<b>Per Cent</b>	<b>35.3</b>	<b>21.3</b>	<b>12.0</b>	<b>8.0</b>	<b>4.0</b>	<b>4.7</b>	<b>.7</b>	<b>1.3</b>	<b>2.0</b>	<b>2.0</b>	<b>.7</b>	<b>1.3</b>	<b>2.7</b>	<b>1.3</b>	<b>.7</b>	<b>2.0</b>	<b>100.0</b>

This table is read: Eleven male general managers and 12 female general managers went to work immediately after leaving school; 1 male did not go to work for 1 to 3 months, inclusive; 1 male did not go to work for 4 to 6 months, inclusive; 1 female did not go to work for 7 to 9 months, inclusive; 1 female did not go to work for 10 to 12 months, inclusive; 1 male did not go to work for 13 to 24 months, inclusive.

TABLE 19

AGE AT WHICH FEMALE WORKERS OBTAINED INITIAL  
PART-TIME EMPLOYMENT

Occupational fields and job titles	Age of workers									Total
	14	15	16	17	18	19	20	21	Over 22	
<b>Managerial</b>										
General managers	-	-	-	-	-	-	-	-	-	-
Office managers	-	-	-	-	-	-	-	-	-	-
<b>Record-keeping</b>										
Bookkeepers	-	-	1	1	2	-	-	-	-	4
Cashiers	1	-	-	-	-	-	-	-	-	1
<b>Secretarial and clerical</b>										
Clerks	-	-	-	-	1	-	-	-	-	1
Secretaries	-	2	2	4	3	1	-	1	1	14
Stenographers	-	1	-	1	1	-	-	-	-	3
Typists	-	-	-	-	1	-	1	-	-	2
<b>Selling and store service</b>										
Deliverymen	-	-	-	-	-	-	-	-	-	-
General salesmen	-	-	-	3	3	-	-	-	1	7
Meat salesmen	-	-	-	-	-	-	-	-	-	-
Service station attendant	-	-	-	-	-	-	-	-	-	-
Stock clerks	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>32</b>
<b>Per Cent</b>	<b>3.0</b>	<b>9.1</b>	<b>9.1</b>	<b>30.3</b>	<b>33.4</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>6.1</b>	<b>100.0</b>

This table is read: One female Bookkeeper obtained her initial part-time job at the age of 16, 1 at the age of 17, and 2 at the age of 18. There were 4 female bookkeepers whose first job was part-time.

A total of 32 female workers began work on a part-time basis. None of the women workers began to work below the age of 14, and only 2 over the age of 22. The average age at which the women obtained part-time employment was 17.7 years; 20 of the 32 began work at the age of 17 or 18; 9 at 17 and 11 at 18 years of age. Sixty-two and five tenths per cent of the women who began in part-time work were employed at the age of 17 or 18.

Table 20 shows the data for the initial employment of males in

TABLE 20

AGE AT INITIAL PART-TIME EMPLOYMENT OF  
MALE WORKERS BY PRESENT OCCUPATION

Occupational fields and job titles	Age of initial employment													Total
	10	11	12	13	14	15	16	17	18	19	20	21	Over 22	
<b>Managerial</b>														
General managers	2	-	4	-	3	1	-	-	-	-	-	-	-	10
Office managers	-	-	-	-	-	1	-	-	1	-	-	-	-	2
<b>Record-keeping</b>														
Bookkeepers	-	-	3	-	-	-	-	-	1	-	1	-	-	5
Cashiers	-	-	-	1	1	-	-	-	-	-	-	-	-	2
<b>Secretarial and clerical</b>														
Clerks	1	-	2	1	1	1	2	-	1	1	-	1	-	11
Secretaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stenographers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Selling and store service</b>														
Deliverymen	1	-	1	-	3	1	-	-	-	-	-	-	-	6
General salesmen	1	1	1	3	3	2	-	1	1	-	2	-	-	15
Meat salesmen	-	-	-	-	-	1	-	-	-	-	-	-	-	1
Service station attendant	-	-	1	2	1	-	1	1	-	-	-	-	-	6
Stock clerks	-	-	-	1	-	-	-	-	-	-	-	-	-	1
<b>Total</b>	<b>5</b>	<b>1</b>	<b>12</b>	<b>8</b>	<b>12</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>-</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>59</b>
<b>Per Cent</b>	<b>8.6</b>	<b>1.7</b>	<b>20.7</b>	<b>13.8</b>	<b>20.7</b>	<b>12.1</b>	<b>5.2</b>	<b>3.4</b>	<b>5.2</b>	<b>-</b>	<b>6.9</b>	<b>1.7</b>	<b>-</b>	<b>100.0</b>

This table is read: 2 male general managers obtained their first jobs in part-time employment at the age of 10, 4 at age of 12, 3 at age of 14, and 1 at the age 15. There were 10 general managers whose first job was part-time.

part-time work. Fifty-nine, or 66.3 per cent of the 89 male workers began their initial employment in part-time work.

The spread of ages for male workers on first part-time jobs was greater than that of the female workers on their first part-time jobs. Out of the 59 male workers who entered part-time initial employment, 5, or 8.6 per cent, were 10 years of age; 12, or 20.7 per cent, were 12 years of age; 8, or 13.8 per cent were 13 years old; 12, or 20.7 per cent were 14 years old; and 7, or 12.1 per cent were 15 years old. Forty-five, or 76.3 per cent of the male workers beginning in part-time employment were 15 years old or less. A little over one-half of the 59 workers shown in Table 20 were 12, 13, and 14 years old when they obtained initial part-time jobs. Only 5, or a little less than 10 per cent of the workers waited until they were over 18 years of age to obtain part-time employment. The average age at which the male workers obtained initial part-time employment was 13.9 years of age.

A combination of data pertaining to the male and female workers who began initial employment in part-time work is shown in Table 21. Ninety-one, or almost two-thirds of the 150 individuals interviewed began their initial employment in part-time work.

The average age for all workers whose initial employment was part-time work, was 15.8 years old. Apparently the average worker obtained part-time employment while yet attending high school.

Only 59, or slightly over one-third of the 150 workers interviewed began work on a full-time job. Approximately one-third of the male workers and one-half of the female workers began their initial employment in part-time work. Table 22 shows the distribution of the female workers beginning their initial employment in full-time work.

TABLE 21

AGE AT INITIAL PART-TIME EMPLOYMENT OF  
MALE AND FEMALE WORKERS BY PRESENT OCCUPATIONS

Occupational fields and job titles	Age of workers												Total	
	10	11	12	13	14	15	16	17	18	19	20	21		Over 22
<b>Managerial</b>														
General managers	2	-	4	-	3	1	-	-	-	-	-	-	-	10
Office managers	-	-	-	-	-	1	-	-	1	-	-	-	-	2
<b>Record-keeping</b>														
Bookkeepers	-	-	3	-	-	-	1	1	3	-	1	-	-	9
Cashiers	-	-	-	1	2	-	-	-	-	-	-	-	-	3
<b>Secretarial and clerical</b>														
Clerks	1	-	2	1	1	1	2	-	2	1	-	1	-	12
Secretaries	-	-	-	-	-	2	2	4	3	1	-	1	1	14
Stenographers	-	-	-	-	-	1	-	1	1	-	-	-	-	3
Typists	-	-	-	-	-	-	-	-	1	-	1	-	-	2
<b>Selling and store service</b>														
Deliverymen	1	-	1	-	3	1	-	-	-	-	-	-	-	6
General salesman	1	1	1	3	3	2	-	4	4	-	2	-	1	22
Meat salesmen	-	-	-	-	-	1	-	-	-	-	-	-	-	1
Service station attendant	-	-	1	2	1	-	1	1	-	-	-	-	-	6
Stock clerks	-	-	-	1	-	-	-	-	-	-	-	-	-	1
<b>Total</b>	<b>5</b>	<b>1</b>	<b>12</b>	<b>8</b>	<b>13</b>	<b>10</b>	<b>6</b>	<b>11</b>	<b>15</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>91</b>
<b>Per Cent</b>	<b>5.5</b>	<b>1.1</b>	<b>13.1</b>	<b>8.8</b>	<b>14.3</b>	<b>11.0</b>	<b>6.6</b>	<b>12.1</b>	<b>16.5</b>	<b>2.2</b>	<b>4.4</b>	<b>2.2</b>	<b>2.2</b>	<b>100.0</b>

This table is read: Two general managers obtained their first job, which was part-time, at the age of 10; 4 obtained jobs at the age of 12; 3 at the age of 14; and 1 at the age of 15; 10 general managers began employment in part-time work.



TABLE 22

AGE AT WHICH FEMALE WORKERS OBTAINED  
INITIAL FULL-TIME EMPLOYMENT

Occupational fields and job titles	Age of workers							Total
	16	17	18	19	20	21	Over 22	
<b>Managerial</b>								
General managers	1	-	2	-	1	-	-	4
Office managers	-	-	-	-	-	-	-	-
<b>Record-keeping</b>								
Bookkeepers	1	-	-	2	1	2	-	6
Cashiers	-	-	-	-	-	-	-	-
<b>Secretarial and clerical</b>								
Clerks	-	1	-	1	-	-	1	3
Secretaries	-	1	-	1	1	-	-	3
Stenographers	-	-	1	5	-	-	-	6
Typists	-	-	1	1	1	-	-	3
<b>Selling and store service</b>								
Deliverymen	-	-	-	-	-	-	-	-
General salesmen	-	1	1	2	-	-	-	4
Meat salesmen	-	-	-	-	-	-	-	-
Service station attendant	-	-	-	-	-	-	-	-
Stock clerks	-	-	-	-	-	-	-	-
<b>Total</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>12</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>29</b>
<b>Per Cent</b>	<b>6.9</b>	<b>10.3</b>	<b>17.2</b>	<b>41.4</b>	<b>13.8</b>	<b>6.9</b>	<b>3.5</b>	<b>100.0</b>

This table is read: One female general manager's initial employment was full time and began at the age of 16, 2 began at 18, and 1 began at 20. There were 4 female general managers who began their initial employment in a full-time job.

None of the female workers obtained employment below the age of 16, and only 3 were over 20 years of age. Slightly over one-half of the female workers beginning work in full-time employment were in the secretarial and clerical group. Six, or two-thirds of the 9 workers in stenographic positions began their initial employment on a full-time job. The age of 19 was the most common age of beginning full-time employment; 12, or 41.4 per cent of the workers began work when they were 19 years old.

There was a greater variation of the ages of beginning full-time employment of the male workers than the female workers; 2 began full-time employment at the age of 10, while 3 were over 22 years old. Table 23 shows the data for the male workers.

The only concentration of workers in any particular age group was at the ages of 17 and 18 where there are 4 and 5 workers in each group respectively. The range of ages initial full-time employment was from 10 to 24 years old inclusive. The average age of employment for the male workers in their initial full-time work was 16.5 years.

Table 24 shows the combined data for the male and female workers. The combined results of the two previous tables do not show any significant results that are not shown in the other two tables.

The average age of employment of all the full-time workers was 17.7 years old. Twenty-four, or 40.7 per cent received employment at the ages of 18 and 19. Fifty-nine, or approximately one-third of the workers interviewed began work in full-time employment. Almost one-half of the managers began in full-time employment.

Initial employment was not regular employment for most of the workers. The age for regular employment was considerably above that of initial employment. Tables, 25, 26, 27, and 28, supply the data concerning the ages of first regular employment of all workers. Table 25 shows the age at which male and female workers obtained their first regular part-time job.

There were 13 female workers who began their first regular work in part-time employment. The range of ages was very narrow for the female workers in part-time employment; 17 to 20 years, inclusive. All but 3, or one-fourth of the group, began work at either 18 or 19

TABLE 23

## AGE AT INITIAL FULL-TIME EMPLOYMENT OF MALE WORKERS

Occupational fields and job titles	Age of worker s													Total
	10	11	12	13	14	15	16	17	18	19	20	21	Over 22	
<b>Managerial</b>														
General managers	1	-	-	-	2	-	-	-	1	-	-	-	-	4
Office managers	-	-	-	-	-	-	-	1	-	-	-	-	2	3
<b>Record-keeping</b>														
Bookkeepers	-	-	1	-	-	-	-	-	-	1	-	-	-	2
Cashiers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Secretarial and clerical</b>														
Clerks	-	-	1	-	-	-	-	2	-	1	1	-	-	5
Secretaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stenographers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Selling and store service</b>														
Deliverymen	-	-	-	-	-	-	-	-	1	-	-	-	-	1
General salesmen	1	-	-	-	-	3	1	1	1	-	-	1	1	9
Meat salesmen	-	-	-	-	1	-	1	-	1	-	-	-	-	3
Service station attendant	-	-	-	1	-	-	-	-	1	-	-	-	-	2
Stock clerks	-	-	-	1	-	-	-	-	-	-	-	-	-	1
<b>Total</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>30</b>
<b>Per Cent</b>	<b>6.7</b>	<b>-</b>	<b>6.7</b>	<b>6.7</b>	<b>10.0</b>	<b>10.0</b>	<b>6.7</b>	<b>13.3</b>	<b>16.6</b>	<b>6.7</b>	<b>3.3</b>	<b>3.3</b>	<b>10.0</b>	<b>100.0</b>

This table is read: One male general manager obtained initial full-time employment at the age of 10, 2 at the age of 14, 1 at the age of 18. There were 4 male general managers whose initial employment was full time.

TABLE 21.

AGE AT INITIAL FULL-TIME EMPLOYMENT OF MALE AND  
FEMALE WORKERS BY PERCENT OCCUPATION

Occupational fields and job titles	Age of workers													Total
	10	11	12	13	14	15	16	17	18	19	20	21	Over 22	
<b>Managerial</b>														
General managers	1	-	-	-	2	-	1	-	3	-	1	-	-	8
Office managers	-	-	-	-	-	-	-	1	-	-	-	-	2	3
<b>Record-keeping</b>														
Bookkeepers	-	-	1	-	-	-	1	-	-	3	1	2	-	8
Cashiers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Secretarial and clerical</b>														
Clerks	-	-	1	-	-	-	-	3	-	2	1	-	1	8
Secretaries	-	-	-	-	-	-	-	1	-	1	1	-	-	3
Stenographers	-	-	-	-	-	-	-	-	1	5	-	-	-	6
Typists	-	-	-	-	-	-	-	-	1	1	1	-	-	3
<b>Selling and store service</b>														
Deliverymen	-	-	-	-	-	-	-	-	1	-	-	-	-	1
General salesmen	1	-	-	-	-	3	1	2	2	2	-	1	1	13
Meat salesmen	-	-	-	-	1	-	1	-	1	-	-	-	-	3
Service station attendant	-	-	-	1	-	-	-	-	1	-	-	-	-	2
Stock clerks	-	-	-	1	-	-	-	-	-	-	-	-	-	1
<b>Total</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>10</b>	<b>14</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>59</b>
<b>Per Cent</b>	<b>3.4</b>	<b>-</b>	<b>3.4</b>	<b>3.4</b>	<b>5.1</b>	<b>5.1</b>	<b>6.8</b>	<b>11.8</b>	<b>16.9</b>	<b>23.7</b>	<b>8.5</b>	<b>5.1</b>	<b>6.8</b>	<b>100.0</b>

This table is read: One general manager began initial full-time employment at the age of 10, 2 at the age of 14, 1 at the age of 16, 3 at the age of 18, 1 at the age of 20. There were 8 general managers whose initial employment was full-time.

TABLE 25

AGE AT WHICH MALE AND FEMALE WORKERS OBTAINED  
FIRST REGULAR PART-TIME JOB

Occupational fields and job titles	Age job was obtained													Total	
	Females					Males					Total				
	17	18	19	20	Total	14	15	16	17	18	19	20	21	Total	
<b>Managerial</b>															
General managers	-	-	-	1	1	-	-	-	-	-	-	-	-	-	1
Office managers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Record-keeping</b>															
Bookkeepers	-	-	1	-	1	-	-	-	-	-	-	1	-	1	2
Cashiers	-	-	1	-	1	-	-	-	-	-	1	-	-	1	2
<b>Secretarial and clerical</b>															
Clerks	-	-	1	-	1	-	-	2	-	-	-	-	2	4	5
Secretaries	1	2	1	-	4	-	-	-	-	-	-	-	-	-	4
Stenographers	-	2	-	1	3	-	-	-	-	-	-	-	-	-	3
Typists	-	1	-	-	1	-	-	-	-	-	-	-	-	-	1
<b>Selling and store service</b>															
Deliverymen	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General salesmen	-	-	1	-	1	-	2	-	-	1	-	1	1	5	6
Meat salesmen	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service station attendant	-	-	-	-	-	1	-	-	-	-	-	-	-	1	1
Stock clerks	-	-	-	-	-	-	-	-	-	-	1	-	-	1	1
<b>Total</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>13</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>13</b>	<b>26</b>
<b>Per Cent</b>	<b>7.7</b>	<b>38.5</b>	<b>38.5</b>	<b>15.3</b>	<b>100.0</b>	<b>7.7</b>	<b>15.4</b>	<b>15.4</b>	<b>-</b>	<b>7.7</b>	<b>15.4</b>	<b>15.4</b>	<b>23.0</b>	<b>100.0</b>	

This table is read: One female general manager's first regular job was part-time, and she began work at the age of 20. There was only 1 general manager who began regular employment in a part-time position.



years of age. The average age for the female group was 18.6 years. It is significant also that 10 of the 13 were working in the secretarial and clerical field of work.

Table 25 shows the age at which male workers obtained their first regular part-time job.

The number of male workers beginning regular employment in part-time work was the same as it was for the female workers, however a smaller per cent. Fourteen and six tenths per cent of the 39 male workers began regular employment as part-time, while 19.7 per cent of the 61 female workers began regular employment as part-time. The range of ages for the male workers was greater than for the female workers. The range of the males were 14 to 21 years, as compared to female workers, whose range was 17 to 20 years. The average age of the male workers beginning regular part-time work was 18.2 years, as compared to that of 18.6 years for the females. It is interesting to note that none of the male workers in managerial positions began regular employment on part-time work. Over one-half of those beginning regular employment as part-time work were in the selling and store service field, and one-third were in the clerical field.

Table 25 includes a combination of data for the male and female workers beginning regular employment in part-time jobs. The range of ages for all workers was from 14 to 21 inclusive, and the average age of employment was 18.4 years. It is significant that only one of the 23 people engaged in managerial positions began as part-time workers. The ages of 18 and 19 were most common for entering regular employment considering the entire group.

TABLE 26

AGE AT WHICH FEMALE WORKERS OBTAINED FIRST  
REGULAR FULL-TIME JOB

Occupational fields and job titles	Age job was obtained							Total
	17	18	19	20	21	22	23	
<b>Managerial</b>								
General managers	1	2	-	-	-	-	-	3
Office managers	-	-	-	-	-	-	-	-
<b>Record-keeping</b>								
Bookkeepers	1	1	2	2	3	-	-	9
Cashiers	-	-	-	-	-	-	-	-
<b>Secretarial and clerical</b>								
Clerks	1	1	-	-	-	-	1	3
Secretaries	2	1	2	3	2	2	1	13
Stenographers	-	1	4	1	-	-	-	6
Typists	-	1	1	2	-	-	-	4
<b>Selling and store service</b>								
Deliverymen	-	-	-	-	-	-	-	-
General salesmen	2	3	2	1	-	2	-	10
Meat salesmen	-	-	-	-	-	-	-	-
Service station attendant	-	-	-	-	-	-	-	-
Stock clerks	-	-	-	-	-	-	-	-
<b>Total</b>	<b>7</b>	<b>10</b>	<b>11</b>	<b>9</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>48</b>
<b>Per Cent</b>	<b>14.6</b>	<b>20.8</b>	<b>22.9</b>	<b>18.8</b>	<b>10.4</b>	<b>8.3</b>	<b>4.2</b>	<b>100.0</b>

This table is read: One female general manager obtained first regular full-time job at the age of 17, and 2 at the age of 18. There were 3 female general managers whose first regular employment was full-time.

The three tables, numbers 26, 27, and 28 show the data concerning the age of first regular employment of workers in full-time employment.

Table 26 shows the information for the female workers.

A majority of the 61 female workers began regular employment in full-time work, as reported by 48, or 80.3 per cent of the female workers employed in business occupations. The range of ages for full-time employment was 17 to 23 years of age, inclusive. The most common ages for regular employment were 18, 19, and 20, which included 30, or

64.5 per cent of the 48 workers. The mean age of full-time employment for female workers was 19.6 years and the median 19.5 years.

Table 27 shows the data for the ages at which male workers obtained first regular full-time employment.

The range of ages at which male workers obtained their first regular full-time employment was greater than the range of ages for females on either part- or full-time employment, and greater than the range of ages for males on initial part-time employment. There was a range of 13 or 12 to 24 years inclusive, for the male workers entering regular full-time employment. More workers received employment at the age of 21 than any other age classification, with the age groups of 16 and 17 close, each having 10 as compared to 11 at the age of 21. Seventy-six, or 85.4 per cent of the 89 male workers began in regular full-time employment. By referring to Table 27 it will be seen that few obtained regular employment below the age 15 while the number of those at the age of 21 was greater. The mean age of full-time employment for the male workers was 18.7 years and the median was 17.9 years. The mean and median were both lower for the male workers than for the females, by about 1 and 2 years respectively.

Table 28 shows the combined data for the male and female workers who began regular work as full-time employment.

The greatest number of workers obtained employment at the age of 18. Nineteen, or 15.6 per cent of the 124 workers who began regular employment in full-time work, obtained work at the age of 18. Seventeen, or 13.7 per cent of the workers began employment at the age of 17, and the same number at the age of 19. All the persons in managerial positions received their first regular employment in full-time positions. The

TABLE 27

AGE AT WHICH MALE WORKERS OBTAINED  
FIRST REGULAR FULL-TIME JOB

Occupational Fields and Job Titles	Age at Which Job Was Obtained													Total
	12	13	14	15	16	17	18	19	20	21	22	23	24	
<b>Managerial</b>														
General Managers	1	-	1	1	2	1	2	1	-	2	-	1	2	14
Office Managers	-	-	-	-	-	1	-	-	-	2	-	-	2	5
<b>Record-Keeping</b>														
Bookkeepers	-	-	-	-	-	1	1	-	1	2	1	-	-	6
Cashiers	-	-	-	-	-	-	-	-	-	-	-	-	1	1
<b>Secretarial and Clerical</b>														
Clerks	1	-	1	-	1	2	-	1	2	1	2	-	1	12
Secretaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stenographers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Selling and Store Service</b>														
Deliverymen	-	-	-	1	-	2	1	-	1	1	-	-	1	7
General Salesmen	-	-	-	3	3	2	3	2	-	3	2	1	-	19
Meat Salesmen	-	-	-	-	2	-	1	-	1	-	-	-	-	4
Service Station Attendants	-	1	-	-	1	1	1	2	-	-	1	-	-	7
Stock Clerks	-	-	-	-	1	-	-	-	-	-	-	-	-	1
<b>Total</b>	2	1	2	5	10	10	9	6	5	11	6	2	7	76
<b>Per Cent</b>	2.6	1.3	2.6	6.6	13.2	13.2	11.8	7.9	6.6	14.5	7.9	2.6	9.2	100.0

This table is read: One male general manager obtained his first regular full-time job at the age of 12, 1 at 14, 1 at 15, 2 at 16, 1 at 17, 2 at 18, 1 at 19, 2 at 20, and 1 at 23. There were 14 male general managers whose first regular job was a full-time job.

TABLE 28

## AGE AT WHICH WORKERS OBTAINED

## FIRST REGULAR FULL-TIME JOB

Occupational Fields and Job Titles	Age at Which Job Was Obtained													Total
	12	13	14	15	16	17	18	19	20	21	22	23	24	
<b>Managerial</b>														
General Managers	1	-	1	1	2	2	4	1	-	2	-	1	2	17
Office Managers	-	-	-	-	-	1	-	-	-	2	-	-	2	5
<b>Record-Keeping</b>														
Bookkeepers	-	-	-	-	-	2	2	2	3	5	1	-	-	15
Cashiers	-	-	-	-	-	-	-	-	-	-	-	-	1	1
<b>Secretarial and Clerical</b>														
Clerks	1	-	1	-	1	3	1	1	2	1	2	1	1	15
Secretaries	-	-	-	-	-	2	1	2	3	2	2	1	-	13
Stenographers	-	-	-	-	-	-	1	4	1	-	-	-	-	6
Typists	-	-	-	-	-	-	1	1	2	-	-	-	-	4
<b>Selling and Store Service</b>														
Deliverymen	-	-	-	1	-	2	1	-	1	1	-	-	1	7
General Salesmen	-	-	-	3	3	4	6	4	1	3	4	1	-	29
Meat Salesmen	-	-	-	-	2	-	1	-	1	-	-	-	-	4
Service Station Attendants	-	1	-	-	1	1	1	2	-	-	1	-	-	7
Stock Clerks	-	-	-	-	1	-	-	-	-	-	-	-	-	1
<b>Total</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>10</b>	<b>17</b>	<b>19</b>	<b>17</b>	<b>14</b>	<b>16</b>	<b>10</b>	<b>4</b>	<b>7</b>	<b>124</b>
<b>Per Cent</b>	<b>1.5</b>	<b>.8</b>	<b>1.5</b>	<b>4.0</b>	<b>8.1</b>	<b>13.7</b>	<b>15.6</b>	<b>13.7</b>	<b>11.3</b>	<b>12.9</b>	<b>8.1</b>	<b>3.2</b>	<b>5.6</b>	<b>100.0</b>

This table is read: One general manager obtained first regular full-time employment at the age of 12, 1 at 14, 1 at 15, 2 at 16, 2 at 17, 4 at 18, 1 at 19, 2 at 21, 1 at 23, and 2 at 24. There were 17 general managers whose first regular employment was full-time.



mean age of all workers who began regular in full-time positions was 18.9 years, and the median was 18.3 years.

Various agencies are responsible for workers obtaining jobs in business at the present time. In order to ascertain the most common media through which jobs were obtained by the business occupation workers in Stillwater, they were asked to state the media through which they received their first jobs. The data reveals that workers obtained employment through the following mediums: school, friends, relatives, employment agencies, and self application. Table 29 gives the data as reported by the workers.

Table 29 shows that 67, or almost one-half of the 150 workers interviewed reported that they obtained their jobs by asking for them, or in other words by personal application. Only 10, or 6.7 per cent of the 150 workers stated they received their first job through the school; 6, or 4 per cent stated they received their first job through an employment agency. Due to the fact that there was not an employment agency in Stillwater at the time many of the people interviewed received their first job, might explain the small number of jobs obtained through that medium. Forty, or 28 per cent reported that they received their first job through friends; and 25, or 16.7 per cent reported relatives.

It is not known what per cent of the workers interviewed are now working for relatives, however, this information would be worthwhile, if and when a similar study is made. There seems to be little distinction in the way, male and female workers each obtained employment.

Workers often find after they have been on the job for a while, that there are some particular kinds of training they did not get while in school which they would like to have that would help them with their work.

TABLE 29

## MEDIUM THROUGH WHICH FIRST JOB WAS OBTAINED BY WORKERS

Occupational fields and job titles	Medium through which job was obtained											
	School		Friends		Relatives		Employment agency		Self		Total	
	M	F	M	F	M	F	M	F	M	F	M	F
<b>Managerial</b>												
General managers	-	-	-	-	3	2	-	-	11	2	14	4
Office managers	2	-	1	-	1	-	-	-	1	-	5	-
<b>Record-keeping</b>												
Bookkeepers	2	2	2	2	1	2	-	-	2	4	7	10
Cashiers	-	-	-	-	-	-	1	-	1	1	2	1
<b>Secretarial and clerical</b>												
Clerks	3	-	4	2	2	1	-	-	7	1	16	4
Secretaries	-	-	-	9	-	2	-	-	-	6	-	17
Stenographers	-	-	-	6	-	-	-	-	-	3	-	9
Typists	-	1	-	3	-	-	-	-	-	1	-	5
<b>Selling and store service</b>												
Deliverymen	-	-	2	-	1	-	-	-	4	-	7	-
General salesmen	-	-	3	4	4	-	3	2	14	5	24	11
Meat salesmen	-	-	1	-	1	-	-	-	2	-	4	-
Service station attendant	-	-	3	-	4	-	-	-	1	-	8	-
Stock clerks	-	-	-	-	1	-	-	-	1	-	2	-
<b>Total</b>	<b>7</b>	<b>3</b>	<b>16</b>	<b>26</b>	<b>18</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>44</b>	<b>23</b>	<b>89</b>	<b>61</b>
<b>Per Cent</b>	<b>4.7</b>	<b>2.0</b>	<b>10.7</b>	<b>17.3</b>	<b>12.0</b>	<b>4.7</b>	<b>2.7</b>	<b>1.3</b>	<b>29.3</b>	<b>15.3</b>		

This table is read: Three male general managers obtained their first job through relatives, 2 females through relatives, 11 males and 2 females obtained their first job by personal application. There was a total of 14 male and 4 female general managers.

With this objective in view, the workers were asked what additional training they would like to have that would help them in their present employment. Tables 30 and 31 show the tabulation of the additional training desired as stated by the workers. Table 30 shows the data for the managerial, and selling and store service groups.

Of the 79 workers in the managerial, and selling and store service groups, 24, or 30.4 per cent stated they did not desire additional training to aid them in their present employment. Sales training was

TABLE 30

ADDITIONAL TRAINING DESIRED AS REPORTED BY THE SEVENTY-NINE MANAGERS  
AND SALES AND STORE SERVICE WORKERS

Additional Training Desired	Managerial						Selling and Store Service						Total			
	General Managers		Office Managers		Delivery- men		General Salesmen		Meat Salesmen		Service Station Attendants		Stock Clerks	Num- ber	Per Cent	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Agriculture	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.3
Architecture	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.3
Bookkeeping	1	1	-	-	1	-	3	-	-	-	-	-	-	-	6	7.6
Business Machines	2	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2.5
Display	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1	1.3
Economics	-	-	-	-	-	-	2	-	-	-	-	-	-	-	2	2.5
Engineering	-	-	-	-	-	-	4	-	-	-	-	-	-	-	4	5.1
English	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.3
General Business	1	-	-	-	1	-	1	-	-	-	-	-	-	-	3	3.8
Home Economics	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	1.3
Business Law	-	-	-	-	-	-	2	-	-	-	-	-	-	-	2	2.5
Marketing	1	-	-	-	-	-	1	-	-	-	-	-	-	-	2	2.5
Mathematics	-	-	-	-	1	-	-	-	-	-	1	-	-	-	2	2.5
Meat Cutting and Judging	-	-	-	-	-	-	-	-	2	-	-	-	-	-	2	2.5
Mechanics	-	-	-	-	1	-	1	-	1	-	1	-	-	-	4	5.1
Merchandising	-	-	-	-	-	-	2	-	-	-	-	-	-	-	2	2.5
Psychology	-	-	-	-	-	-	-	-	1	-	1	-	-	-	2	2.5
Salesmanship	4	1	-	-	4	-	5	4	-	-	4	-	-	-	22	27.8
Shorthand	1	1	-	-	-	-	-	-	-	-	-	-	-	-	2	2.5
Statistics	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	1.3
Typing	1	2	-	-	-	-	-	-	-	-	-	-	-	-	3	3.8
None	4	-	4	-	1	-	4	7	-	-	2	-	2	-	24	30.4

This table is read: Agriculture was selected by 1 general manager as the additional training desired.  
Of the 79 workers, 1.3 per cent desired training in agriculture.

selected by 22 or a little over one-fourth of the workers. The workers selected 20 other kinds of training desired, but there were only a few wanting any one of the kinds selected. The workers stated they would like to have short intensive courses, mostly of refresher type, which could be had in evening school work. It is well to note, that approximately 2 out of every 3 persons interviewed, who were engaged in a managerial or selling position, would like to have some kind of additional training; approximately one-fourth reported salesmanship as their choice.

Table 31 shows the additional training desired by the workers in the secretarial and clerical, and the record-keeping groups. It will be noticed that a greater per cent of the workers in these groups would like to have some additional training, than in the managerial and selling groups.

Out of the 71 workers in the record-keeping, and secretarial and clerical groups, 60, or 84.5 per cent said they would like to have some additional training. Only 11, or 15.5 per cent stated they did not want any additional training. Shorthand was selected by 25, or over one-third of the workers in these groups. Eleven, or 15.5 per cent would like to have some additional training in bookkeeping; 9, or 12.7 per cent would like to have training in business machine operation; and 7, or 9.9 per cent would like to have more typing.

Considering the results from the 150 workers in Tables 30 and 31, 27, or 18 per cent reported they would like to have training in shorthand; 24, or 16 per cent reported they would like to have sales training; 16, or 10.7 per cent wanted additional training in bookkeeping; 11, or 7.3 per cent wanted training on business machines; and 10, or 6.7 per cent

TABLE 31

ADDITIONAL TRAINING DESIRED, AS REPORTED BY THE SEVENTY-ONE  
RECORD-KEEPERS, AND SECRETARIAL AND CLERICAL WORKERS

Additional training desired	Record-keeping				Secretarial and clerical								Total	
	Book-keeping		Cashiers		Clerks		Secre- taries		Stenog- raphers		Typists		Num- ber	Per Cent
	M	F	M	F	M	F	M	F	M	F	M	F		
Agriculture	-	-	-	-	1	-	-	-	-	-	-	-	1	1.4
Bookkeeping	3	4	1	1	-	-	-	2	-	-	-	-	11	15.5
Business machines	-	1	-	-	3	-	-	2	-	2	-	1	9	12.7
Engineering	-	-	-	-	1	-	-	-	-	-	-	-	1	1.4
English	-	-	-	-	-	-	-	1	-	1	-	-	2	2.8
Filing	-	-	-	-	-	1	-	-	-	-	-	-	1	1.4
General business	1	-	-	-	2	1	-	-	-	-	-	-	4	5.6
Business law	-	-	-	-	1	-	-	1	-	-	-	-	2	2.8
Mechanics	1	-	-	-	-	-	-	-	-	-	-	-	1	1.4
Nurses' training	-	-	-	-	-	-	-	2	-	-	-	-	2	2.8
Psychology	-	1	-	-	-	-	-	-	-	-	-	-	1	1.4
Salesmanship	1	-	1	-	-	-	-	-	-	-	-	-	2	2.8
Secretarial training	-	1	-	-	-	-	-	3	-	-	-	-	4	5.6
Shorthand	-	4	-	-	1	2	-	9	-	6	-	3	25	35.2
Taxation	-	-	-	-	1	-	-	-	-	-	-	-	1	1.4
Typing	-	1	-	-	-	1	-	2	-	2	-	1	7	9.9
None	1	-	-	-	6	1	-	-	-	2	-	1	11	15.5

This table is read: Additional training in agriculture was desired by 1 male clerk in the secretarial and clerical group. One or 1.4 per cent of the 71 workers in this group desired additional training in agriculture.

wanted additional training in typing. These people stated they wanted short intensive courses in evening school work, while they were on the job. Many of those desiring shorthand, business machines, bookkeeping, and typing would like to qualify for civil service positions.

The question of labor turnover is important, but which cannot be entirely answered in this study; however, Table 32 does show the number of jobs held by workers in specified age groups, ranging in five year intervals.



TABLE 32  
 NUMBER OF JOBS HELD BY VARIOUS AGE  
 GROUPS OF WORKERS

Range of ages	Number of regular jobs held								Total
	1	2	3	4	5	6	7	8	
Under 21	12	5	4	-	-	-	-	-	21
21 - 25	34	19	5	6	2	1	-	-	67
26 - 30	8	11	12	2	2	2	1	-	38
31 - 35	6	5	5	3	2	1	1	1	24
Total	60	40	26	11	6	4	2	1	150
Per Cent	40.0	26.7	17.3	7.3	4.0	2.7	1.3	.7	100.0

This table is read: Twelve workers under 21 years old have held only 1 job, 5 have held 2 jobs, 4 have held 3 jobs. There were a total of 21 workers under 21 years old.

There is a direct relation between the number of jobs held with the age of the workers. Sixty, or 40 per cent of the workers have held only one job; 40, or 26.7 per cent have held two jobs; and 26, or 17.3 per cent have held three jobs. Only one worker had held as many as 8 regular positions. It is interesting that one manager and one meat salesman have been on the same job for 15 years. Thirty-four of the 67 individuals between the ages of 21 and 25 were on their first regular job. One hundred, or two-thirds of the workers have had two or less, positions of regular employment.

It was found by examining the interview schedules that most of those individuals in managerial positions began work as a sales clerk, and then progressed to a bookkeeper, before entering managerial positions; or visa versa, bookkeeper to sales clerk, or sales manager and then to a managerial position. In many instances those persons in record-keeping positions obtained their first position as a bookkeeper, and have remained in the same type of work. If they did not begin work as a bookkeeper, sales work was generally their initial employment. In most



cases, those persons in the secretarial and clerical positions began work in the same field of work, in which they were employed. In some cases, clerical and secretarial workers began as sales persons, or bookkeepers. Many of those in selling and store service positions are in their first job; if not their first job, they began work in the selling field.

One of the purposes set forth in this study was to find out the number of new jobs created in Stillwater, within the last year. Table 33 shows the jobs which were created during the calendar year of 1940, and the per cent these were of the total for that particular type of job.

Only 10 of the 150 workers interviewed were in positions created during the calendar year of 1940. There was one new position in each of the following job classifications: general manager, office manager, bookkeeper, cashier, secretary, stenographer, and meat salesman. Three new positions were created in general sales work. It is significant that the new jobs were well distributed among the various business occupations, yet they were few in number. There were new positions for all classifications except clerical clerks, typists, deliveryman, service station attendants, and stock clerks.

The length of time the workers have been on their present job is shown in Table 34 for the workers in all the business occupations studied. The table is set up in intervals of one year.

Almost one-third of the 49 workers have been on their present job one year. The number of years the workers have been on their present job decreases progressively, as to number of workers, except those who have been on the present job for 8 and 9 years. The managers

TABLE 33

NEW JOBS CREATED DURING CALENDAR YEAR OF 1940  
REPORTED BY WORKERS

Occupational fields and job titles	Male		Female		Total created		Total jobs
	Number	Per Cent	Number	Per Cent	Number	Per Cent	
<b>Managerial</b>							
General managers	1	5.6	-	-	1	5.6	18
Office managers	1	20.0	-	-	1	20.0	5
<b>Record-keeping</b>							
Bookkeepers	1	5.9	-	-	1	5.9	17
Cashiers	1	33.3	-	-	1	33.3	3
<b>Secretarial and clerical</b>							
Clerks	-	-	-	-	-	-	20
Secretaries	-	-	1	5.9	1	5.9	17
Stenographers	-	-	1	11.1	1	11.1	9
Typists	-	-	-	-	-	-	5
<b>Selling and store service</b>							
Deliverymen	-	-	-	-	-	-	7
General salesmen	3	8.6	-	-	3	8.6	35
Meat salesmen	1	25.0	-	-	1	25.0	4
Service station attendant	-	-	-	-	-	-	8
Stock clerks	-	-	-	-	-	-	2
<b>Total</b>	<b>8</b>	<b>80.0</b>	<b>2</b>	<b>20.0</b>	<b>10</b>	<b>100.0</b>	<b>150</b>

This table is read: One general manager job was created for a male worker during 1940. This is 5.6 per cent of the total general manager positions.

have been on their present jobs for a longer period of time as a group than any other of the groups. The average length of time for all the managers was 5 years on the present job. The average for the 150 workers interviewed was slightly less than 2.1 years, the median was 1.7 years. The average for the secretarial and clerical workers was slightly over 1.3 years on the present job. On the basis of this sample, people engaged in managerial and selling positions remain on the same job longer than those people engaged in the secretarial and record-keeping positions.

TABLE 34

LENGTH OF TIME WORKERS HAVE HELD PRESENT JOB  
BY ONE YEAR INTERVALS

Occupational fields and job titles	1	2	3	4	5	6	7	8	9	Over 9
<b>Managerial</b>										
General managers	2	2	1	2	3	2	-	3	2	1
Office managers	1	1	-	1	-	1	-	-	1	-
<b>Record-keeping</b>										
Bookkeepers	5	6	2	2	1	-	1	-	-	-
Cashiers	2	-	-	1	-	-	-	-	-	-
<b>Secretarial and clerical</b>										
Clerks	8	9	2	-	1	-	-	-	-	-
Secretaries	3	7	2	1	2	-	-	2	-	-
Stenographers	4	2	3	-	-	-	-	-	-	-
Typists	5	-	-	-	-	-	-	-	-	-
<b>Selling and store service</b>										
Deliverymen	1	-	-	3	2	-	-	1	-	-
General salesmen	11	9	2	3	3	3	1	-	2	1
Meat Salesmen	1	1	1	-	-	-	-	-	-	1
Service Station attendant	4	-	2	1	-	-	-	1	-	-
Stock clerks	2	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>49</b>	<b>37</b>	<b>15</b>	<b>14</b>	<b>12</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>3</b>
<b>Per Cent</b>	<b>32.7</b>	<b>24.7</b>	<b>10.0</b>	<b>9.3</b>	<b>8.0</b>	<b>4.0</b>	<b>1.3</b>	<b>4.7</b>	<b>3.3</b>	<b>2.0</b>

This table is read: Two general managers have held their present job 1 year; 2, 2 years; 1, 3 years; 2, 4 years; 3, 5 years; 2, 6 years; 3, 8 years; 2, 9 years; and 1 over 9 years which was actually 15 years.

Another purpose of this study was to show the salary changes of the 150 workers. Since every individual portrayed a series of salary changes unlike any other individual, it would be impossible to set up a table or a series of tables depicting the various salary changes. Table 35 shows whether the salaries have increased, decreased, or remained the same since the first job held by the individual. This classification is made by two educational levels; high school or less, and college training.

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TABLE 35

SALARY CHANGES OF WORKERS FROM FIRST TO PRESENT JOB  
BY EDUCATIONAL LEVEL

Occupational fields and job titles	High school education or less				College training				Total
	Increase	Decrease	No change	First job	Increase	Decrease	No change	First job	
<b>Managerial</b>									
General managers	4	2	-	2	8	-	-	2	18
Office managers	-	-	-	-	3	-	-	2	5
<b>Record-keeping</b>									
Bookkeepers	2	1	-	1	5	1	1	6	17
Cashiers	-	-	-	-	1	1	-	1	3
<b>Secretarial and clerical</b>									
Clerks	2	-	-	1	8	1	-	8	20
Secretaries	1	-	-	1	8	2	-	5	17
Stenographers	-	-	-	-	3	1	-	5	9
Typists	1	-	1	-	2	1	-	-	5
<b>Selling and store service</b>									
Deliverymen	3	1	-	1	2	-	-	-	7
General salesmen	7	4	-	6	4	2	-	12	35
Meat salesmen	2	-	-	1	-	-	-	1	4
Service station attendant	2	3	-	2	-	-	-	1	8
Stock clerks	1	-	-	1	-	-	-	-	2
<b>Total</b>	<b>25</b>	<b>11</b>	<b>1</b>	<b>16</b>	<b>44</b>	<b>9</b>	<b>1</b>	<b>43</b>	<b>150</b>
<b>Per Cent</b>	<b>16.7</b>	<b>7.3</b>	<b>.7</b>	<b>10.7</b>	<b>29.3</b>	<b>6.0</b>	<b>.7</b>	<b>28.6</b>	<b>100.0</b>

This table is read: Four general managers are receiving a higher salary now than they did on their beginning job; 2 are receiving a lower salary; 2 are on their first job; all of these had no school training above the high school level. Eight general managers who had some college training are receiving a higher salary now, than on their first job; 2 are on their first job. There were 18 general managers.

All but 2 of the 23 managers have either had a salary increase since their first job, or are on their first job now. Two managers who are below the college level educationally, have had a decrease in salary since their first employment. Three of the 20 record-keepers are receiving a lower salary than they did when they began work. Two of those have had some college training, and one did not have any college work. Five secretarial and clerical workers who attended college were receiving a lower salary than they did on their first position. Nine individuals in the selling and store service group were getting a lower salary than in their beginning job. Seven of the nine had not attended college. Considering the 150 workers interviewed, those who attended college show a greater record of salary increases than those who did not attend college. Out of the 53 who did not attend college 11, or 20.8 per cent were receiving a lower salary than they did on their first job; while only 9, or 9.2 per cent of those who attended college were getting a lower salary. Only two in each classification had no salary change. On the basis of the data in this study, it appears that college training is more likely to produce salary increases than just a high school education.

Few part-time workers were encountered in this study. Only five of the 150 workers were engaged in part-time positions. The remaining 145 who were engaged in full-time work are classified by sex and marital status in Table 36.

The distribution of workers is nearly the same as in Table 16, which shows the classification of all workers by sex, marital status, and occupation; since only a little over 4 per cent of the 150 workers were in part-time employment. The number of single and married full-time

TABLE 36

VARIOUS JOBS ENGAGED IN BY FULL-TIME WORKERS  
BY SEX AND MARITAL STATUS

Occupational fields and job titles	Male			Female			Total		Total workers
	Married	Single	Total	Married	Single	Total	Married	Single	
<b>Managerial</b>									
General managers	11	3	14	2	2	4	13	5	18
Office managers	4	1	5	-	-	-	4	1	5
<b>Record-keeping</b>									
Bookkeepers	3	4	7	1	8	9	4	12	16
Cashiers	1	-	1	-	1	1	1	1	2
<b>Secretarial and clerical</b>									
Clerks	7	9	16	2	2	4	9	11	20
Secretaries	-	-	-	7	10	17	7	10	17
Stenographers	-	-	-	4	5	9	4	5	9
Typists	-	-	-	3	2	5	3	2	5
<b>Selling and store service</b>									
Deliverymen	5	2	7	-	-	-	5	2	7
General salesmen	13	9	22	2	9	11	15	18	33
Meat salesmen	4	-	4	-	-	-	4	-	4
Service station attendant	2	6	8	-	-	-	2	6	8
Stock clerks	-	1	1	-	-	-	-	1	1
<b>Total</b>	<b>50</b>	<b>35</b>	<b>85</b>	<b>21</b>	<b>39</b>	<b>60</b>	<b>71</b>	<b>74</b>	<b>145</b>
<b>Per Cent</b>	<b>34.5</b>	<b>24.1</b>	<b>58.6</b>	<b>14.5</b>	<b>26.9</b>	<b>41.4</b>	<b>49.0</b>	<b>51.0</b>	<b>100.0</b>

This table is read: Eleven male general managers who were engaged in full-time work were married; 3 were single; there were 14 male general managers engaged in full-time work. Two female general managers were married and 2 single. There were a total of 4 female general managers engaged in full-time positions. A total of 13 general managers were married and 5 were single, making a complete total of 18.



workers was almost the same, there being 71, or 49 per cent who were married and 74, or 51 per cent who were single. There were more male workers in full-time employment than female workers. Eighty-five, or 58.6 per cent of the 145 full-time workers were male and 60, or 41.4 per cent were female. A greater number of the male workers were married, while the opposite was true for the female workers. Fifty-eight and eight tenths per cent of the 85 male workers were married, while only 35 per cent of the 60 female workers were married. More single women than married women, and fewer single men than married men were found working in the business occupations in Stillwater.

The data concerning part-time employment are not abundant. Consequently, the results are given here, rather than in tabular form. There were only five part-time workers interviewed as has been previously stated. All were males except 1 bookkeeper who was single. Two males were married and two were single. The married males were employed as a cashier and as a general salesperson. The single males were employed as a stock clerk and a general sales person. Two of the part-time workers were engaged in general sales work, one in bookkeeping, one as a cashier, and one as a stock clerk.

Another one of the purposes of this study was to determine the duties performed by workers in the various business occupations. Tables 37 and 38 seek to answer this purpose. Table 37 shows the frequency of performance of duties reported by workers in the 79 managerial, and selling and store service positions. The number and per cent of workers performing each duty listed are also shown. The duties listed here were given by the workers, as being those most frequently performed in connection with their work.

TABLE 37

## FREQUENCY OF PERFORMANCE OF DUTIES REPORTED BY WORKERS IN THE SEVENTY-NINE

## MANAGERIAL AND SELLING AND STORE SERVICE POSITIONS

Duties Performed by Workers	Managerial		Total Delivery- men	Selling and Store Service				Total			
	General Office Managers	Managers		General Sales- men	Meat Sales- men	Service Station Attendants	Stock Clerks	Total	Num- ber	Per Cent	
Bookkeeping	7	-	7	1	2	-	3	-	6	13	16.5
Buying	9	-	9	-	5	3	1	-	9	18	22.8
Handling Cash	5	-	5	-	2	-	4	-	6	11	13.9
Check Orders	3	-	3	-	2	-	-	-	2	5	6.3
Collecting	3	1	4	-	-	-	-	-	-	4	5.1
Contracting	1	-	1	-	-	-	-	-	-	1	1.3
Delivery	1	-	1	7	2	-	-	1	10	11	13.9
Display	-	-	-	-	1	2	-	-	3	3	3.8
Filing Stock	-	-	-	-	5	-	-	2	7	7	8.9
Fix Tires	-	-	-	-	-	-	2	-	2	2	2.5
General Management	18	-	18	-	-	1	2	-	3	21	26.6
Grease Cars	-	-	-	-	-	-	4	-	4	4	5.1
Machine Operation	-	2	2	-	-	-	-	-	-	2	2.5
Merchandising	-	-	-	-	3	-	-	-	3	3	3.8
Office Supervision	-	4	4	-	-	-	-	-	-	4	5.1
Sales Management	2	-	2	-	-	-	-	-	-	2	2.5
Selling	13	-	13	3	35	4	8	-	50	63	79.7
Service Cars	-	-	-	-	-	-	8	-	8	8	8.9
Shorthand	-	1	1	-	-	-	-	-	-	1	1.3
Soliciting	1	-	1	3	1	-	-	-	4	5	6.3
Statistical Work	-	1	1	-	-	-	-	-	-	1	1.3
Supervision	1	-	1	-	-	1	-	-	1	2	2.5
Trim Models	-	-	-	-	1	-	-	-	1	1	1.3
Typing	1	5	6	-	-	-	-	-	-	6	7.6
Wash Cars	-	-	-	-	-	-	2	-	2	2	2.5
Window Decoration	1	-	1	-	3	-	-	-	3	4	5.1

This table is read: Seven general managers reported performance of bookkeeping duties. A total of 7 persons in the managerial field reported performance of bookkeeping; 1 deliveryman, 2 general salespeople, and 3 service station attendants reported performance of bookkeeping duties, etc.

Performance of duties connected with selling were listed the greatest number of times by workers in the managerial and selling groups. Sixty-three, or 79.7 per cent of the 79 workers in these groups listed selling as one of their duties. General management duties were listed by 21, or 26.6 per cent of the 79 workers. In the order of their frequency, the following duties are listed: buying, bookkeeping, handling cash, delivery, servicing cars, filling stock, typing, etc. The 17 other duties listed in Table 37 were performed only by 5 or less individuals. People engaged in managerial and selling positions are more likely to perform such duties as selling, management, buying, bookkeeping, and handling cash.

Table 38 shows the frequency of performance of duties as reported by the 71 record-keepers, and secretarial and clerical workers.

Typing duties were performed by more workers in the record-keeping, and secretarial groups than any other duty reported by the workers in those fields. Forty-three, or 60.6 per cent of the 71 workers reported doing some kind of typing; 31, or 43.7 per cent reported bookkeeping duties; 30, or 42.3 per cent reported filing duties; and 24, or 33.8 per cent reported shorthand duties, which consisted of taking dictation and transcribing. Other duties listed in the order of their frequency are: auditing, handling correspondence, handling cash, and selling. Twelve other duties were listed which were reported performed by less than 5 individuals each.

Considering the 150 workers reporting in the four major fields, the five major duties performed are listed according to frequency of performance, as follows: selling, performed by 68, or 45.3 per cent of the 150 workers; typing, performed by 49, or 32.7 per cent;

TABLE 38

FREQUENCY OF PERFORMANCE OF DUTIES REPORTED  
BY RECORD-KEEPING AND SECRETARIAL AND CLERICAL WORKERS

Duties	Record-Keeping			Secretarial and Clerical				Total		
	Bookkeepers	Cashiers	Total	Clerks	Secretaries	Stenographers	Typists	Total	Num- ber	Per Cent
Auditing	1	-	1	8	-	-	-	8	9	12.7
Banking	-	1	1	-	-	-	-	-	1	1.4
Billing	-	-	-	2	-	-	-	2	2	2.8
Bookkeeping	17	2	19	5	6	1	-	12	31	43.7
Handling Cash	2	3	5	1	-	-	-	1	6	8.5
Cleaning Office	-	-	-	-	1	-	-	1	1	1.4
Correspondence	1	-	1	3	3	1	1	8	9	12.7
Dispatching	-	-	-	1	-	-	-	1	1	1.4
Filing	2	1	3	7	10	6	4	27	30	42.3
General Managerial	2	-	2	-	-	-	-	-	2	2.8
Handling Taxes	1	-	1	-	-	-	-	-	1	1.4
Helping Doctor	-	-	-	-	3	-	-	3	3	4.2
Interviewing	-	-	-	-	1	-	-	1	1	1.4
Machine Operator	1	-	1	1	1	1	-	3	4	5.6
Payroll	-	-	-	1	-	-	-	1	1	1.4
Selling	3	1	4	-	1	-	-	1	5	7.0
Shorthand	2	-	2	-	11	9	2	22	24	33.8
Show Card Writing	-	-	-	1	-	-	-	1	1	1.4
Telephone	1	-	1	-	2	-	-	2	3	4.2
Typing	4	1	5	12	12	9	5	38	43	60.6
TOTAL WORKERS IN JOBS	17	3	20	20	17	9	5	51	71	100.0

This table is read: One bookkeeper performs auditing duties; only 1 person in the record-keeping group performs auditing duties. Eight clerks perform auditing duties; 8 persons in the secretarial and clerical group perform auditing duties. Nine, or 12.7 per cent, of the 71 persons engaged in record-keeping, secretarial and clerical work did auditing.

bookkeeping, performed by 44, or 29.3 per cent; filing, performed by 30, or 20 per cent; and shorthand, performed by 25, or 16.7 per cent of the workers. It is significant, that in spite of the meager training most workers have received in school to perform filing duties, it is fourth in the most frequent duties reported by workers, being reported more frequently than shorthand.

Few employees own an interest in the business in which they are employed. The distribution of those who do is shown by occupation and sex in Table 39.

In that section of Stillwater east of Main Street, only 13 workers were interviewed who owned an interest in the business in which they worked. All of this 13 were general managers except 1 bookkeeper, 1 general sales person, and 1 service station operator. Fifty-five and six tenths per cent of the general managers own an interest in the business in which they work. Seven, or one-half the males own an interest in their business, and 3, or three-fourths of the females own an interest. A greater per cent of the people employed in managerial positions, than any other position, owned an interest in the business in which they worked.

Tables 40, 41, and 42 show the data for the weekly income for the full-time workers interviewed, by educational levels. Table 40 shows the weekly income reported by full-time workers having high school education or less.

The range of weekly salaries for those workers who did not attend high school is \$6.25 to \$33.75, or \$27.50. Thirty-five of the 48 workers who did not attend college were engaged in positions in the selling and store service field. The salary most frequently received

TABLE 39

## EMPLOYEES OWNING INTEREST IN BUSINESS IN WHICH THEY WORK

Occupational fields and job titles	Total	Male		Female		Do not own business	
		Number	Per Cent	Number	Per Cent	Number	Per Cent
<b>Managerial</b>							
General managers	18	7	38.9	3	16.7	8	44.4
Office managers	5	-	-	-	-	5	100.0
<b>Record-keeping</b>							
Bookkeepers	17	1	-	-	-	16	94.1
Cashiers	3	-	-	-	-	3	100.0
<b>Secretarial and clerical</b>							
Clerks	20	-	-	-	-	20	100.0
Secretaries	17	-	-	-	-	17	100.0
Stenographers	9	-	-	-	-	9	100.0
Typists	5	-	-	-	-	5	100.0
<b>Selling and store service</b>							
Deliverymen	7	-	-	-	-	7	100.0
General salesmen	35	1	-	-	-	34	97.0
Meat salesmen	4	-	-	-	-	4	100.0
<b>Service station</b>							
Attendant	8	1	-	-	-	7	87.5
Stock clerks	2	-	-	-	-	2	100.0
<b>Total</b>	<b>150</b>	<b>10</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>137</b>	

This table is read: Out of the 18 general managers 7 males, or 38.9 per cent own an interest in the business in which they work; 3 females, or 16.7 per cent own an interest in the business in which they work; 8, or 44.4 per cent do not own an interest in their business.

was \$10.00 to \$12.49, which was received by 9, or 18.7 per cent of the 48 workers in this group. The mean salary for those who did not attend college was \$17.39, while the median was \$16.25.

Table 41 shows the weekly income reported by full-time workers having attended or graduated from college.

The salary range was greater for those workers who attended college than for those who did not. The weekly salary range for the workers attending college was \$6.25 to \$71.25, or \$65.00. Twenty-nine, or 30.2



TABLE 40

## WEEKLY INCOME REPORTED BY FULL-TIME WORKERS HAVING HIGH SCHOOL EDUCATION OR LESS

Occupational fields and job titles	\$5.00-7.49	7.50-9.99	10.00-12.49	12.50-14.99	15.00-17.49	17.50-19.99	20.00-22.49	22.50-24.99	25.00-27.49	27.50-29.99	30.00-32.49	32.50-34.99	Total
<b>Managerial</b>													
General managers	2	-	1	-	1	-	1	-	1	-	1	-	7
Office managers	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Record-keeping</b>													
Bookkeepers	-	1	-	1	1	-	-	-	-	-	-	-	3
Cashiers	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Secretarial and clerical</b>													
Clerks	-	-	-	1	-	-	-	-	-	1	-	-	2
Secretaries	-	-	-	-	-	-	1	-	-	-	-	-	1
Stenographers	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Selling and store service</b>													
Deliverymen	-	-	-	1	1	-	2	1	-	-	-	-	5
General salesmen	-	-	6	3	2	3	-	1	2	1	-	-	18
Meat salesmen	-	-	-	-	-	-	-	-	2	-	-	1	3
Service station attendant	1	1	1	1	1	1	2	-	-	-	-	-	8
Stock clerks	-	-	1	-	-	-	-	-	-	-	-	-	1
<b>Total</b>	<b>3</b>	<b>2</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>48</b>
<b>Per Cent</b>	<b>6.2</b>	<b>4.2</b>	<b>18.7</b>	<b>14.6</b>	<b>12.5</b>	<b>8.3</b>	<b>12.5</b>	<b>4.2</b>	<b>10.4</b>	<b>4.2</b>	<b>2.1</b>	<b>2.1</b>	<b>100.0</b>

This table is read: The weekly income of the general managers having only a high school education is as follows: Reading horizontally from left to right; 2 receive \$5.00 to \$7.49 per week, 1 receives \$10.00 to \$12.49, 1 receives \$15.00 to \$17.49, 1 receives \$20.00 to \$22.49, 1 received \$25.00 to \$27.49, and 1 receives \$30.00 to \$32.49. There were 7 general managers having high school education or less.

TABLE A1  
WEEKLY INCOME REPORTED BY FULL-TIME WORKERS HAVING ATTENDED OR GRADUATED FROM COLLEGE

Occupational fields and job titles	\$5.00-7.49	7.50-9.99	10.00-12.49	12.50-14.99	15.00-17.49	17.50-19.99	20.00-22.49	22.50-24.99	25.00-27.49	27.50-29.99	30.00-32.49	32.50-34.99	35.00-Over	Total
<b>Managerial</b>														
General managers	1	-	-	-	-	-	1	-	-	-	1	3	5	11
Office managers	-	-	-	-	-	-	-	1	-	1	-	1	2	5
<b>Record-keeping</b>														
Bookkeepers	-	-	-	1	-	2	2	2	1	3	-	-	1	12
Cashiers	-	-	-	-	-	1	-	-	1	-	-	-	-	2
<b>Secretarial and clerical</b>														
Clerks	-	-	1	-	1	3	10	1	2	-	-	-	-	18
Secretaries	-	2	-	-	-	4	6	2	2	-	-	-	-	16
Stenographers	-	-	-	-	-	3	6	-	-	-	-	-	-	9
Typists	-	-	-	-	3	2	-	-	-	-	-	-	-	5
<b>Selling and store service</b>														
Deliverymen	-	-	-	-	-	1	1	-	-	-	-	-	-	2
General salesmen	-	-	5	1	3	-	3	2	-	1	-	-	-	15
Meat salesmen	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Service station attendant	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stock clerks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>16</b>	<b>29</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>8</b>	<b>56</b>
<b>Per Cent</b>	<b>1.1</b>	<b>2.1</b>	<b>6.2</b>	<b>2.1</b>	<b>7.3</b>	<b>16.7</b>	<b>30.2</b>	<b>8.3</b>	<b>6.2</b>	<b>5.2</b>	<b>1.1</b>	<b>5.2</b>	<b>8.3</b>	<b>100.0</b>

This table is read: One general manager who attended college receives from \$5.00-7.49 per week; 1, \$20.00-22.49; 1, \$30.00-34.99; 3, \$32.50-34.99; 5 general managers receive over \$35.00 per week. A total of 11 general managers attended college.

per cent of the 96 workers who attended college received \$20.00 to \$22.49 weekly income. Eight workers in this group received over \$35.00 weekly income; they were 5 managers, 2 office managers, and 1 bookkeeper. One bookkeeper refused to state his salary. Considering those workers receiving a weekly salary over \$35.00, there was 1 general manager receiving \$45.00, 1 receiving \$46.00, 1 receiving \$60.00, and 2 receiving \$70.00 per week; 1 office manager receiving \$40.00, and 1 receiving \$42.00 per week; and 1 bookkeeper received \$46.00. The mean weekly salary for those who attended college was \$23.59, the median \$21.20.

The comparison of the mean and median salaries of those workers who did not attend college with those who did attend college; the value of a college training is shown in dollars and cents. The mean weekly salary was \$6.20 greater for those who attended college and the median was \$5.05 greater.

It is believed worthwhile to show the statistical relation of the weekly income of the four occupational fields included in this study. Table 42 shows the combined data of Table 40 and 41, and shows the weekly salary of all workers interviewed full-time workers reporting, 1 full-time worker not reporting, and five part-time workers reporting who are discussed later.

The weekly wage received by the greatest number of workers for any one interval was \$20.00 to \$22.49; 35, or 24.3 per cent of the 144 workers fell in this bracket. The weekly income was higher for those workers in the managerial field than in the other fields. The mean weekly income for the managers was \$32.55, while the median was \$31.87, and the range \$65.00. The weekly income for the record-keepers ranked

TABLE 43

## WEEKLY INCOME REPORTED BY ALL FULL-TIME WORKERS BY OCCUPATIONAL FIELDS

Occupational fields	\$5.00-7.49	7.50-9.99	10.00-12.49	12.50-14.99	15.00-17.49	17.50-19.99	20.00-22.49	22.50-24.99	25.00-27.49	27.50-29.99	30.00-32.49	32.50-34.99	Over 35.00	Total
Managerial	3	-	1	-	1	-	2	1	1	1	2	4	7	23
Record-keeping	-	1	-	2	1	3	2	2	2	3	-	-	1	17
Secretarial and clerical	-	2	1	1	4	12	23	3	4	1	-	-	-	51
Selling and store service	1	1	13	6	7	5	6	4	4	2	-	2	-	52
Total	4	4	15	9	13	20	35	10	11	7	2	6	8	144
Per Cent	2.8	2.8	10.4	6.2	9.0	13.9	24.3	6.9	7.6	4.9	1.4	4.2	5.6	100.0

This table is read: Three managers received \$5.00-7.49 per week; 1, received \$10.00-12.49; 1 received \$15.00-17.49; 2 received \$20.00-22.49; 1 received \$22.50-24.99; 1 received \$25.00-27.49; 1 received \$27.50-29.99; 2 received \$30.00-32.49; 4 received \$32.50-34.99; and 7 received over \$35.00 per week.

second; the mean was \$22.57 and the median \$21.87, the range \$40.00. The weekly incomes of the secretarial and clerical workers ranked third; the mean was \$20.12, the median \$20.59, and the range \$22.00. The weekly income of the selling and store service group ranked fourth and lowest; the mean was \$17.85, the median \$16.96, the range \$27.50. The mean weekly income of the 144 full-time workers reporting was \$21.52, the median \$20.50, the range \$65.00.

The sample taken, was composed of over three-fourths of all the workers in business occupations in that section of Stillwater, east of Main Street. The territory was completely covered and all available workers under 36 years of age were contacted. Considering these facts it was deemed unnecessary to calculate the standard deviation of the mean, or the probable error of the mean for reliability of the mean wages as previously given.

The five part-time workers reporting were all attending college except 1 stock clerk who was a high school graduate, who receives \$8.00 per week. There were 2 general sales workers reporting part-time work while attending college; who received \$10.00 and \$5.00 per week. One bookkeeper received \$10.00 weekly, and one cashier received \$15.00 per week.

The number of hours workers are required to spend on their job have slowly decreased down through business development. Many positions however require more hours to be spent on the job than others. Table 43 shows the hours worked per week by full-time workers.

One full-time worker in a managerial position refused to state the number of hours he worked weekly. The 144 reporting showed a range of 45 hours per week; 4 reported working from 35 to 39 hours weekly and 3

TABLE 43

## HOURS WORKED PER WEEK ON JOB BY FULL-TIME WORKERS

Occupational fields and job titles	35-39 hours	40-44 hours	45-49 hours	50-54 hours	55-59 hours	60-64 hours	65-69 hours	70-74 hours	75-79 hours	80-84 hours	Total
<b>Managerial</b>											
General managers	-	2	-	5	1	4	-	2	1	2	17
Office managers	1	3	1	-	-	-	-	-	-	-	5
<b>Record-keeping</b>											
Bookkeepers	1	5	4	3	1	2	-	-	-	-	16
Cashiers	-	2	-	-	-	-	-	-	-	-	2
<b>Secretarial and clerical</b>											
Clerks	-	16	3	-	-	-	-	-	-	1	20
Secretaries	1	10	4	2	-	-	-	-	-	-	17
Stenographers	-	9	-	-	-	-	-	-	-	-	9
Typists	1	4	-	-	-	-	-	-	-	-	5
<b>Selling and store service</b>											
Deliverymen	-	-	-	-	-	4	-	3	-	-	7
General salesmen	-	2	8	6	5	10	2	-	-	-	33
Meat salesmen	-	-	-	-	-	3	-	1	-	-	4
Service station attendant	-	-	1	2	-	-	1	4	-	-	8
Stock clerks	-	-	-	-	-	-	1	-	-	-	1
<b>Total</b>	<b>4</b>	<b>53</b>	<b>21</b>	<b>18</b>	<b>7</b>	<b>23</b>	<b>4</b>	<b>10</b>	<b>1</b>	<b>3</b>	<b>144</b>
<b>Per Cent</b>	<b>2.8</b>	<b>36.8</b>	<b>14.6</b>	<b>12.5</b>	<b>4.9</b>	<b>17.9</b>	<b>2.8</b>	<b>6.9</b>	<b>0.7</b>	<b>2.1</b>	<b>100.0</b>

This table is read: Two full-time general managers work 40-44 hours per week; 5, 50-54 hours; 1, 55-59 hours; 4, 60-64 hours; 2, 70-74 hours; 1, 75-79 hours; and 2, 80-84 hours per week. There were 17 general managers reporting.



reported working 30 to 34 hours weekly. The greatest number of workers for any one interval reported working 40 to 44 hours per week. Fifty-three, or 36.6 per cent of the 144 workers reported working 40 to 44 hours per week. The mean number of hours for all full-time workers was 51.8 weekly. The managers reported a mean of 54.3 hours weekly; the mean for those in record-keeping positions was 47.3 hours weekly; the secretarial and clerical workers reported working a mean of 42.8 hours weekly, which was the lowest for any of the groups. The mean for those engaged in selling and store service positions was 57.9 hours weekly, which was the highest for any of the groups.

The 5 part-time workers reported working from 30 to 45 hours per week on their jobs. The bookkeeper reported 30 hours, the cashier reported 33 hours, the stock clerk 30 hours, and the 2 general sales clerks reported 40 and 45 hours per week.

Workers are not stable in their jobs, which is caused from various reasons. The workers interviewed in the survey were asked to give their reasons for leaving their previous job. Table 44 gives the reasons as stated by the workers in the various occupations.

Thirty-eight, or 25.3 per cent of the workers reported going into a better job as the reason for leaving their previous position. Thirty, or 20 per cent of the workers reported they left previous work because present position offered better opportunities. Promotion was reported by 5; convenience was reported by 13; marriage reported 4; position discontinued was reported by 10; 40 said they were on their first job; and 10 did not state any reason for making a change.

The workers were also asked why their predecessor left the position they now occupy. The results of the tabulation is shown in Table 45. The reasons given in the table are those given by the individual workers.

TABLE 44

## REASONS FOR LEAVING PREVIOUS JOBS, AS REPORTED BY WORKERS

Occupational Fields and Job Titles	Better Pay		Better Oppor- tunities		Promotion		Conveni- ence		Marriage		Position Discontinued		First Reason Job Not Stated		Total		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
<b>Managerial</b>																	
General Managers	2	-	10	-	1	-	-	-	-	2	-	1	-	-	1	1	18
Office Managers	2	-	-	-	1	-	-	-	-	-	-	-	1	-	1	-	5
<b>Record-Keeping</b>																	
Bookkeepers	1	1	3	1	-	-	-	3	-	1	1	-	2	2	-	2	17
Cashiers	-	-	1	-	-	1	-	-	-	-	-	-	1	-	-	-	3
<b>Secretarial and Clerical</b>																	
Clerks	3	1	3	-	-	1	1	1	-	-	2	-	5	1	2	-	20
Secretaries	-	7	-	-	-	-	-	3	-	-	-	-	-	7	-	-	17
Stenographers	-	1	-	1	-	1	-	1	-	-	-	-	-	5	-	-	9
Typists	-	1	-	-	-	-	-	1	-	-	-	2	-	-	-	1	5
<b>Selling and Store Service</b>																	
Deliverymen	3	-	1	-	-	-	-	-	-	-	2	-	1	-	-	-	7
General Salesmen	6	3	6	-	-	-	1	2	-	1	-	1	8	5	2	-	35
Meat Salesmen	3	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	4
Service Station Attendants	3	-	3	-	-	-	-	-	-	-	1	-	1	-	-	-	8
Stock Clerks	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	2
<b>Total</b>	<b>24</b>	<b>14</b>	<b>28</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>11</b>	<b>-</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>20</b>	<b>20</b>	<b>6</b>	<b>4</b>	<b>150</b>
<b>Per Cent</b>	<b>16.0</b>	<b>9.3</b>	<b>18.7</b>	<b>1.3</b>	<b>1.3</b>	<b>2.0</b>	<b>1.3</b>	<b>7.4</b>	<b>-</b>	<b>2.7</b>	<b>4.0</b>	<b>2.7</b>	<b>13.3</b>	<b>13.3</b>	<b>4.0</b>	<b>2.7</b>	<b>100.0</b>

This table is read: Two male general managers reported better pay to be the reason they left their previous jobs; 10 males reported better opportunities; 1 male reported a promotion; 2 females reported marriage; 1 female reported position held discontinued; 1 male and 1 female did not state the reason for leaving previous job. Eighteen general managers reported.

TABLE 45

REASONS WHY PREDECESSORS OF PRESENT WORKERS LEFT JOB,  
AS REPORTED BY PRESENT WORKERS

Occupational Fields and Job Titles	Promotion		Trans- ferred		Better Job		Marriage		Discharged		Death		Not Stated		No Previous Employee		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
<b>Managerial</b>																	
General Managers	-	-	2	-	2	1	-	-	2	-	1	-	6	2	1	1	18
Office Managers	1	-	-	-	1	-	-	-	-	-	-	-	2	-	1	-	5
<b>Record-Keeping</b>																	
Bookkeepers	-	-	1	-	-	2	-	4	2	-	-	3	3	1	-	-	17
Cashiers	-	-	-	-	-	-	1	1	-	-	-	-	1	-	-	-	3
<b>Secretarial and Clerical</b>																	
Clerks	-	1	1	-	2	-	-	1	1	1	-	-	12	1	-	-	20
Secretaries	-	2	-	1	-	3	-	4	-	1	-	1	-	5	-	-	17
Stenographers	-	1	-	1	-	-	-	1	-	1	-	-	-	3	-	2	9
Typists	-	1	-	-	-	1	-	1	-	-	-	-	-	2	-	-	5
<b>Selling and Store Service</b>																	
Deliverymen	-	-	-	-	-	-	-	-	3	-	-	-	4	-	-	-	7
General Salesmen	1	-	2	2	3	1	-	4	2	2	-	-	16	2	-	-	35
Meat Salesmen	-	-	-	-	-	-	-	-	2	-	-	-	1	-	1	-	4
Service Station Attendants	-	-	-	-	2	-	-	-	3	-	-	-	3	-	-	-	8
Stock Clerks	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-	-	2
<b>Total</b>	2	5	6	4	10	8	1	16	16	5	1	2	49	18	4	3	150
<b>Per Cent</b>	1.3	3.3	4.0	2.7	6.7	5.3	.7	10.7	10.7	3.3	0.7	1.3	32.6	12.0	2.7	2.0	100

This table is read: The general managers gave the following reasons for their predecessors' leaving the position: 2 males reported predecessor transferred; 2 males and 1 female reported better job outside the company; 2 males reported discharged; 1 male reported death; 1 male and 1 female reported no previous employee; 6 males and 2 females did not state the reason. Eighteen general managers reported on this question.

Many of the workers did not know why their predecessor left and some did not report. Sixty-seven, or 44.6 per cent did not state a reason. Sixteen female workers reported marriage as the reason their predecessor left. Sixteen males and 5 females, or 14 per cent reported the previous worker was discharged. Promotions were received by 7, 10 were transferred, and 18 went to a better job in some other concern. Death was reported by 3 and no previous employee was reported by 7 of the 150 workers reporting.

A number of workers received some kind of organized training after going into their first regular employment. Some went back to school, other received training on the job, while others took correspondence work. Table 46 shows the number and per cent of workers in the various business occupations who had taken some kind of organized training since their first regular employment.

Only 35, or 23.3 per cent of the 150 workers interviewed had had any additional organized training of any kind since their first regular employment. Thirteen, or 8.7 per cent had gone back to school for some work desired; 14, or 9.3 per cent had some kind of training on the job; and 8, or 5.3 per cent had taken correspondence work. Correspondence was largely taken by those in managerial and record-keeping positions, and largely consisted of some kind of work in record-keeping. The training on the job was mostly short intensive courses in sales training. Those who went back to school took secretarial work in most cases.

The workers were asked to divulge their future vocational plans. Tables 47 and 48 shows the tabulation of the future vocational plans as reported by the workers. It must be kept in mind that this was only an opinion of what the worker thought he would do in the future.

TABLE 46

MEDIA THROUGH WHICH WORKERS RECEIVED ORGANIZED TRAINING  
SINCE FIRST REGULAR EMPLOYMENT

Occupational fields and job titles	In school		On the job		Correspondence		No training		Total Number
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent	
<b>Managerial</b>									
General managers	-	-	3	16.7	1	5.6	14	77.7	18
Office managers	2	40.0	1	20.0	1	20.0	1	20.0	5
<b>Record-keeping</b>									
Bookkeepers	2	11.8	3	17.6	4	23.5	8	47.1	17
Cashiers	-	-	-	-	1	33.3	2	66.7	3
<b>Secretarial and clerical</b>									
Clerks	4	20.0	2	10.0	-	-	14	70.0	20
Secretaries	4	23.5	1	5.9	-	-	12	70.6	17
Stenographers	-	-	-	-	-	-	9	100.0	9
Typists	-	-	-	-	-	-	5	100.0	5
<b>Selling and store service</b>									
Deliverymen	-	-	-	-	-	-	7	100.0	7
General salesmen	1	2.9	4	11.4	-	-	30	85.7	35
Meat salesmen	-	-	-	-	-	-	4	100.0	4
Service station attendant	-	-	-	-	1	12.5	7	87.5	8
Stock clerks	-	-	-	-	-	-	2	100.0	2
<b>Total</b>	<b>13</b>	<b>8.7</b>	<b>14</b>	<b>9.3</b>	<b>8</b>	<b>5.3</b>	<b>115</b>	<b>76.7</b>	<b>150</b>

This table is read: Three, or 16.7 per cent of the general managers received organized training since regular employment, in school; 1, or 5.6 per cent by correspondence; 14, or 77.7 per cent have had no organized training since first regular employment. Eighteen general managers reporting.

Table 47 shows the report of vocational plans as reported by the managers, and selling and store service workers.

In most cases, the 79 workers in the managerial, and selling and store service groups, planned to stay in the same work, or did not have any plans at all. Thirty-six, or 45.6 per cent expected to stay in the same work; and 24, or 30.3 per cent had no plans for the future. Those who had no plans were found scattered throughout the managerial and selling positions. It is significant to note that 13 of the 23 managers expected to stay in the work they were doing. Workers indicated 12 other future plans which are shown in the table, however, they were only selected by a few of the workers in each case.

Table 48 shows the future vocational plans of the 71 workers in the record-keeping, and secretarial and clerical fields.

A great majority of the workers in the record-keeping, and secretarial and clerical field also expected to either stay in the same work, or did not have any future vocational plans. Twenty-seven, or 38.1 per cent expected to stay in the same work, and 14, or 19.8 per cent did not have any future plans. Sixteen other plans were reported by a small number of the workers.

Considering the 150 workers; 63, or 42 per cent expected to make no changes in the work they were doing in the immediate future. Thirty-eight, or 25.3 per cent had no plans for the future. The remaining 49 workers reported 20 different future vocational plans which are shown in Tables 47 and 48. One might believe that many of the workers in the business occupations, in that section of Stillwater, east of Main Street, were just drifting along in their present position and not planning for the future.



TABLE 47

FUTURE VOCATIONAL PLANS AS REPORTED BY MANAGERS  
AND SELLING AND STORE SERVICE WORKERS

Vocational Plans	Managerial						Selling and Store Service						Total			
	General Managers		Office Managers		Delivery-men		General Salesmen		Meat Salesmen		Service Station Attendants		Stock Clerks		Num-ber	Per Cent
	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Agricultural Economics	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	1.3
Aircraft Mechanics	-	-	-	-	1	-	-	-	-	-	-	-	-	-	1	1.3
Armed Service	-	-	-	-	-	-	2	-	-	-	-	-	-	-	2	2.5
Bookkeeping	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	1.3
Civil Service	-	-	-	-	-	-	1	-	1	-	-	-	-	-	2	2.5
Electric Welding	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	1.3
Engineering	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	1.3
Establish own Business	2	-	-	-	-	-	2	-	-	-	-	-	-	-	4	5.0
Homemaking	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	1.3
Marriage	-	-	-	-	-	-	-	2	-	-	-	-	-	-	2	2.5
Oil Business	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1	1.3
Store Management	-	-	-	-	-	-	1	-	1	-	-	-	-	-	2	2.5
Same Work	12	1	2	-	4	-	14	-	2	-	1	-	-	-	36	45.6
No Definite Plans	-	2	2	-	2	-	3	9	-	-	4	-	2	-	24	30.3
<b>Total</b>	<b>14</b>	<b>4</b>	<b>5</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>24</b>	<b>11</b>	<b>4</b>	<b>-</b>	<b>8</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>79</b>	<b>100.0</b>

This table is read: One male office manager chose agricultural economics as his future vocation. One, or 1.3 per cent, of the 79 managers and sales and store service people stated agricultural economics to be the field which they plan to enter.

TABLE 48

FUTURE VOCATIONAL PLANS AS REPORTED BY RECORD-KEEPERS  
AND SECRETARIAL AND CLERICAL WORKERS

Vocational Plans	Record-Keepers				Secretarial and Clerical								Total	Per Cent
	Bookkeepers		Cashiers		Clerks		Secretaries		Stenographers		Typists			
	M	F	M	F	M	F	M	F	M	F	M	F		
Agricultural Economics	1	-	-	-	1	-	-	-	-	-	-	-	2	2.8
Armed Service	-	-	-	-	3	-	-	-	-	-	-	-	3	4.2
Bookkeeping	-	-	1	1	2	-	-	-	-	-	-	-	4	5.6
Civil Service	-	-	-	-	3	-	-	1	-	-	-	-	4	5.6
Contracting	1	-	-	-	-	-	-	-	-	-	-	-	1	1.4
Engineering	-	-	-	-	1	-	-	-	-	-	-	-	1	1.4
H homemaking	-	-	-	-	-	1	-	2	-	-	-	2	5	7.1
Journalism	-	-	-	-	-	-	-	1	-	1	-	-	2	2.8
Marriage	-	-	-	-	-	-	-	-	-	-	-	1	1	1.4
Mechanics	1	-	-	-	-	-	-	-	-	-	-	-	1	1.4
Newspaper Work	-	-	-	-	-	1	-	-	-	-	-	-	1	1.4
Registered Nurse	-	-	-	-	-	-	-	1	-	-	-	-	1	1.4
Selling	1	-	-	-	-	-	-	-	-	-	-	-	1	1.4
Secretarial Work	-	1	-	-	-	-	-	-	-	-	-	-	1	1.4
Store Management	-	-	-	-	1	-	-	-	-	-	-	-	1	1.4
Teaching	-	-	-	-	-	-	-	1	-	-	-	-	1	1.4
Same Work	3	7	1	-	1	1	-	10	-	3	-	1	27	38.1
No Plans	-	2	-	-	4	1	-	1	-	5	-	1	14	19.8
<b>Total</b>	<b>7</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>16</b>	<b>4</b>	<b>-</b>	<b>17</b>	<b>-</b>	<b>9</b>	<b>-</b>	<b>5</b>	<b>71</b>	<b>100.0</b>

This table is read: One female bookkeeper and 1 male clerk stated agricultural economics to be the vocational field which they plan to enter. Two, or 2.8 per cent, of 71 record-keepers and secretarial and clerical workers selected agricultural economics as their future work.

The final chapter will be devoted to summarizing the previous chapters, and drawing conclusions from the data presented, and making recommendations which could be carried out in future studies having a similar purpose in view.

## CHAPTER IV

## SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

## Summary

The purpose of this study was to determine the educational background, occupational history and the employment status of one hundred fifty persons under thirty-six years of age employed in managerial, record-keeping, secretarial and clerical, and selling and store service positions in the City of Stillwater, Oklahoma.

From business employees representing a variety of kinds and sizes of businesses located in that section of Stillwater, Oklahoma lying east of Main Street, 150 usable personal interviews were made.

After the data were gathered the interview sheets were classified according to the duties performed into four main groups: Managerial, record-keeping, secretarial and clerical, and selling and store service.

## Conclusions

1. Of the 150 workers 23, or 15.3 per cent, were managers; 20, or 13.3 per cent, were record-keepers; 51, or 34 per cent, were secretarial and clerical workers; and 56, or 37.4 per cent were selling and store service workers.
2. Of the 150 workers interviewed 89, or 59.3 per cent were men, and 61, or 40.7 per cent were women.
3. The number of married workers and single workers were approximately the same, 73 were married and 77 were single. About three-fifths of the men and one-third of the women were married.
4. Tabulation of the data showed a majority of the workers had had some college training; 89, or 59.3 per cent attended college,

university or business college.

5. Forty-three, or 28.7 per cent graduated from high school but did not attend college. Only 6, or 4 per cent did not attend high school. There were 32 college graduates, and 6 who had attended business college. On the basis of the 150 workers interviewed it would appear that not only high school graduation, but also, some college training would be advantageous when obtaining a position in Stillwater.

6. Considering training in high school, business college, and college, typewriting was studied by more workers than any other business subject. Over one-half of the workers studied took typewriting in high school, business college, or college; almost one-half took accounting and bookkeeping.

7. Commerce work was the major study of 58, or 38.6 per cent of the workers. Of those who majored in Commerce, 23, or 36.4 per cent majored in bookkeeping. Other subjects most frequently studied as a leading study were typewriting, shorthand, marketing, general business, business law, and economics. One-third of the 150 workers studied did not pursue a major field of work.

8. Training in some phase of Commerce was most frequently noted as of greatest benefit on their present jobs. Over two-fifths of the workers stated it the most helpful on the present job. It was interesting that 40, or 26.7 per cent stated they did not get any training in school that had been helpful in their present work. This may be explained that 25 workers in the business occupations had studied engineering, agriculture, architecture and other fields not related to business.

9. Only one-third of the 150 workers reported they were now in the

occupation for which they last planned while in school. The male workers were more persistent in following their occupational plans than were the females.

10. It is significant to note that 35, or 56.7 per cent of the workers reported going into regular employment immediately after getting out of school. Another 20 per cent, or 30 workers, waited only three months or less. Only 13, or 8.7 per cent, waited over twelve months before receiving regular employment.

11. The average worker whose initial employment was part-time began work rather young. The average was 15.8 years old, which is below the average age for high school graduation. A majority, or 91 workers, received their initial employment in part-time work. The average age of employment for those 59 workers whose initial work was full-time was 17.7 years.

12. The average age for obtaining regular employment was somewhat above that for initial employment. The average age for female workers entering regular part-time employment was 18.6 years, for the male workers, 16.2 years. The average age for the female workers entering regular full-time employment was 19.5 years; for the males, 16.7 years. Only 26, or less than one-fifth of the 150 workers began regular employment in part-time work.

13. The following means of obtaining initial employment were reported by the workers, in the order named: personal application, friends, relatives, school, and employment agency. More workers secured employment through personal application, than any of the other ways mentioned.

14. Some kind of additional training was desired by 115, or 76.7



per cent of the workers. The following types of training were reported as being desired in the order named: shorthand, sales training, bookkeeping and accounting, business machines, and typewriting. Short intensive courses which could be had in evening school were desired by most of those workers, stating they wanted additional training.

15. Only 10 new jobs were found which were created during the calendar year of 1940. They were well distributed throughout the occupations studied.

16. The average length of time the workers had been on their present job at the time of being interviewed, was 2.1 years. The managers averaged approximately 5 years on their jobs, while the secretarial and clerical workers only averaged slightly over 1.3 years. One-third of all the workers had been on their present job only 1 year or less. Over one-half had been on their present job 2 years or less.

17. On the basis of those workers interviewed in this study, individuals having college training showed a greater tendency for a wage increase over their regular employment period than did those with only high school training.

18. A great variety of different duties were reported by the 150 workers included in this study. However, there were 5 duties which were mentioned with greater frequency than other duties. They appear in the following order of frequency: selling, typing, bookkeeping, filing, and shorthand.

19. Only thirteen workers interviewed owned an interest in the business in which they were employed. Ten of that number were managers. Ten of the 18 general managers owned or owned an interest in the business in which they worked.

20. The weekly salary for the business occupation workers in Stillwater was for the most part below the national figures for 1939. The national figures were as follows: executives and salaried officials \$49.16, Office and Clerical employees \$30.76, selling employees \$19.65<sup>12</sup> The mean weekly salary for the managers interviewed was \$32.66, record-keepers \$22.57, secretarial and clerical workers \$20.12, selling and store service workers \$17.85. The mean weekly salary of the 1/4 full-time workers reporting was \$21.52. The range of salaries for business occupation employees were from \$5.00 to \$70.00 per week.

21. The average hours worked weekly by full-time workers was 51.6. The greatest number of workers reported working 40-44 hours inclusive per week. The workers engaged in the selling and store service group worked the greatest number of hours, for the four groups considered, which was 57.9 weekly.

22. One-fourth of the workers reported that they left their previous work to go into a better job. Other reasons appear in order of frequency reported: better opportunities, promotion, convenience, and marriage. Too few cases were studied to be able to form any dependable conclusion.

23. Only 35 workers reported taking any additional organized training since obtaining their first regular employment. Thirteen went back to school; 14 received training on the job; and 8 took correspondence.

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12. Statistical Abstract of the United States, 1939 P. 941

24. The future plans are only an opinion as reported by the individual workers interviewed. About 50 per cent expect to remain in the position in which they are now working. Over one-third reported they had no future vocational plans.

#### Recommendations

1. It is recommended that similar studies be made elsewhere in the state of Oklahoma. Then comparisons could be made in order to show the results for a larger area which would probably be more meaningful to individuals interested in conditions and status of business occupational employment.

2. Before making similar studies elsewhere or again in the city of Stillwater, well-planned publicity should be advantageous for conducting the survey. This publicity could take the form of local newspaper articles, chamber of commerce approval, or retail trade association approval.

3. The interview schedule should be revised for use in similar future studies. Questions of little importance should be omitted; such as asking for minor and major duties performed on the present job.

4. It is further recommended that investigation and additional research be made of those 115 workers who stated they would like to have additional training to help them with present job.

5. Information of the kind found in this study may be used by Distributive Education Co-ordinators and business education administrators, for planning the work in their department.

6. If, and when, a similar study is made, it would be desirable to find out the number of workers employed by relatives, in order to better determine the employment status of the average worker.

7. A study of this type should be made among the various managers of business concerns, whereby the data could be centered around the administration and control of the business enterprise. Wages, hours, duties of employees, etc. could be studied from the employer angle rather than just the employee angle alone.

8. It must be remembered that this study is only a step toward the desired goal of setting up a pattern, by which similar studies may be conducted. Much more research is needed for setting up a pattern for making business occupational surveys.

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STRAITMONT'S PARCHEM

100% RAS U.S.A.

APPENDIX

PARCHEMENT

U.S.A.

BUSINESS OCCUPATION INTERVIEW SHEET

No.          Date          Sex          Marital Status          Age         

A. EDUCATIONAL BACKGROUND:

1. At what age did you accept your first job for pay? . . . . .
2. Was your first job full or part-time? . . . . .
3. What is the highest grade you successfully completed in school? . . . . .
4. In what field or fields did you major in school? . . . . .

COMMERCE:	High School Units	College Semester Hours	Business College Months
Accounting & Bookkeeping			
Typewriting			
Shorthand			
Marketing			
Retail Selling			
Others			

4a. In what fields did you minor? \_\_\_\_\_

5. What specific training did you get in school that has helped you most on your job? \_\_\_\_\_

6. While in school, what occupational field did you last plan to enter? \_\_\_\_\_

7. How much time elapsed between the date you left school and the date on which you obtained your first regular job for wages or salary? \_\_\_\_\_

8. Have you had any additional organized training of any kind since you began your first regular job? \_\_\_\_\_

- a. In school: Description \_\_\_\_\_  
Extent \_\_\_\_\_
- b. On the job: Description \_\_\_\_\_  
Extent \_\_\_\_\_
- c. Correspondence: Description \_\_\_\_\_  
Extent \_\_\_\_\_

B. OCCUPATIONAL HISTORY:

1. In what job are you now engaged? \_\_\_\_\_
2. Is it full or part-time? \_\_\_\_\_
3. What major duties do you perform in connection with the job? \_\_\_\_\_
4. What minor duties do you perform in connection with the job? \_\_\_\_\_
5. Do you own an interest in the business which employs you? \_\_\_\_\_
6. Do you work for wages, salary, or commission? \_\_\_\_\_ W \_\_\_\_\_ S \_\_\_\_\_ C \_\_\_\_\_
7. What is your rate of pay? \_\_\_\_\_ Hour \_\_\_\_\_ Day \_\_\_\_\_ Week \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_
8. How many hours per week do you work? \_\_\_\_\_
9. At what age did you obtain your first regular job for wages or salary? \_\_\_\_\_
10. How did you get your first regular job? \* Sc F R SEE FCS Other
11. Why did you leave your last job to take the one you now have? \_\_\_\_\_

12. Are you working on a job that has been created in the last 12 months? \_\_\_\_\_

12a. If not, why did the person before you leave? \_\_\_\_\_

13. What additional training would you like to have to help you on your present job? \_\_\_\_\_

14. What are your vocational plans for the future? \_\_\_\_\_

15. What different jobs for wages or salary have you held for six months or more? (Begin with first job).

Date of work	Job title	Principal duties performed	Wages or salary	
			Full-time	Part-time
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

Remarks \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Co-School, E-Employee, R-Relative, SEE-State Employment Service, FCS-Private Employment Agency.