

HIMORE PARCHMENT

100% MADE U.S.A.

A BUSINESS OCCUPATIONAL SURVEY

OF

STILLWATER, OKLAHOMA

STRATHMORE

100%

A BUSINESS OCCUPATIONAL SURVEY  
OF  
STILLWATER, OKLAHOMA

By

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Northeastern State College

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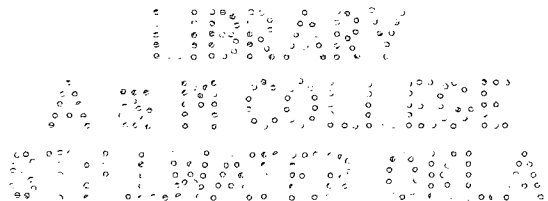
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## CHAPTER I

### STATEMENT OF THE PROBLEM

Available data about the workers in business occupations are not classified so as to be of much practical value for the purposes of guidance and curriculum development in schools and colleges. The United States Census data are too general to be used for these purposes in a local school or restricted area. The planning of suitable curricula and guiding students into various courses which are appropriate to their aptitudes and interests and which lead to gainful employment, are growing needs of colleges and secondary schools.

Good says, "Analysts maintain that selection of subject matter should be determined on the basis of social need rather than on historical importance of the various subjects, opinions of textbook writers and authorities, pronouncements of philosophers, consensus of current school practices, and committee recommendations."<sup>1</sup>

This study seeks to supply vital information concerning the business occupational workers of Stillwater, Oklahoma, as to: the educational background of the workers; the occupational history of the workers; the distribution of the workers by occupational classification; the vocational plans the workers have for the future; the media through which workers secured employment; the salary they receive; the number of newly created jobs in the various business occupations; and the age, sex, and marital status of the present workers.

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1. Good, Carter V., How to Do Research Work in Education. p. 154-155. York, Pennsylvania, The Maple Press Company. 1928

### PURPOSES OF THE STUDY

Specifically the purposes of this problem are: (1) To give information about the educational background of the workers in the business occupational positions. That is, what fields of study did the workers pursue and what are the educational levels reached by them; where did the workers receive their commercial training and how much commercial training have they received? (2) To give information about the workers' occupational history. That is, what plans for the future did the workers have while in school and what are the jobs in which they are now engaged; how many of the workers are in full-time jobs and how many are in part-time jobs; what major duties do the workers perform and what salary do they receive for their work; what are the reasons given by the workers for leaving previous jobs; what vocational plans do the workers have for the future; what training do the workers consider as being of most help to them on their present jobs; and what other training would the workers like to have. (3) To give information as to the distribution of the workers by occupational classification; through what media did the various workers secure employment; how many new jobs have been created in the calendar year of 1940; and how many workers are there who own an interest in the business which employs them.

### NEED FOR THE STUDY

The needs for this study are manifold. Among the major needs are the following:

1. To secure information about the workers' educational background and occupational history that will be of aid in curriculum and

guidance programs for the schools and colleges.

2. To obtain data which can be used in the selection and guidance of individuals. For example, if the educators and advisers of the local community know the employment situation of the community, the saturation point of employment in the various business occupations, they will be better able to give guidance to individuals for the training for those positions that may be open.

3. In like manner there is need for information for personnel directors and advisers to use in the placement of graduates and other individuals who qualify for placement.

4. There is a need for information as to the number of various business occupations that may be found in Stillwater, so that more individuals may be given training for positions in these occupations which offer the greatest opportunities for employment.

5. There is a need for information as to the most effective media through which the workers secure employment.

#### ASSUMPTIONS OF THE STUDY

Some of the assumptions of this study are: (1) That the interview method of survey research is the most convenient, economical and efficient method of obtaining data for this study. (2) That different interviewers will obtain comparable data through a common understanding of terms, the use of the same method of approach to the interviewee, and the same form of interview schedule. (3) That it is desirable and possible to build a suitable pattern of techniques and methods whereby surveys of this type can be made in other communities.

## SCOPE OF THE STUDY

Occupations Studied: The business occupational workers interviewed were only those whose duties were of the nature of managerial, record-keeping, secretarial and clerical, or selling and store service. This excludes all occupations whose major duties are those of the nature of carpenters, medical doctors, elected or appointed officials, skilled trades or others that are not of the group specified for this study.

Number of Individuals Interviewed: This study sought to include at least 150 interviews from employed persons in the four groups of specified occupations listed above. However, the district assigned for this study does not employ that many workers in the specified business occupations who qualify within the age limit. Therefore, this study is based on 96 usable interviews of a total of 107 interviews made within the Southwest Quarter of Stillwater.

Age of Those Interviewed: This study includes only those workers who have not reached the age of 36.

Area Surveyed for This Study: The interviews made for this study were made in the Southwest Quarter of the business district of Stillwater, Oklahoma. (See the map in Appendix)

## TERMS DEFINED FOR THE STUDY

Full-time Workers: For the purposes of this study, full-time workers will be those workers who have constant or steady employment for which they receive regular pay at stated intervals of time corresponding to working conditions in similar positions elsewhere. The statement of the interviewee as to whether or not he is a full-time or

part-time worker will be considered sufficient.

Part-time Workers: Are those workers who do not have definite or continuous employment for which they receive full pay at regular intervals of time. The statement of the interviewee as to whether or not he is a full-time or part-time worker will be considered sufficient.

Regular Jobs: Are those jobs that the worker has held for 6 months or longer or the job on which he is now working and expects to continue working.

Newly Created Jobs: Are those jobs for which there has been no previous employee and which have been started within the calendar year of 1940.

Additional Trainings: Additional training will be construed to mean any training that the worker may have received since he left school or college and started to work, or which he now wishes to receive.

Organized Trainings: Organized training will be used synonymously with additional training received or desired after leaving school and before or during employment.

#### PROCEDURE OF THE STUDY

The following steps were taken in the procedure of this study:

1. Conferences were held with professors and administrators in the School of Commerce of Oklahoma A. & M. College to determine the information to be sought and the best ways of gathering such data. Individual lists of questions were prepared and submitted to the head of the department of business education and to other staff members and graduate students for advice and suggestions. After this, the preliminary interview schedule was presented at three different seminar sessions and was

criticized constructively by a seminar of graduate students and graduate assistants.

2. After several successive revisions, based on individual and group conferences with interested graduate students and staff members, the interview schedule was prepared and submitted for approval. Eighteen interviews were then made as a tryout of the schedule and the data received were analyzed. The analysis of the information received resulted in many revisions being made in the interview schedule.

The following revisions are examples of those made in individual items in the interview schedule: (1) The question, "What grade level completed?" was changed to, "What is the highest grade you successfully completed in school?" (2) Another question, "Weekly income: \$10-14 \_\_, \$15-19 \_\_, \$20-24 \_\_, \$25-29 \_\_, \$30-and over \_\_." was changed to read, "What is your rate of pay? \_\_ Hour \_\_ Day \_\_ Week \_\_ Month \_\_ Year \_\_." This change was made to aid the worker in giving his rate of pay by the time interval at which he was paid. (3) The question, "Are you working on a job that has been created in the calendar year of 1940?" was added as an attempt to determine the number of newly created jobs for that year.

3. The next step was to select, with the assistance of the Dean of the School of Commerce, a section of the City of Stillwater, which would include at least 150 or more business employees in the specified occupations.

4. The interviews were made and data collected for workers within the area of Stillwater chosen for this study.

5. After the data for the study were collected, the information were organized and placed into various categories for study. The basic

data for this study were grouped into four occupational divisions on the basis of which the employees were classified. These divisions are:

- (1) Managerial, including general managers and office managers.
- (2) Record-keeping, including bookkeepers and cashiers.
- (3) Secretarial and Clerical, including clerks, secretaries, and stenographers.
- (4) Selling and Store Service, including deliverymen, general sales persons, meat salesmen, service station attendants, and stock-room clerks.

6. Tables were then constructed with the data available and interpretations made in keeping with the purpose and limitations of the study.

7. The concluding step was to summarize the information obtained through the study and to make recommendations and suggestions on methods and techniques for future studies of this type in other communities.

#### Classification of the Workers Interviewed

When grouped according to the occupational fields previously explained, the 96 workers were divided as shown in Table 1: managerial workers, the general managers and office managers, 16 or 16.7 per cent; record-keeping workers, the bookkeepers and cashiers, 19 or 19.8 per cent; secretarial and clerical workers, the clerks, secretaries and stenographers, 16 or 16.7 per cent; selling and store service, the deliverymen, general sales persons, meat salesmen, service station attendants, and stock-room clerks, 45 or 46.8 per cent.

Table 1, on the following page gives the total number of workers in each of the occupational fields by sex. The table also shows the per cent each group is of the entire number of individuals included in this study.

TABLE 1  
CLASSIFICATION OF WORKERS

Occupational Fields	Male		Female		Per Cent of All Workers	Total
	Number	Per Cent	Number	Per Cent		
Managerial	13	81.25	3	18.75	16.70	16
Record- Keeping	8	42.11	11	57.89	19.60	19
Secretarial and Clerical	5	31.25	11	68.75	16.70	16
Selling and Store Service	39	86.67	6	13.33	46.60	45
Total	65	67.70	31	32.30	100.00	96

NOTE: This table should be read as follows: Of the workers in the managerial group, 13, or 81.25 per cent of them are men; 3, or 18.75 per cent of them are women; the total number of 16 in the managerial group comprise 16.70 per cent of all the workers interviewed.

About one-sixth of the entire group belonged to the managerial group. Of this one-sixth a little over 80 per cent were male office and general managers. The remaining 20 per cent were female workers having managerial duties.

There were more than twice as many females in the secretarial and clerical group than there were males. This is indicative of a prevalence of women over men in positions that have the major duties of secretarial and clerical work.

Of the 45 selling and store service workers, 39, or almost 87 per cent were males; 6, or about 13 per cent were females. This finding



appears significant. However, the deliveryman, meat salesman, service station attendants, and stock-room clerks make up a large percentage of the male workers in this group.

Of the entire group, 65 persons, or 67.7 per cent are male workers; 31, or 32.3 per cent are female workers. This majority of male workers may be due to the location of the area surveyed, as the Southwest Quarter of Stillwater is made up, to a large extent, of smaller scale business establishments.

This chapter is devoted to a definition of the problem and a discussion of the conditions and situations out of which the need for this study arises.

The following chapter will be devoted to a study of the educational background of the business occupational workers in this study. In it will be found such information as: the number of workers leaving school at various educational levels; the number of workers completing various amounts of business subjects in high school; the number of male and female workers completing various amounts of business subjects in college; information relative to the school training being of most help to workers on their present jobs, as rated by the workers; the educational level of workers who are following the occupations they last planned while in school.

## CHAPTER II

## EDUCATIONAL BACKGROUND OF WORKERS

The facilities for obtaining a complete education in Stillwater are excellent. The schools of this community, maintained by state and local governments and supported jointly by federal, state, and local funds, offer educational opportunities from the kindergarten through the graduate school. The data in this chapter will reflect to some extent the influence of the practical, vocational function of the School of Commerce of Oklahoma Agricultural and Mechanical College and the secondary schools of this community on the educational background of the business occupational workers included in this study.

These data show there is a money value for a high school education, if difference in pay received by workers with varying backgrounds of training can be taken as a criterion. As may be seen in Table 2, more than 90 per cent of all the workers interviewed have at least been graduated from high school.

The per cent of the managerial group who either attended or who were graduated from college is noticeably high. All of the group have at least a high school education, which is significant since the individuals in this group are older than the average of any of the other three groups.

Approximately two-thirds of the bookkeepers in the record-keeping group have attended college, and nearly 50 per cent of this group have been graduated from college. The two cashiers listed with the record-keeping group have attended high school; neither has been graduated from high school.

In the secretarial and clerical group the two clerks were graduated from high school, but neither of them has attended college. Among the four secretaries included in this study, one attended college, two were graduated from college, and all four were graduated from high school. Eight, or four-fifths of the stenographers in this group attended college; five, or 50 per cent of the stenographers were college graduates; while two who had not attended college had at least a high school education.

TABLE 2

## EDUCATIONAL LEVELS AT WHICH WORKERS LEFT SCHOOL, BY SEX AND OCCUPATION

Occupational Fields and Job Titles	Eighth Grade Graduates		Attended Grades 9 to 11		High School Graduates		College Below- Graduates		College Graduates		Total Total		
	M	F	M	F	M	F	M	F	M	F	M	F	
	Managerial												
General	-	-	-	-	2	1	5	1	2	-	9	2	11
Office	-	-	-	-	1	1	3	-	-	-	4	1	5
Record-keeping													
Bookkeepers	-	-	-	-	3	3	-	6	5	-	8	9	17
Cashiers	-	-	-	2	-	-	-	-	-	-	-	2	2
Secretarial and Clerical													
Clerks	-	-	-	-	1	1	-	-	-	-	1	1	2
Secretaries	-	-	-	-	-	1	-	1	-	2	-	4	4
Stenographers	-	-	-	-	-	2	2	1	2	3	4	6	10
Selling and Store Service													
Deliverymen	2	-	-	-	2	1	2	-	-	-	6	1	7
General Sales	-	-	1	-	12	1	5	3	2	-	20	4	24
Meat Sales	-	-	1	-	2	-	1	-	-	-	4	-	4
Service Station Attendants	-	-	3	-	4	-	-	-	-	-	7	-	7
Stock-room Clerks	-	-	-	-	1	-	1	-	-	1	2	1	3
Total	2	0	5	2	28	11	19	12	11	6	65	31	96

NOTE: This table should be read as follows: Two males and one female in general manager positions left school after they were graduated from high school, etc.

In the general manager group there were nine males and two females, a total of eleven. Table 3 is a summary of the total number of all workers included in the study, grouped by occupational fields. This table gives the number and per cent of workers reaching the various educational levels.

TABLE 3  
WORKERS IN OCCUPATIONAL FIELDS LEAVING SCHOOL  
AT VARIOUS EDUCATIONAL LEVELS

Occupational Fields	Grades 1 - 8		Grades 9 - 11		High School		Attended College		College Graduate		Total		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
	Managerial	-	-	-	-	3	2	8	1	2	-	13	
Record-keeping-	-	-	2	3	3	-	6	5	-	8	11	19	
Secretarial and Clerical	-	-	-	-	1	4	2	2	2	5	5	11	16
Selling and Store Service	2	-	5	-	21	2	9	3	2	1	39	6	45
<b>Total</b>	<b>2</b>	<b>-</b>	<b>5</b>	<b>2</b>	<b>28</b>	<b>11</b>	<b>19</b>	<b>12</b>	<b>11</b>	<b>6</b>	<b>65</b>	<b>31</b>	<b>96</b>

NOTE: This table should be read as follows: Five managers, including 3 males and 2 females, finished high school; 9 managers, including 8 males and 1 female, attended college but did not graduate; 2 male managers graduated from college.

In the managerial group there were 5 who completed a high school education; 9 who attended college; and 2 who finished college. The record-keeping group compared favorably with the managerial group in the level of education attained, 6 having finished high school, 6 having attended college, and 5 having completed a college course. More of the secretarial-clerical group in proportion were graduated from college than either the managerial or record-keeping groups. Six, or three-eighths of the secretarial-clerical group finished college courses. One-third of the workers in the selling and store service group attended or finished college, while 25 or nearly one-half attained the level of high school graduation.

When the educational level of males is compared with the level reached by females, few differences are found among the workers in the four occupational fields represented. For example, 28 males out of 65

interviewed, finished high school, while 11 out of 31 females accomplished as much. Eleven males, or approximately one-sixth, finished college, while 6, or slightly more than one-fifth of the females included in the study were graduated from college.

Table 4 gives the number of male and female workers completing various business subjects in high school and the number of units of work completed in those subjects by the various workers.

TABLE 4  
HIGH SCHOOL UNITS IN BUSINESS SUBJECTS COMPLETED BY  
MALE AND FEMALE WORKERS  
BY OCCUPATIONAL GROUPS\*

Occupational Fields and Job Titles	Bookkeeping		Typewriting		Shorthand		Others
	1 Unit	2 Units	1 Unit	2 Units	1 Unit	2 Units	1 Unit
<b>Managerial:</b>							
General	1	2	6	-	1	2	2
Office	2	-	4	-	1	-	1
<b>Record-keeping:</b>							
Bookkeepers	10	-	11	2	4	-	2
Cashiers	-	-	-	-	-	-	-
<b>Secretarial and Clerical:</b>							
Clerks	1	-	2	-	1	-	-
Secretaries	2	-	1	1	1	-	-
Stenographers	4	-	7	1	5	-	-
<b>Selling and Store Service:</b>							
Deliverymen	2	-	2	-	-	-	1
General Sales	10	3	12	1	4	-	5
Rest Salesmen	-	-	-	-	-	-	-
Service Station Attendants	1	1	3	1	1	-	-
Stock-room Clerks	1	-	1	-	-	-	-
<b>Total</b>	<b>34</b>	<b>6</b>	<b>49</b>	<b>6</b>	<b>18</b>	<b>0</b>	<b>9</b>

NOTE: This table should be read as follows: One general manager completed one unit of bookkeeping; two general managers completed two units of bookkeeping; six general managers completed one unit of typewriting each.

\* A unit of high school study represents one year of successful work in a subject, as defined by accrediting agencies.

One of the significant findings of this study pertains to the high proportion of individuals interviewed who had completed one or more units of business subjects in high school. For example, 43 workers, or nearly one-half of those included in the study, reported one or two units in high school bookkeeping. Fifty-five, or more than one-half, studied typewriting. A smaller number in proportion studied shorthand in high school, the total number being 18. It is interesting to note also that of the 14 secretaries and stenographers in the secretarial-clerical group, only 6 reported having studied shorthand in high school. The number of such workers included in the survey is too small to draw conclusions concerning the tendency to postpone the study of shorthand until after high school graduation.

In addition to high school credit in bookkeeping, typewriting and shorthand, 9 different workers reported the study of such subjects as penmanship, commercial law, business mathematics, and business English. The findings revealed in Table 4, concerning commercial subjects studied in high school by the 96 workers interviewed, indicate typewriting, bookkeeping, and shorthand as the most frequently mentioned subjects of study in the order named.

Table 5 reveals the number of college semester hours in which the interviewed workers had credit. Only the business subjects are recorded in this table.



NUMBER OF MALE AND FEMALE WORKERS COMPLETING VARIOUS AMOUNTS OF  
CREDIT IN BUSINESS SUBJECTS IN COLLEGE

Occupational Fields and Job Titles	Semester Hours in Business Subjects												Total *
	Accounting			Typewriting			Shorthand			Marketing			
	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	3	2	-	3	-	-	-	-	-	4	2	-	14
Office	2	-	-	2	-	-	-	-	-	2	-	-	6
<b>Record-keeping</b>													
Bookkeepers	3	1	3	4	2	-	4	-	-	3	-	1	21
Cashiers	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Secretarial and Clerical</b>													
Clerks	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	1	2	-	2	1	-	1	2	-	-	-	-	9
Stenographers	5	2	-	4	4	-	1	4	1	2	-	-	23
<b>Selling and Store Service</b>													
Deliverymen	1	-	1	-	-	-	-	-	-	-	-	-	2
General Sales	2	3	1	5	-	-	1	-	-	2	-	-	14
Meat Sales	1	-	-	-	-	-	-	-	-	-	-	-	1
Service Station Attendants	-	-	-	-	-	-	-	-	-	-	-	-	-
Stock Room Clerks	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>18</b>	<b>10</b>	<b>5</b>	<b>20</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>6</b>	<b>1</b>	<b>13</b>	<b>2</b>	<b>1</b>	<b>90</b>

NOTE: This table should be read as follows: Three general managers have had from 1 to 6 hours, inclusive, of accounting in college; two general managers have completed 7 to 12 hours, inclusive, of accounting, etc.

\* The figures in this column should not be construed to mean individuals as there were many of the workers who gave more than one subject.

Seven of the 16 managers have had accounting in college. Five of the managers have completed from one to six hours, inclusive, of typewriting. Eight, or 50 per cent of the managers have had marketing in college. This information reveals that accounting and marketing are the most frequently studied business subjects reported by managers.

Of the 17 bookkeepers, 9 had accounting in college, 6 had typewriting, 4 had shorthand, and 4 had marketing in college. None of the cashiers or clerks attended college.

Ten of the 14 secretaries and stenographers had accounting in college, 11 had typewriting in college, and 9 had shorthand in college. This indicates, on the basis of the background of the workers interviewed, that typewriting, shorthand, and accounting are considered essential or desirable subjects for secretaries and stenographers. It may also indicate the students majoring in commerce are generally urged or required to pursue these subjects.

Of the 53 workers in selling and store service positions, 9 studied accounting, 5 studied typewriting, and 1 studied shorthand in college.

No evaluation has been placed on the school training of the workers. However, Table 6, which shows the school training of most help to the workers on their present jobs as reported by the workers, gives some idea of the value of the training received by the workers.

TABLE 6

NUMBER OF WORKERS GIVING THE SCHOOL TRAINING AS  
OF MOST HELP TO THEM ON THEIR  
PRESENT JOB

Occupational Fields and Job Titles	<u>Commerce</u>			<u>Mathematics</u>			<u>None *</u>			<u>Total</u>
	<u>M</u>	<u>F</u>	<u>T</u>	<u>M</u>	<u>F</u>	<u>T</u>	<u>M</u>	<u>F</u>	<u>T</u>	
<b>Managerial</b>										
General	6	-	6	-	-	-	4	1	5	11
Office	2	1	3	1	-	1	1	-	1	5
<b>Record-keeping</b>										
Bookkeepers	7	9	16	-	-	-	1	-	1	17
Cashiers	-	-	-	-	-	-	-	2	2	2
<b>Secretarial and Clerical</b>										
Clerks	-	-	-	1	-	1	-	1	1	2
Secretaries	-	4	4	-	-	-	-	-	-	4
Stenographers	4	6	10	-	-	-	-	-	-	10
<b>Selling and Store Service</b>										
Deliverymen	2	-	2	1	-	1	3	1	4	7
General Sales	6	3	11	-	-	-	12	1	13	24
Meat Sales	-	-	-	1	-	1	3	-	3	4
<b>Service Station</b>										
Attendants	2	-	2	3	-	3	2	-	2	7
<b>Stock-room</b>										
Clerks	1	-	1	1	-	1	-	1	1	3
<b>Total</b>	<b>32</b>	<b>23</b>	<b>55</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>26</b>	<b>7</b>	<b>33</b>	<b>90</b>

NOTE: This table should be read as follows: Six general managers gave commerce as being of most help to them on their present jobs; 5 general managers stated none of their school as being of most help to them on their present jobs.

\* Workers reporting "None" signifies that they considered no school training of particular value to them on their present jobs.

Table 6 presents the workers' evaluation of the school training of most help to them on their present jobs. Over one-half, or 55 of the workers gave commerce as being of most help to them on their present jobs. Eight men, about 12 per cent of the total men, gave mathematics as being the school training of most help to them on their present jobs.

Forty per cent of the men and 23 per cent of the women workers stated that no school training had been of any special aid to them in their present jobs. Thus, 4 out of each 10 male workers, in comparison with slightly more than 2 out of each 10 female workers, reported none of their school had been of any special value in helping them on their present jobs. Whether or not this difference between the sexes indicates differences in application to work, or grows out of the nature and value of the course pursued by females, it is not possible to report in this study.

Because commerce was given as the most important school training by a majority of the workers, Table 7 has been prepared to show by commercial subjects, the business training considered by the workers to have been of most help.

TABLE 7

COMMERCE TRAINING OF MOST HELP ON PRESENT JOB AS REPORTED  
BY WORKERS IN THE DIFFERENT OCCUPATIONS

Occupational Fields and Job Titles	Accounting	Typewriting	Shorthand	Marketing	General Business	Business Law	None	Total
<b>Managerial</b>								
General	2	-	-	3	1	1	4	11
Office	-	-	-	2	1	-	2	5
<b>Record-keeping</b>								
Bookkeepers	12	3	2	-	-	-	-	17
Cashiers	-	-	-	-	-	-	2	2
<b>Secretarial and Clerical</b>								
Clerks	-	-	-	-	-	-	2	2
Secretaries	-	4	-	-	-	-	-	4
Stenographers	-	10	-	-	-	-	-	10
<b>Store Service</b>								
Deliverymen	1	-	-	1	-	-	5	7
General Sales	7	1	-	3	-	-	11	24
Meat Sales	-	-	-	1	-	-	3	4
<b>Service Station</b>								
Attendants	-	2	1	-	-	-	4	7
Stock-room Clerks	-	1	-	-	-	-	2	3
<b>Total</b>	<b>22</b>	<b>21</b>	<b>3</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>35</b>	<b>96</b>

Table 7 pertains to the commercial training of most help to the workers on their present jobs in the different occupations.

Of the 61 workers reporting commercial work as being of most help to them, 22, or about one-third, gave accounting, and 21, or about one-third, gave typewriting, while only 3 of them gave shorthand. Twelve of the 61 workers reported marketing as being of most help. Five of these 12 were managers, while the other 7 were in selling and store service positions. Since almost one-third of the managers favored marketing, it would seem that it is a desirable course of training for managerial positions. General business was given as most valuable by 2 managers, and business law was given by 1 manager. These two courses were not listed by any of the other workers. Thirty-five of the 96 individuals interviewed did not state any commercial work as being of particular help to them on their present jobs.

Table 8 reveals the number of male workers reaching certain educational levels who are following occupations which they last planned while in school.

TABLE 8

EDUCATIONAL LEVEL OF MALE WORKERS WHO WERE OR WERE NOT FOLLOWING  
OCCUPATION LAST PLANNED WHILE IN SCHOOL

Occupational Fields and Job Titles	Educational Level											
	Grade 1-8		Grade 9-11		H. S. Graduate		College Less- Graduate		College Graduate		Total	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Managerial												
General	-	-	-	-	-	2	3	2	-	-	-	-
Office	-	-	-	-	-	2	-	2	1	1	-	-
Record-keeping												
Bookkeepers	-	-	-	-	2	1	-	-	-	-	5	-
Cashiers	-	-	-	-	-	1	-	-	-	-	-	-
Secretarial and Clerical												
Clerks	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	-	-	-	-	-	-	-	-	-	-	-	-
Stenographers	-	-	-	-	-	-	-	2	-	-	2	-
Selling and Store Service												
Deliverymen	-	2	-	-	-	2	-	2	-	-	-	-
General Sales	-	-	-	1	4	6	3	2	-	-	2	-
Meat Salesmen	-	-	-	1	-	2	-	1	-	-	-	-
Service Station Attendants	-	-	-	3	-	4	-	-	-	-	-	-
Stock-room Clerks	-	-	-	-	-	1	-	1	-	-	-	-
<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>23</b>	<b>6</b>	<b>12</b>	<b>1</b>	<b>10</b>	<b>13</b>	<b>52</b>

NOTE: This table should be read as follows: Two male general managers of the high school graduate level were not following the occupation for which they last planned while in school, etc.

Of the 65 male workers, only 13 were engaged in occupations for which they last planned while in school. Ten of the 11 college graduates were employed contrary to their last plans while in school; two-thirds of those who attended college, but did not graduate, were not following the plans they last made while in school; three-fourths of the high school graduates are not in occupations for which they last planned while in school.

The 13 workers, who were following the occupations they last planned while in school, have been graduated from high school. Six of the 13 attended college, one was graduated from college, and 6 were high school graduates.

It seems that there is little relation between the vocational plans made by the male workers while still in school and the present occupations in which they are engaged, since only 1 in 4 was following an occupation for which he planned while in school. However, there is an indication that a greater percentage of those workers of a higher educational level were following the plans they made while in school than the percentage of those in the lower educational levels.

Table 9 reveals the educational level of the 31 female workers who were or were not following the occupations for which they last planned while in school.



TABLE 9

EDUCATIONAL LEVEL OF FEMALE WORKERS WHO WERE OR WERE NOT  
FOLLOWING OCCUPATION LAST PLANNED WHILE IN SCHOOL.

Occupational Fields and Job Titles	Educational Level											
	Grade 1-8		Grade 9-11		H. S. Graduate		College Less- Graduate		College Graduate		Total	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Managerial												
General	-	-	-	-	1	-	-	1	-	-	1	1
Office	-	-	-	-	1	-	-	-	-	-	1	-
Record-keeping												
Bookkeepers	-	-	-	-	3	-	4	2	-	-	7	2
Cashiers	-	-	-	1	-	1	-	-	-	-	-	2
Secretarial and Clerical												
Clerks	-	-	-	-	-	1	-	-	-	-	-	1
Secretaries	-	-	-	-	-	1	1	-	-	2	1	3
Stenographers	-	-	-	-	2	-	2	2	-	-	4	2
Selling and Store Service												
Deliverymen	-	-	-	-	1	-	-	-	-	-	-	1
General Sales	-	-	-	-	-	1	-	3	-	-	-	4
Meat Salesmen	-	-	-	-	-	-	-	-	-	-	-	-
Service Station Attendants	-	-	-	-	-	-	-	-	-	-	-	-
Stock-room Clerks	-	-	-	-	-	-	-	-	-	1	-	1
<b>Total</b>	-	-	-	1	7	5	7	8	-	3	14	17

NOTE: This table should be read as follows: One female general manager, a high school graduate, was following her plans last made while in school; one female general manager, below college graduate, was not following her plans last made in school, etc.

Of the 31 female workers interviewed, 14 were engaged in occupations for which they last planned while in school, and 17 were not. The 3 females who were college graduates were not following the plans they last made while in school. Seven of the 15 female workers who attended college but did not graduate, reported that they were following the vocational plans they made while in school, while the remainder were not. Five of the 12 female workers who were high school graduates were following the plans they last made while in school.

An inspection of Tables 8 and 9 reveals that of the 13 college graduates only 1 persisted in the plans he last made while in school. Thirteen of the 20 workers who attended college but did not graduate, are employed in the vocations for which they last planned while in school. The vocational plans of 13 of the 40 high school graduates have materialized. None of the 10 workers of below the high school graduate level is working in occupations for which they last planned.

One would expect a closer correspondence between the vocational plans of workers who attended college and their present occupations than between the vocational plans of workers made while they were attending grade school or high school and their present occupations. However, the small number of persons interviewed prevents conclusive generalizations as to the persistence of vocational plans by workers on the various educational levels.

## SUMMARY

Eleven, or approximately two-thirds of the managerial group have attended or have been graduated from college. Two-thirds of the bookkeepers have attended college, and four-fifths of the stenographers have attended college.

There is little difference in the educational levels of the males and females interviewed in this study. About one-sixth of the males finished college, while about one-fifth of the females finished the same educational level.

Typewriting, accounting, marketing, and shorthand, respectively, are the most frequently mentioned subjects that were studied by the workers interviewed in this study.

Commerce is listed by 55 of the 56 workers as being the training of most value to them. Only one-fourth of the workers were following occupations for which they planned while in school. However, there is evidence of a greater percentage of the workers who attended college being in positions for which they planned than the percentage of the workers who did not attend college.

This chapter dealt with the educational background of the business occupational workers of Stillwater. An attempt was made to give information about the educational levels reached by the various workers; the high school and college business training they received; the training of most value to the workers on their present jobs; and the number and educational level of the workers who were following the occupations they last planned while in school.

Chapter 3 deals with the occupational history of the workers interviewed for this study.

## CHAPTER III

## OCCUPATIONAL HISTORY

This chapter pertains to the occupational history of the various workers. Such data shown should be of value to high schools and colleges in planning courses and in guidance and placement work.

In obtaining information to guide curriculum development, guidance, and the placement of graduates and other individuals, it is of definite value to know what occupations are followed and the duties, salaries, etc., of the workers. This study pertains to a study of the business occupational workers of Stillwater.

Part B of the interview sheet contained questions about the duties which were performed or expected to be performed by the workers, the salaries received, and the jobs in which the workers are now engaged; whether the jobs were full-time or part-time, and whether or not the worker owned an interest in the business in which he worked; whether he worked for wages, salary, or commission; his rate of pay, and the number of hours he worked in a given period of time; how or through what medium he obtained his present job; why the present worker left his previous job, and why the previous worker left the job now held by the present worker; whether or not the worker was working on a job created in the calendar year of 1940; what additional training the present employee would like to have to help him on his present job, and what the present workers plan to be doing in the future.

Table 10 reveals the age of present workers by occupation and sex.

TABLE 10

## AGE OF PRESENT WORKERS BY OCCUPATION AND SEX

Occupational Fields and Job Titles	18-20		21-23		24-26		27-29		30-32		33-35		Total		Total	Average Age		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F		M	F	
<b>Managerial</b>																		
General Office	-	-	-	-	3	1	2	-	-	-	4	1	9	2	11		30.17	30.00
	-	-	-	-	-	1	1	-	3	-	-	-	4	1	5		30.75	25.50
<b>Record-keeping</b>																		
Bookkeepers	-	2	3	4	2	1	1	1	2	-	-	1	6	9	17		26.25	26.39
Cashiers	-	-	-	1	-	-	-	-	-	1	-	-	-	2	2		-	27.00
<b>Secretarial and Clerical</b>																		
Clerks	-	1	-	-	1	-	-	-	-	-	-	-	1	1	2		25.50	19.50
Secretaries	-	-	-	1	-	2	-	-	-	1	-	-	-	4	4		-	21.25
Stenographers	2	2	-	4	-	-	-	-	2	-	-	-	4	6	10		25.50	21.63
<b>Selling and Store Service</b>																		
Deliverymen	4	-	1	1	-	-	-	-	1	-	-	-	6	1	7		22.00	22.50
General Sales	2	1	5	1	3	1	6	1	2	-	2	-	20	4	24		25.00	24.00
Meat Sales	-	-	-	-	1	-	1	-	-	-	2	-	4	-	4		30.75	-
<b>Service Station</b>																		
Attendants	4	-	1	-	1	-	1	-	-	-	-	-	7	-	7		22.07	-
Stock-room Clerks	-	-	2	-	-	-	-	1	-	-	-	-	2	1	3		22.50	28.50
<b>Total</b>	<b>12</b>	<b>6</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>6</b>	<b>12</b>	<b>3</b>	<b>10</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>35</b>	<b>31</b>	<b>96</b>		<b>28.27</b>	<b>24.44</b>
Per cent of Male	12.50		12.50		11.45		12.50		10.40		8.34		67.72		100.00			
Per cent Female	6.24		12.50		6.24		3.12		2.08		2.08		32.28					

NOTE: This table should be read as follows: Three male general managers and one female general manager were in the age group of 24 to 26 years, inclusive, etc.

The distribution of ages of present workers by occupations is shown in Table 10. The range of ages of workers interviewed extends from 18 to 35 years, inclusive.

Of the 18 workers whose age level was between 18 and 20 years, inclusive, there were 12 males and 6 females; 24 workers were in the age level of 21 to 23 years, inclusive, there being 12 males and 12 females. Eleven males and 6 females were in the age level of 24 to 26 years, inclusive; 12 males and 5 females were in the level of 27 to 29 years, inclusive. Ten males and 2 females were in the level of 30 to 32 years, inclusive, and 10 workers, including 8 males and 2 females, were in the age level of 33 to 35 years, inclusive.

The older group interviewed was the general managers with an average age of 30.17 years for the 13 males and 30.00 years for the 3 females. The younger group interviewed included the deliverymen with an average age of 22.00 years for the 3 males.

The average age for all of the males interviewed was 28.27 years. The average age for all of the females interviewed was 26.44 years.

Table 11 shows the number of male and female workers who obtained initial part-time work at various ages, by their present occupations.



Seven males obtained initial part-time work at the age of 12. None of the females obtained part-time work before the age of 14. Only 2 females obtained part-time work before they reached the age of 16.

Two males obtained part-time work at the age of 13; 9 males and 1 female at the age of 14; 6 males and 1 female at 15; 1 male and 3 females at the age of 16; 3 males and 3 females at 17; 8 males and 1 female at 18; 3 males and 3 females at 19; 2 male workers at 20; 1 female worker at 21. Out of a total of 54 workers who obtained initial part-time work, 41 were males and 13 were females.

The data of this table show that females were not employed before the age of 16. Twenty, or one-half of the male workers who obtained part-time work did so before the age of 16. This indicates that males were employed for part-time work at a younger age than were females.

Table 11 contains information relating to these workers whose initial work was part-time. Table 12 gives similar information for those workers who obtained initial full-time work.





Six males and 2 females obtained full-time employment before the age of 16; 4 males and 1 female at the age of 16; 1 male and 2 females at 17; 3 males and 3 females at 18; 5 females at 19; 1 male and 2 females at 21; and 6 males and 1 female at an age over 22.

Of a total of 42 workers who obtained initial full-time employment, 25 were males and 17 were females. Approximately 75 per cent of these did not obtain their first full-time employment until they were 18 years of age or older.

The data of this study show that more workers start working on a part-time basis than on a full-time basis, the number being 54 and 45 workers, respectively.

However, of the 96 workers interviewed, 90 were full-time workers and the remaining 6 were part-time workers at the time the interviews were made. This shows a ratio of full-time to part-time jobs, respectively.

This and the preceding table give the ages of the workers at their initial employment. Table 13 shows the number of workers who reported various intervals of time elapsing between their schooling and regular employment.

TABLE 13

NUMBER OF WORKERS REPORTING VARIOUS PERIODS OF TIME LAPSED  
BETWEEN LEAVING SCHOOL AND OBTAINING REGULAR EMPLOYMENT

Occupational Fields and Job Titles	Less than 1 Month		1 - 3		4 - 6		7 -12		13-24		25-30		Over 30		Total		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
	<b>Managerial</b>																
General	6	-	2	-	-	-	-	2	-	-	-	-	1	-	9	2	11
Office	3	-	1	1	-	-	-	-	-	-	-	-	-	-	4	1	5
<b>Record-keeping</b>																	
Bookkeepers	5	3	2	2	-	1	-	2	1	-	-	-	1	3	9	9	17
Cashiers	-	1	-	-	-	-	-	1	-	-	-	-	-	-	2	2	2
<b>Secretarial and Clerical</b>																	
Clerks	1	1	-	-	-	-	-	-	-	-	-	-	-	1	1	2	2
Secretaries	-	2	-	2	-	-	-	-	-	-	-	-	-	-	4	4	4
Stenographers	2	3	2	2	-	1	-	-	-	-	-	-	-	4	6	10	10
<b>Selling and Store Service</b>																	
Deliverymen	3	-	2	-	-	-	-	1	-	-	-	-	1	6	1	7	7
General Sales	12	3	2	-	2	1	2	-	1	-	-	-	1	20	4	24	24
Heat Salesmen	1	-	1	-	-	-	2	-	-	-	-	-	-	4	-	4	4
Service Station Attendants	4	-	1	-	-	-	2	-	-	-	-	-	-	7	0	7	7
Stock Clerks	2	1	-	-	-	-	-	-	-	-	-	-	-	2	1	3	3
<b>Total</b>	<b>59</b>	<b>14</b>	<b>13</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>6</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>65</b>	<b>31</b>	<b>96</b>
<b>Per cent</b>	<b>55.20</b>		<b>20.81</b>		<b>5.20</b>		<b>12.49</b>		<b>2.08</b>				<b>4.13</b>		<b>10.00</b>		<b>100.00</b>

NOTE: This table should be read as follows: Six male general managers gained their first regular employment within less than one month after leaving school; two male general managers gained employment within 1 to 3 months, inclusive, after leaving school, etc.

Fifty-three, or 55.26 per cent of all the workers were employed within less than a month after leaving school. Of the 53 workers, 40 were males, and 13 were females. Twenty, or 20.81 per cent were employed within 1 to 3 months, inclusive, after they left school; 13 of these 20 were males, and 7 were females. Five workers, 2 males and 3 females, obtained employment within 4 to 6 months, inclusive. The remaining 16 workers, 11 of which were males, and 5 of which were females, were not employed until 7 months or more lapsed from the time they left school.

No significant difference was found between the amount of time elapsing before employment for males and for females.

Tables 14 and 15 reveal the number of various workers who listed additional training that they desired.

TABLE 14

## NUMBER OF MANAGERS AND SALESPeOPLE LISTING ADDITIONAL TRAINING DESIRED

Courses of Training Desired by Various Workers	General Managers		Office Managers		Delivery- men		General Sales		Meat Sales		Service Attendants		Stock Clerks		Totals*	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Advertising	2	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-
Bookkeeping	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-
Business Machines	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Business Training	-	-	-	-	1	-	2	-	-	-	-	-	1	-	4	-
Commercial Art	-	-	-	-	-	-	4	1	-	-	-	-	-	-	4	1
Engineering	-	-	-	-	-	-	2	-	-	-	-	-	-	-	2	-
Mathematics	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-
Merchandising	-	-	-	-	1	-	1	-	-	-	-	-	-	-	2	-
Retail Selling	-	-	1	1	1	1	1	1	1	-	-	-	-	1	4	4
Salesmanship	-	-	-	-	1	-	6	1	-	-	2	-	-	-	8	1
Secretarial Work	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Shorthand	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Typewriting	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	1
None	6	2	3	-	2	-	7	2	5	-	4	0	1	-	26	4
<b>Total</b>	<b>9</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>22</b>	<b>5</b>	<b>4</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>54</b>	<b>11</b>

NOTE: This table should be read as follows: Two male general managers desired additional training in advertising; 1 male general manager desired training in bookkeeping, etc.

\* This total does not necessarily have to agree with the total number of workers as many of the workers reported a desire for more than one of the courses listed.

TABLE 15

NUMBER OF RECORD-KEEPERS AND SECRETARIAL AND CLERICAL WORKERS LISTING  
ADDITIONAL TRAINING DESIRED

Courses of Training Desired by Various Workers	Book-keepers		Cashiers		Clerical Clerks		Secretaries		Stenographers		Total *	
	M	F	M	F	M	F	M	F	M	F	M	F
	Bookkeeping	5	3	-	-	-	-	-	-	-	-	5
Business Machines	-	-	-	-	-	-	-	2	-	1	-	3
Business Training	-	-	-	-	-	-	-	-	4	2	4	2
Engineering	-	-	-	-	1	1	-	-	-	-	1	1
Retail Selling	1	-	-	-	-	-	-	-	-	-	1	-
Secretarial Work	-	1	-	-	-	-	-	-	-	-	-	1
Shorthand	-	2	-	-	-	-	-	1	-	3	-	6
Typewriting	-	-	-	-	-	-	-	-	-	1	-	1
None	2	3	-	2	-	-	-	1	-	1	2	7
<b>Total</b>	<b>8</b>	<b>9</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>13</b>	<b>24</b>

NOTE: This table should be read as follows: Five male bookkeepers desired more training in bookkeeping; 3 female bookkeepers desired more training in bookkeeping, etc.

\*As many of the workers desired more than one course of training, the total of this table will not necessarily agree with the total number of workers interviewed.

Three of the 11 general managers desired training in advertising and accounting. Eight expressed no desire for additional training. Two office managers desired more training in retail selling and 3 desired no additional training. Of the 7 deliverymen, 1 expressed a desire for business training, 1 wanted merchandising, 2 retail selling, 1 salesmanship, and 1 typewriting, while 1 desired no additional training. Of the 24 general salesmen, 2 desired business training, 5 desired training in commercial art, 2 desired training in engineering, and 1 desired training in merchandising. Two general salespeople desired training in retail selling, 6 wanted training in salesmanship, and 9 did not express a desire for any additional training.

Four of the 7 service station attendants desired no additional training, 1 desired more training in mathematics, and 2 desired more training in salesmanship. Of the two stock-room clerks, 1 wanted business training, and one desired no additional training.

Table 15 reveals that 8 of the 17 bookkeepers desired more training in accounting, 5 desired no additional training, 1 desired training in retail selling, 1 wanted training in secretarial work, and 2 specified a desire for more training in shorthand. The 2 cashiers interviewed did not express any desire for more training, and the 2 general clerks included in this study desired additional training in engineering. Two of the four secretaries desired training in business machine operation, 1 desired training in shorthand, and 1 did not express a desire for any particular training.

Of the 10 stenographers interviewed in this study, there were 6 who desired training in business courses; 1 wanted training in operating business machines, 3 desired more shorthand; 1 desired more

typewriting; and 1 did not express a desire for more training.

About five-sixths of the managers and salespeople who desired additional training were males; however, 30, or approximately one-half of these two groups, did not express desires for additional training.

Of the 35 workers in the record-keeping and secretarial and clerical groups there were only 9 workers who did not express a desire for more additional training.

This study did not attempt to determine the reasons for these various workers not having the training for which they expressed a desire. The training they desired is being offered in the Oklahoma Agricultural and Mechanical College. Whether or not the workers as a whole can take this training is not part of this study, but the training is available. Possibly, if more of these subjects were offered in night school, many of these workers would attend the classes and take advantage of the excellent educational facilities in the Stillwater community.

The next two tables, numbers 16 and 17, reveal the frequency of the duties performed by the various workers.



TABLE 10

NUMBER OF WORKERS REPORTING THE VARIOUS DUTIES PERFORMED BY THE MANAGERS AND  
SELLING AND STORE SERVICE EMPLOYEES

Duties Reported by Various Workers	General Managers	Office Managers	Deliverymen	General Sales	Meat Sales	Service Attendants	Stock Clerks	Total *
Advertising	4	1	-	6	-	-	-	11
Alterations	-	-	-	2	-	-	-	2
Buying	8	5	-	-	2	-	-	15
Cashiering	-	-	1	-	-	-	-	1
Cleaning Stock	-	-	1	3	-	4	1	9
Delivering	-	-	7	-	-	-	-	7
Machine Operating	-	-	-	1	-	-	-	1
Managing	4	2	-	-	-	-	-	6
Odd Jobs	2	-	-	1	-	1	-	4
Record-keeping	-	-	-	-	-	3	1	4
Selling	5	2	7	24	4	7	2	52
Stock Work	-	-	-	-	-	-	3	3
Typewriting	-	-	-	1	-	-	-	1
Window Decorating	2	-	-	5	-	-	-	7
<b>Total</b>	<b>25</b>	<b>10</b>	<b>16</b>	<b>45</b>	<b>6</b>	<b>15</b>	<b>7</b>	<b>122</b>

NOTE: This table should be read as follows: The duty of advertising was reported by 4 general managers; 1 office manager and 6 general salespersons, etc.

\* As many of the workers reported more than one duty the total will not agree with the number of workers interviewed.

TABLE 17

NUMBER OF WORKERS PERFORMING VARIOUS DUTIES IN RECORD-KEEPING AND SECRETARIAL  
AND CLERICAL JOBS

Duties Reported by Various Workers	Bookkeepers	Cashiers	Clerical Clerks	Secretaries	Stenographers	Total *
Assist Manager	1	-	-	2	2	3
Auditing	1	-	-	-	-	1
Cashiering	-	2	-	1	-	3
Collecting	-	-	-	1	3	4
Filing	-	-	-	-	3	3
Letter Writing	3	-	-	-	3	6
Machine Operating	1	-	1	1	1	4
Nursing	-	-	-	1	-	1
Odd Jobs	-	-	1	-	-	1
Record-keeping	17	-	-	3	-	20
Selling	1	-	2	-	-	3
Dictation	-	-	-	1	5	6
Telephoning	-	-	-	-	2	2
Typewriting	1	-	1	1	8	11
Window Decorating	1	-	-	-	-	1
<b>Total</b>	<b>28</b>	<b>2</b>	<b>5</b>	<b>11</b>	<b>27</b>	<b>71</b>

NOTE: This table should be read as follows: The duty of assisting the manager was reported by 1 bookkeeper and 2 secretaries, making a total of 3 for the time the duty was reported, etc.

\* The total will not necessarily agree with the number of individuals interviewed, as many of those reporting gave more than one duty that they performed.

Of the 22 duties listed by all of the workers, selling was given 51 times by the managerial workers and those who were in selling and store service positions. The duty listed the next highest number of times was buying. It was listed by 15 of the workers. Other duties listed were advertising, cleaning stock, delivering, managing, odd jobs, record-keeping, stock work, typewriting, and window decorating.

Record-keeping was listed by 20 workers in the record-keeping, selling, and store service groups. This duty was reported the most frequently by these groups. Other duties given by the workers were as follows: assist the manager, 3; auditing, 1; cashiering, 3; collecting, 4; filing, 5; letter writing, 6; machine operating, 4; nursing, 1; odd jobs, 1; selling, 3; shorthand, or dictation, 6; telephoning, 2; typewriting, 11; window decorating 1.

One of the interesting findings of this study is that only 3 workers in the record-keeping, secretarial, and clerical groups listed selling as a duty which they performed. These three workers included 1 bookkeeper and 2 clerical workers. One would expect most of them to do selling.

Table 17 lists the number of workers performing various duties in record-keeping and secretarial and clerical jobs.

Table 18 presents the reasons given by present workers for the previous workers leaving their jobs.

TABLE 18

REASONS FOR THE PREVIOUS WORKER LEAVING HIS JOB AS REPORTED BY THE PRESENT WORKER

Occupational Fields and Job Titles	Promoted		Married		Fired		Don't Know		First Job*		Not Stated		Total		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
<b>Managerial</b>															
General Office	2	-	-	-	2	1	2	-	1	1	2	-	9	2	11
	-	-	-	-	2	-	2	-	-	-	-	1	4	1	5
<b>Record-keeping</b>															
Bookkeepers	1	2	-	2	2	-	3	2	1	-	1	3	9	9	17
Cashiers	-	-	-	-	-	-	-	2	-	-	-	-	-	2	2
<b>Secretarial and Clerical</b>															
Clerks	-	-	-	-	-	1	1	-	-	-	-	-	1	1	2
Secretaries	-	-	-	2	-	-	-	1	-	-	-	1	-	4	4
Stenographers	2	1	-	1	-	1	-	1	-	2	2	-	4	6	10
<b>Selling and Store Service</b>															
Deliverymen	1	-	-	1	1	-	2	-	-	-	2	-	6	1	7
General Sales	4	-	-	1	5	-	5	2	2	1	4	-	20	4	24
Meat Sales	-	-	-	-	2	-	1	-	-	-	1	-	-	4	4
<b>Service Station</b>															
Attendant	1	-	-	-	1	-	3	-	-	-	2	-	7	-	7
Stock Clerks	1	-	-	-	-	1	-	-	1	-	-	-	2	1	3
<b>Total</b>	<b>12</b>	<b>3</b>	<b>-</b>	<b>7</b>	<b>15</b>	<b>4</b>	<b>19</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>14</b>	<b>5</b>	<b>65</b>	<b>31</b>	<b>96</b>

NOTE: This table should be read as follows: Of the previous workers, 2 male general managers left their jobs due to promotion; 2 male general managers left their jobs due to being fired, etc.

\*These individuals had no predecessor for the jobs they were on. However, this does not necessarily mean that they are working on newly created jobs; it may be that their jobs were created before January 1, 1940.

Table 18 reveals the reasons reported by the present workers for the previous workers leaving their jobs. Fourteen of the previous workers, 11 males and 3 females, were reported to have been promoted; 9 of the previous workers were reported as leaving their jobs for marriage. It was reported that 18 workers were "fired;" of these, 14 were males and 4 were females. Twenty-three of the present workers said they "didn't know" the reasons why the previous workers left their jobs. Twenty-six of the present workers did not state a reason for the previous workers leaving their jobs.

It should be stated that the information given in this table is based only on the statements given by the present workers. It should be noted also that nine of the workers did not have a predecessor for the job on which they are now working.

Table 19 gives the number of present workers reporting various reasons for leaving their previous jobs.

TABLE 19  
REASONS REPORTED BY PRESENT WORKERS FOR LEAVING PREVIOUS JOBS

Occupational Fields and Job Titles	Promoted		Better Pay		Marriage		Workers'*		Not Stated	
	M	F	M	F	M	F	M	F	M	F
<b>Managerial</b>										
General	-	-	7	2	-	-	2	-	-	-
Office	1	-	3	1	-	-	-	-	-	-
<b>Record-keeping</b>										
Bookkeepers	-	-	7	3	-	-	1	5	-	1
Cashiers	-	1	-	-	-	1	-	-	-	-
<b>Secretarial and Clerical</b>										
Clerks	-	-	1	-	-	-	-	1	-	-
Secretaries	-	-	-	1	-	-	-	3	-	-
Stenographers	-	3	2	-	-	-	-	2	2	1
<b>Selling and Store Service</b>										
Deliverymen	-	1	4	-	-	-	2	-	-	-
General Sales	4	-	9	2	-	1	2	1	5	-
Meat Sales	1	-	3	-	-	-	-	-	-	-
<b>Service Station</b>										
Attendants	3	-	1	-	-	-	2	-	1	-
Stock Clerks	-	-	1	-	-	1	-	-	1	-
<b>Total</b>	<b>9</b>	<b>5</b>	<b>33</b>	<b>9</b>	<b>0</b>	<b>3</b>	<b>9</b>	<b>12</b>	<b>9</b>	<b>2</b>
<b>Per cent</b>	<b>9.38</b>	<b>5.21</b>	<b>39.60</b>	<b>9.38</b>		<b>3.12</b>	<b>9.38</b>	<b>12.51</b>	<b>9.38</b>	<b>2.08</b>

NOTE: This table should be read as follows: Seven male general managers left their previous jobs for better pay; two female general managers left their previous jobs for better pay, etc.  
\* The 21 workers in this column were working on their first jobs.

Over 60 per cent of the workers interviewed reported they had either received better pay or were promoted as reasons for leaving their previous jobs. Three females left their jobs to be married.

It is significant to notice that 21, or over one-fifth of the workers interviewed, were still on their first jobs. Twelve of these 21 were females, and 9 were males. Eleven workers did not report their reasons for leaving their previous jobs.

Table 19 and the preceding tables pertained to the worker's past with reference to jobs. Tables 20 and 21 represent attempts to gain information as to the vocational plans for the future of the various workers.

TABLE 20

VOCATIONAL PLANS FOR THE FUTURE REPORTED BY THE MANAGERIAL AND SELLING  
AND STORE SERVICE WORKERS

Occupations	General Managers		Office Managers		Delivery-men		General Salesmen		Service Station Attendants		Meat Salesmen		Stock-room Clerks		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Accountant	-	-	-	-	1	-	-	-	-	-	-	-	-	-	1
Aviator	-	-	-	-	1	-	-	-	1	-	-	-	-	-	2
Business Owner	-	-	-	-	-	-	2	-	1	-	-	-	1	-	4
Electric Welder	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1
Engineer	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1
Interior Decorator	-	-	-	-	1	-	1	-	-	-	-	-	-	-	2
Journalist	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manager	-	-	-	-	1	1	3	-	-	-	1	-	-	-	6
Marriage	-	-	-	-	-	-	-	2	-	-	-	-	-	-	2
Medicine	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Merchant	-	-	-	-	-	-	2	-	-	-	-	-	-	-	2
Pharmacist	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1
Salesman	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1
Teacher	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1
Remain Same *	7	2	2	1	2	-	9	-	1	-	3	-	-	-	27
None **	2	-	1	-	-	-	1	1	3	-	-	-	-	1	9
<b>Total</b>	<b>9</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>20</b>	<b>4</b>	<b>7</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>61</b>

NOTE: This table should be read as follows: One male deliveryman planned to be an accountant in the future; 1 male deliveryman and one male service station attendant planned to be aviators in the future, etc.

\* These workers planned to remain on their present jobs.

\*\* These workers reported that they had no definite plans for the future.



Of the 16 managers interviewed in this study, 12, or three-fourths of them planned to remain in their present vocations. Three of the remaining four reported no definite plans for the future, and 1 manager planned to become a salesman.

In the general sales group there were 9, or three-eighths of the 24 workers, who planned to remain in their present vocations. Two workers planned to own their own businesses, and 3 planned to be store managers.

Three, or about one-tenth of the 31 female workers interviewed in this study, planned to remain on their present jobs, while 24 of the 65 male workers interviewed planned to remain on their present jobs. This suggests that for the data in this study, men are more certain in their plans and are less inclined to want to change than women.

Table 21 relates similar information for the record-keeping, secretarial, and clerical workers.

TABLE 21

## VOCATIONAL PLANS FOR THE FUTURE AS REPORTED BY THE RECORD-KEEPING AND SECRETARIAL-CLERICAL WORKERS

Occupations	Bookkeepers		Cashiers		General Clerks		Secretaries		Stenographers		Total
	M	F	M	F	M	F	M	F	M	F	
Accountant	1	-	-	-	-	-	-	-	-	-	1
Civil Service	-	-	-	-	-	-	-	-	2	-	2
Farmer	1	-	-	-	-	-	-	-	-	-	1
Journalist	-	-	-	-	-	-	-	-	-	1	1
Marriage	-	1	-	1	-	-	-	2	-	-	4
Nursing	-	-	-	-	-	-	-	1	-	-	1
Sales Work	1	-	-	-	-	-	-	-	-	-	1
Secretary	-	2	-	-	-	-	-	-	2	-	4
Teacher	1	-	-	-	-	-	-	-	-	-	1
Remain Same*	4	6	1	-	1	1	-	-	-	4	17
None**	-	-	-	-	-	-	-	1	-	1	2
<b>Total</b>	<b>8</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>35</b>

NOTE: This table should be read as follows: One male bookkeeper planned to become an accountant in the future; 2 male stenographers planned to be in civil service in the future, etc.

\* These workers planned to remain on their present jobs.

\*\* These workers reported that they had no definite plans for the future.

As will be seen on Table 21, ten of the 17 bookkeepers planned to remain on their present jobs, while only 4, or less than one-half of the stenographers planned to remain on their present jobs.

Of the 35 persons included in the record-keeping and secretarial-clerical groups, a total of 17 workers, or about one-half planned to remain on their present jobs. Five of the 17 were males and 12 were females.

Approximately 50 per cent of the record-keeping and secretarial-clerical workers were evidently satisfied with their present positions, as they planned to remain on their present jobs.

The number of hours worked per week by the different occupational workers is shown on Table 22.

TABLE 22

## HOURS WORKED PER WEEK ON THE JOB BY BUSINESS OCCUPATIONAL WORKERS

Occupational Fields and Job Titles	Hours Per Week								Total	Average Hours Per Week
	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69	70 to 74		
<b>Managerial</b>										
General Office	-	-	1	2	-	7	1	-	11	59.8
	2	-	-	-	-	3	-	-	5	52.5
<b>Record-keeping</b>										
Bookkeepers	1	2	5	4	4	1	-	-	17	51.3
Cashiers	-	-	2	-	-	-	-	-	2	47.5
<b>Secretarial and Clerical</b>										
Clerks	-	-	-	-	-	2	-	-	2	62.5
Secretaries	2	1	1	-	-	-	-	-	4	41.2
Stenographers	2	0	-	-	-	-	-	-	10	41.5
<b>Selling and Store Service</b>										
Deliveryman	1	-	1	2	2	-	1	-	7	53.2
General Sales	2	3	3	6	1	6	2	1	24	54.2
Meat Sales	-	-	-	-	-	3	-	1	4	65.0
Service Station										
Attendant	1	-	-	1	-	1	-	4	7	64.1
Stock Room Clerk	-	1	1	-	1	-	-	-	3	49.2
<b>Total</b>	<b>11</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>8</b>	<b>23</b>	<b>4</b>	<b>6</b>	<b>96</b>	<b>53.2</b>
<b>Per Cent of All Workers</b>	<b>11.44</b>	<b>15.62</b>	<b>14.56</b>	<b>15.62</b>	<b>8.32</b>	<b>24.04</b>	<b>4.16</b>	<b>6.24</b>	<b>100.00</b>	

NOTE: This table should be read as follows: One general manager worked between 45 and 49 hours, inclusive, on his job; 2 general managers worked between 50 and 54 hours, inclusive, on their jobs, etc.

Table 22 shows the hours worked per week on the job by the business occupational workers. The average number of hours worked by the general managers was 59.8; by the office managers, 52.5 hours; by the bookkeepers, 51.3 hours; by the cashiers, 47.5 hours; by the clerks, 62.5 hours; by the secretaries, 41.2 hours; by the stenographers, 41.5 hours; by the deliverymen, 53.3 hours; by the general sales people, 54.2 hours; by the meat salesmen, 65.0 hours; by the service station attendants, 64.1 hours; and by the stockroom clerks, 49.2 hours. The average working week for all of the workers consisted of 53.2 hours.

The managerial group reported working the most hours per week, with an average of 57.5 hours per week. The secretarial-clerical group reported working the shortest number of hours per week, with an average of 44.1 hours per week.

The average hours worked per week by the 96 workers interviewed was 53.2, while the average for the workers in managerial positions was 57.5, and the average for the secretarial-clerical group was 44.1 hours per week. The national average of hours worked per week for the total workers in retail trade was 42.6 hours, and for the workers in general merchandising 39.4 hours per week in 1939.<sup>2</sup> The workers interviewed who were in record-keeping positions reported an average of 50.9 hours worked per week, whereas the selling and store-service workers reported an average of 56.2 hours per week.

The following table, number 23, includes only the reported weekly salaries of 48 workers who attended college, or who were graduated from college.

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2. Statistical Abstract of the United States, 1939. United States Printing Office, Washington: 1940, p. 331.

TABLE 23

## WEEKLY SALARIES REPORTED BY FULL-TIME WORKERS WHO ATTENDED OR GRADUATED FROM COLLEGE

Occupational Fields and Job Titles	\$ 5.00	7.50	10.00	12.50	15.00	17.50	20.00	22.50	25.00	27.50	30.00	32.50	35.00	Average
	to	to	to	to	to	to	to	to	to	to	to	to	to	or Weekly
	7.49	9.99	12.49	14.99	17.49	19.99	22.49	24.99	27.49	29.99	32.49	34.99	More	Salary
<b>Managerial</b>														
General	-	-	-	-	-	-	-	-	1	-	1	1	5	\$33.23
Office	-	-	-	-	-	-	-	-	1	-	1	-	1	28.75
<b>Record-keeping</b>														
Bookkeepers	-	-	-	1	-	2	-	-	2	-	4	-	1	27.83
Cashiers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Secretarial and Clerical</b>														
Clerks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	-	-	-	-	2	1	-	-	-	-	-	-	-	17.08
Stenographers	2	-	-	-	-	3	3	-	-	-	-	-	-	20.00
<b>Selling and Store Service</b>														
Deliverymen	-	-	-	-	2	-	-	-	-	-	-	-	-	10.25
General Sales	2	-	4	-	1	-	-	-	2	-	2	-	-	19.58
Meat Sales	-	-	-	-	-	-	-	-	-	-	-	-	1	35.00
Service Station	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stock-room Clerks	-	-	-	-	1	-	1	-	-	-	-	-	-	18.75
<b>Total</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>1</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>-</b>	<b>6</b>	<b>-</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>48</b>

NOTE: This table should be read as follows: One general manager, who had attended or graduated from college, reported a weekly salary of between \$25.00 and \$27.49, inclusive, etc.

The average weekly salary for the managers included in this study who attended college was \$32.13, which is lower than the national average of \$49.16 per week for all executive and salaried officials, irrespective of educational accomplishment.<sup>3</sup> The average weekly salary for the record-keepers who attended college was \$27.88. The secretarial-clerical workers who attended college reported an average weekly salary of \$19.08, whereas the selling and store service group who attended college one or more years reported an average weekly salary of \$20.09.

The record-keeping group who had attended college reported an average weekly salary greater than that for the national average of \$20.76; however, this national average is for all office and clerical employees. The reported average weekly salary of \$20.09 for the selling and store-service group who had attended college compares favorably with the national average of \$19.65 for all selling employees.

This information is taken from the reports given by those workers who attained or who were graduated from college. Those workers who had not attended college reported lower average salaries per week, as would be expected, than did the workers who attended college one year or more.

Table 24 shows the weekly salaries of those workers who reported a high school education or less.

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3. Ibid, p. 341

TABLE 24

WEEKLY SALARIES OF THOSE WORKERS WHO REPORTED A HIGH SCHOOL EDUCATION OR LESS

Occupational Fields and Job Titles	\$5.00	7.50	10.00	12.50	15.00	17.50	20.00	22.50	25.00	27.50	30.00	32.50	35.00	Average Weekly Salary
	to	to	to	to	to	to	to	to	to	to	to	to	to	or More
<b>Managerial</b>														
General Office	-	-	-	-	-	-	-	-	1	1	-	1	-	\$29.65
	-	-	1	-	-	-	1	-	-	-	-	-	-	16.25
<b>Record-keeping</b>														
Bookkeepers	-	-	1	1	1	1	-	-	-	-	2	-	-	15.21
Cashiers	1	1	-	-	-	-	-	-	-	-	-	-	-	7.00
<b>Secretarial and Clerical</b>														
Clerks	-	1	-	-	-	-	-	1	-	-	-	-	-	16.25
Secretaries	-	-	-	-	-	-	1	-	-	-	-	-	-	21.25
Stenographers	-	-	-	-	-	1	1	-	-	-	-	-	-	20.00
<b>Selling and Store Service</b>														
Deliverymen	-	-	2	1	-	-	-	-	1	-	-	-	-	16.15
General Sales	-	-	5	1	-	1	3	-	1	2	-	-	-	18.18
Meat Sales	-	-	-	-	-	-	-	-	2	-	-	-	1	27.25
Service Station	1	-	2	1	-	-	2	-	-	-	-	-	-	13.50
Stock-room Clerks	-	-	-	1	-	-	-	-	-	-	-	-	-	13.75
<b>Total</b>	<b>2</b>	<b>2</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>8</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>45</b>

NOTE: This table should be read as follows: One general manager who had not attended college reported a weekly salary of between \$25.00 and \$27.49, inclusive; one general manager who had not attended college reported a weekly salary of between \$27.50 and \$29.99, inclusive, etc.



It should be borne in mind that Table 24 from which information for these statements is summarized includes only the reported weekly salaries of workers who had not attended college.

The average weekly salary for the 5 managers included in this study who had not attended college was \$24.51 per week. The record-keepers reported an average weekly salary of \$15.18, while the secretarial-clerical workers reported an average weekly salary of \$18.75. The selling and store service group who had not attended college reported an average weekly salary of \$19.18.

Twenty-seven, or over one-half of those workers who had not attended college were working in selling and store service positions. Table 24 presents a rough scatter diagram, in that it shows a distribution of workers by occupational groups according to salary intervals. For example, it is possible to note at a glance the trend of salaries by occupational fields and jobs of the individuals included in the study, according to the salaries reported. In interpreting the salary data, it should be borne in mind the averages are based on too few cases to make generalizations which would characterize the average salaries for the entire population of workers in general, in either the occupational fields or jobs within these fields.

While the average weekly salary reported for the managers who had only high school education or less is about one-fourth the average reported by the managers who attended college, in neither instance was there sufficient number of cases to warrant the drawing of reliable conclusions concerning differences in salaries as between the managers who had attended college and those managers who had not attended college.

The record-keepers interviewed for this study who had attended college reported an average weekly salary of \$27.88, while those record-keepers who had not attended college reported an average weekly salary of \$13.18, which is less than one-half the reported salary of those record-keepers who had attended college. However, there is not much difference in the average weekly salary of the workers in the selling and store service group who had attended college and the average salary of the workers in the same group who had not attended college. The workers in the selling and store service group who attended college for one year or more reported an average weekly salary of \$20.09, which is slightly above the \$19.18 reported by those workers in selling and store service positions who had a high school education or less.

The workers interviewed for this study obtained their jobs through various media, such as schools, friends, relatives, employment agencies, and personal application. This information is shown on the table to follow, number 25.

TABLE 25

MEDIUM THROUGH WHICH FIRST REGULAR JOB WAS OBTAINED BY WORKERS  
CLASSIFIED ACCORDING TO OCCUPATIONAL JOB

Occupational Fields and Job Titles	Media Through Which Workers Obtained Jobs									
	School		Friends		Relatives		Employment Agencies		Self	
	M	F	M	F	M	F	M	F	M	F
<b>Managerial</b>										
General	-	-	3	-	2	-	-	-	4	2
Office	-	-	-	1	3	-	1	-	-	-
<b>Record-keeping</b>										
Bookkeepers	1	1	2	2	1	1	-	-	4	5
Cashiers	-	-	-	-	-	-	-	-	-	2
<b>Secretarial and Clerical</b>										
Clerks	-	-	-	-	-	1	-	-	1	-
Secretaries	-	-	-	4	-	-	-	-	-	-
Stenographers	2	1	2	2	-	1	-	-	-	2
<b>Selling and Store Service</b>										
Deliverymen	-	-	3	1	-	-	-	-	3	-
General Sales	-	-	5	2	1	-	2	-	12	2
Meat Sales	-	-	2	-	-	-	-	-	2	-
Service Station										
Attendants	-	-	4	-	2	-	-	-	1	-
Stock-room Clerks	-	-	-	-	-	-	1	-	1	1
<b>Total</b>	3	2	21	12	9	3	4	-	23	14
<b>Per cent</b>	<u>3.12</u>	<u>2.08</u>	<u>21.84</u>	<u>12.48</u>	<u>9.53</u>	<u>3.12</u>	<u>4.16</u>	-	<u>29.14</u>	<u>14.68</u>

NOTE: This table should be read as follows: Three male general managers obtained their first regular jobs through the medium of friends, etc.

Thirty-three, or approximately one-third of the 96 workers interviewed, secured their first regular employment through the medium of friends, while 12 workers used the medium of relatives to obtain their first regular jobs. Forty-two, or about one-half of the workers reported the medium of personal applications.

#### WORKERS WHO RECEIVED ORGANIZED TRAINING AFTER REGULAR EMPLOYMENT

One of the questions in this study sought to determine the amounts and kinds of organized training pursued by the workers since they obtained regular employment. The responses were so varied that no attempt was made to report the data in tabular form. However, the chief findings follow.

One of the questions on the interview sheet was, "Have you had any additional organized training since you began your first regular job?" This question was followed by a ruled space for the insertion of data as to the place the organized training was received by the worker.

Ten individuals gave answers as follows:

Four workers received additional organized training in school.  
 Three workers received training on their jobs.  
 Three workers received training by correspondence study.

The 4 workers who received additional training in school included 1 general manager, 1 stenographer, and 2 general sales persons. The 3 workers who received their organized training on the job included 2 bookkeepers and 1 general salesman. Of the 3 workers who received additional organized training by correspondence study, 1 was a bookkeeper, 1 a deliveryman, and 1 a general salesman.

Only 10.42 per cent, or about 1 out of 10 of all the workers interviewed, reported the completion of additional organized training since obtaining regular employment. The most significant finding is that approximately 90 per cent of the workers interviewed did not report any additional training as having been obtained since they gained regular employment.

The next table, number 26, relates the various jobs engaged in by full-time workers, classified according to sex and marital status.

TABLE 26

## JOBS ENGAGED IN BY PULL-TIME WORKERS BY SEX AND MARITAL STATUS

Occupational Fields and Job Titles	MALE		FEMALE		TOTAL	
	Married	Single	Married	Single	Married	Single
<b>Managerial</b>						
General	9	-	1	1	10	1
Office	4	-	-	1	4	1
<b>Record-keeping</b>						
Bookkeepers	3	5	1	8	4	13
Cashiers	-	-	1	1	1	1
<b>Secretarial and Clerical</b>						
Clerks	-	1	-	1	-	2
Secretaries	-	-	3	1	3	1
Stenographers	2	-	2	4	4	4
<b>Selling and Store Service</b>						
Deliverymen	3	2	-	1	3	3
General Sales	11	6	2	1	13	9
Meat Sales	4	-	-	-	4	-
Service Station						
Attendants	1	5	-	-	1	5
Stock-room Clerks	-	2	1	-	1	2
<b>Total</b>	<b>37</b>	<b>23</b>	<b>11</b>	<b>19</b>	<b>48</b>	<b>42</b>
<b>Per cent</b>	<b>41.04</b>	<b>25.55</b>	<b>12.23</b>	<b>21.18</b>	<b>53.27</b>	<b>46.73</b>

NOTE: This table should be read as follows: Nine married men were general managers; 1 married woman was a general manager, etc.

Of the managerial group, 13 men were married and none was single; one female was married and 2 were single. In the record-keeping group, there were 3 married males, 5 single males, 2 married females, and 9 single females, making a total of 5 married and 14 single workers. Three-fourths of these workers were single. In the secretarial and clerical group there were 2 married males, 1 single male, 5 married females, and 6 single females, making a total of 7 married and 7 single workers. In the selling and store service group there were 19 married males, 17 single males, 3 married females, and 2 single females, making a total of 22 married and 19 single workers.

Of the 90 full-time workers, 23 males were single, 19 females were single, 37 males were married, and 11 females were married, making a total of 48 married and 42 single workers, of which 30 were females and 60 were males.

To summarize, a majority of the full-time male workers were married, while a majority of the full-time female workers were not married. Fourteen of the managerial workers were married. This indicates that a majority of those workers in the higher salaried positions in the area covered by this study are married. This information pertains to those workers who reported they were working on a full-time basis. There were, however, a few workers who were employed on a part-time basis.

#### PART-TIME WORKERS

Of the 96 persons interviewed for this study, only 6 were working on a part-time basis. Five of these 6 workers were males who were working in lower salaried positions. All six of the part-time workers were not married at the time the interviews were made for this study.

Since only 6 of the workers were employed on a part-time basis in the area covered by this study, separate tables of data for part-time workers have not been prepared.

One of the questions asked the interviewee was whether or not he owned an interest in the business in which he was employed. The number of workers who owned an interest in the business in which they worked was so small that tables of the data received were not prepared.

An attempt was made to gain information pertinent to the number of newly created jobs in the area surveyed during the calendar year of 1940. The jobs reported by workers below the age of 36 were so few that this information was not set up in tabular form. However, this information, and the data for the workers who owned an interest in the business in which they were employed, are presented in an outline form.

NUMBER AND PER CENT OF WORKERS WHO OWNED INTERESTS IN THE  
BUSINESSES IN WHICH THEY WERE WORKING

One-half, or eight of the managers interviewed, owned an interest in the business in which they were employed. These 8 represent slightly less than 10 per cent of all the workers interviewed.

None of the bookkeepers or secretarial and clerical workers owned interests in the business in which they worked. None of the deliverymen or meat salesmen owned an interest in the business in which they worked.

Less than 5 per cent of the 24 general sales people owned interests in the businesses in which they worked. One of the 7 service station attendants owned an interest in the business in which he worked, and one stock-room clerk owned an interest in the business in which he worked.

Of the 11 individuals who owned interests in the businesses in which they worked, 10 were males, and 1 was a female. Less than 12 per

cent of all the workers interviewed owned interests in the businesses in which they worked.

#### JOBS NEWLY CREATED IN THE CALENDAR YEAR OF 1940

Two managerial jobs were created in 1940, one a general manager's and one an office manager's jobs. Both of these jobs were filled by males. Six record-keepers, including 1 male and 5 females, were working on newly created jobs. Three stenographic jobs were created; 2 were filled by males and one by a female. One deliveryman was on a newly created job. Four males and 1 female were working in newly created general sales jobs. One meat salesman, 1 service station attendant, and 1 stock-room clerk were on newly created jobs.

There was a total of 20 newly created jobs in the calendar year of 1940 in the section of Stillwater assigned to this study. Seven of these newly created jobs were for female workers, while 13 of the jobs were for male workers. These 20 jobs represent 20.62 per cent, or about one-fifth of the jobs covered by this survey. The newly created jobs may have been due to growing businesses, and an expanding industry within the Southwest Quarter of Stillwater, because of increasing population.

Table 27 attempts to determine the approximate tenure for the various business occupational workers included in this study. It was found that the average tenure for the entire 96 workers on their present jobs was 2.56 years.



TABLE 27

NUMBER OF WORKERS WHO HAVE HELD THEIR PRESENT JOBS FOR CERTAIN PERIODS OF TIME

Occupational Fields and Job Titles	Number of Years									Total	Average
	One Year	Two Years	Three Years	Four Years	Five Years	Six Years	Seven Years	Eight Years	Nine or Over Years		
<b>Managerial</b>											
General	4	3	1	-	2	1	-	-	-	11	) 2.94
Office	-	3	1	-	-	-	-	-	1	5	
<b>Record-keeping</b>											
Bookkeepers	8	4	3	2	-	-	-	-	-	17	) 2.26
Cashiers	1	-	-	-	-	-	-	-	1	2	
<b>Secretarial and Clerical</b>											
Clerks	1	1	-	-	-	-	-	-	-	2	) 1.94
Secretaries	2	1	-	-	-	-	-	1	-	4	
Stenographers	5	4	1	-	-	-	-	-	-	10	
<b>Selling and Store Service</b>											
Deliverymen	3	2	1	-	1	-	-	-	-	7	) 2.76
General Sales	8	7	1	1	1	4	-	-	2	24	
Meat Sales	1	1	2	-	-	-	-	-	-	4	
Service Station Attendants	4	1	1	-	-	-	-	1	-	7	
Stock-room Clerks	1	1	-	-	1	-	-	-	-	3	
<b>Total</b>	<b>33</b>	<b>29</b>	<b>11</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>2</b>	<b>4</b>	<b>96</b>	
<b>Per cent</b>	<b>39.62</b>	<b>29.18</b>	<b>11.44</b>	<b>3.12</b>	<b>5.20</b>	<b>5.20</b>	<b>-</b>	<b>2.08</b>	<b>4.16</b>	<b>100.00</b>	

NOTE: This table should be read as follows: Four general managers have been on their present jobs for 1 year; 3 general managers have been on their present jobs for 2 years, etc.

Thirty-eight, or 39.62 per cent of the workers interviewed for this study have been on their present jobs for less than 2 years, while 29, or 29.19 per cent have held their present jobs 2 years or longer, but less than 3 years. Eleven, or about one-ninth of the workers interviewed had held their jobs for 3 years or over, but less than 4 years, whereas 3 of the 96 workers interviewed had held their jobs for as long as 4 years but less than 5 years. Five workers had held their jobs for 5 years or longer but less than 6 years, while 5 had held their jobs for 6 years or longer but less than 7 years. Two workers had been on their present jobs for 8 years or longer, but less than 9 years, while 4 workers had been on their present jobs 9 years or longer. It should be borne in mind that these workers were between the ages of 18 to 35 years, inclusive, and that this information pertains only to tenure on their present jobs, or the jobs which they held when they were interviewed.

The average tenure for the 96 workers interviewed was 2.56 years. Sixty-six, or over two-thirds of the workers have been on their present jobs for two years or less. About 6 per cent of the workers had been working on their present jobs for 8 years or longer. The average tenure for the managerial workers was 2.94 years, while the average tenure for the record-keepers interviewed was 2.25 years. The secretarial-clerical workers had an average tenure on their present jobs of 1.94 years, while the selling and store service groups had an average tenure of 2.78 years.

In obtaining the data pertinent to the tenure of the various workers, an attempt was made to find the number of different jobs held by the individuals in the Southwest Quarter of Stillwater. This information is shown on the following table, number 28.

TABLE 28

## NUMBER OF REGULAR JOBS HELD BY VARIOUS WORKERS CLASSIFIED ACCORDING TO AGE

Age Groups	Number of Regular Jobs Held							Total	Average Number of Jobs Held
	One	Two	Three	Four	Five	Six	Seven		
Under 21	11	4	3	-	1	-	-	19	1.68
21-25	18	6	5	6	2	-	-	37	2.08
26-30	5	7	9	1	1	1	-	24	2.48
31-35	7	2	6	-	1	-	-	16	2.17
Total	41	19	23	7	5	1	-	96	
Per cent	42.64	19.82	23.96	7.30	5.24	1.04	-	100.00	

NOTE: This table should be read as follows: There was a total of 11 workers under the age of 21 who had held only one job; 4 workers under the age of 21 who had held two jobs, etc.

Eleven of the 19 workers under the age of 21 had held only their present jobs; 4 had held 2 jobs; 3 had held 3 jobs; and 1 had held 5 jobs. The average number of different jobs held by members of this age group was 1.68 jobs.

Of the 37 workers in the age group of 21 to 25 years, inclusive, there were 16 who had held 1 job; 6 who had held 2 jobs; 5 who had held 3 jobs; 6 who had held 4 jobs; and 2 who had held 5 jobs. The average number of different jobs for the members of this age group was 2.08 jobs.

Twenty-four workers were in the age group of 26 to 30 years, inclusive; in this group were 5 workers who had held 1 job; 7 who had held 2 jobs; 9 who had held 3 jobs; 1 who had held 4 jobs; 1 who had held 5 jobs; and 1 who had held 6 jobs. The average number of different jobs held by the members of this age group was 2.46 jobs.

There were 16 in the age group of 31 to 35 years, inclusive; of these 16 workers there were 7 who had held but 1 job; 2 who had held 2 jobs; 6 who had held 3 jobs; and 1 who had held 5 jobs. The average number of different jobs for this age group was 2.17 jobs.

As the age of the workers increased there was an increase in the number of different jobs held, except the group between the ages of 31 to 35, inclusive, which had a smaller average number of different jobs than did the preceding group of 26 to 30 years, inclusive. This difference in the average number of different jobs held by the older of the two groups is not significant, due to the small number of workers included. One would expect that the older the individual the greater the number of different jobs he had held.

This study did not make an attempt at this point to determine whether or not these jobs were successive promotions or reverses in salary or position.

Information as to the number of workers who obtained regular full-time jobs at various ages, shows there were 63 of the 96 workers interviewed who secured initial full-time jobs. This is shown on the following table, number 29.

TABLE 29

NUMBER OF MALE AND FEMALE WORKERS OBTAINING THEIR FIRST REGULAR FULL-TIME JOBS AT VARIOUS AGES

Occupational Fields and Job Titles	Age and Sex																Total					
	13		14		15		16		17		18		19		20		21		22		M	F
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
<b>Managerial</b>																						
General	1	-	1	-	-	-	-	-	-	-	1	1	-	-	-	-	1	-	-	1	4	2
Office	-	-	1	-	-	-	-	-	-	-	-	-	-	1	-	-	2	-	-	-	3	1
<b>Record-keeping</b>																						
Bookkeepers	-	-	-	-	-	-	-	-	1	1	-	1	1	1	2	-	1	4	2	-	7	7
Cashiers	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
<b>Secretarial and Clerical</b>																						
Clerks	-	-	-	-	-	-	-	-	-	-	1	-	-	1	-	-	-	-	-	-	1	1
Secretaries	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1
Stenographers	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	1	2	-	-	-	2	3
<b>Selling and Store Service</b>																						
Deliverymen	-	-	1	-	1	-	1	-	-	1	-	-	-	-	-	-	-	-	-	-	3	1
General Sales	-	-	2	-	2	-	2	-	1	-	7	-	1	-	-	-	-	-	-	1	15	1
Meat Sales	-	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	2	-
Service Station Attendants	-	-	-	-	-	-	1	-	1	-	2	-	1	-	-	-	-	-	-	-	5	-
Stock-room Clerks	-	-	-	-	-	-	1	-	-	-	-	1	1	-	-	-	-	-	-	-	2	1
<b>Total</b>	1	-	5	1	3	-	6	-	3	2	12	4	4	4	2	2	4	4	4	2	44	19

NOTE: This table should be read as follows: One male general manager obtained his first regular job at the age of 13; one male general manager obtained his first regular job at the age of 14, etc.

The range of ages of the workers obtaining their first regular full-time jobs is from 13 to 22 years, inclusive.

Eighty, or over 83 per cent of the workers interviewed for this study obtained their initial full-time jobs after they were 18 years of age. This fact is significant, since practically 90 per cent of the workers included in this study were high school graduates, who normally complete high school at 18 years of age. Very few of the workers secured regular full-time work before reaching 18, or before attaining high school graduation. Sixteen, or about 17 per cent of the workers interviewed, secured full-time employment between the ages of 20 and 21 years, inclusive.

There were 21 males and 12 females whose first regular jobs were on a part-time basis. Table 30 presents data for these workers.

TABLE 30  
NUMBER OF MALE AND FEMALE WORKERS OBTAINING THEIR FIRST REGULAR PART-TIME JOBS AT VARIOUS AGES

Occupational Fields and Job Titles	Age and Sex														Total									
	12		13		14		15		16		17		18		19		20		21		22		M	F
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
<b>Managerial</b>																								
General	2	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	2	-	5	-
Office	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-
<b>Record-keeping</b>																								
Bookkeepers	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	-	1	-	-	-	-	-	1	2
Cashiers	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
<b>Secretarial and Clerical</b>																								
Clerks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	-	-	-	-	-	-	-	-	-	1	-	-	-	2	-	-	-	-	-	-	-	-	-	3
Stenographers	-	-	-	-	-	-	-	-	-	-	-	2	2	-	-	1	-	-	-	-	-	-	2	3
<b>Selling and Store Service</b>																								
Deliverymen	1	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-
General Sales	-	-	-	-	1	1	-	-	1	-	2	-	-	1	-	-	-	-	-	-	-	1	5	3
Meat Sales	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	2	-
Service Station																								
Attendants	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1	-	-	-	-	-	-	-	2	-
Stock-room Clerks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	4	-	-	-	1	1	-	-	4	1	4	1	1	3	2	5	2	2	-	-	2	1	21	12

NOTE: This table should be read as follows: Two male general managers obtained their first regular part-time jobs at the age of 12, etc.



Twenty-three of the 33 workers whose first regular jobs were part-time employment, obtained their jobs between the ages of 10 and 20 years, inclusive. Of these 23 workers, 10 were females and 13 were males. This group includes all but 2 of the females, one of which obtained her part-time job at the age of 14, and one at the age of 22. Four males obtained their initial regular part-time work at the age of 12 and 1 worker at the age of 14; the remaining 2 males received their initial regular part-time employment at the age of 22. There were 21 males and 12 females whose initial regular employment was on a part-time basis.

As shown in Table 29, 63 of the 96 workers obtained initial full-time employment while Table 30 shows that the remaining 33 workers secured initial part-time employment. This gives a ratio of initial part-time workers to initial full-time workers of 1 to 2, or 33 to 63. This reveals that approximately one-third of the 96 workers interviewed secured part-time work for their initial employment, while two-thirds of the workers secured initial full-time employment.

#### SUMMARY

Only 4 of the 31 females interviewed for this study gained full-time employment before the age of 13. The male workers began working on full-time jobs as young as 16 years of age. This is especially true of those workers who were employed in such positions as stock-room clerks, deliverymen, and service station attendants.

On the basis of the 96 workers interviewed, a majority began employment in full-time positions.

Of the 96 workers interviewed, 90 were full-time workers, and 6 were part-time workers, making a ratio of 13 to 1 of full-time to part-time.

workers. This fact indicates clearly that in the section of Stillwater covered by this study, the great majority of workers interviewed are employed on a full-time basis.

Business training and the related subjects of retail selling and salesmanship, were the courses of training desired by the greatest number of workers. Over 38 per cent of all the workers interviewed desired some type of business training. Thirty-nine of the 96 workers interviewed did not report a desire for any particular school training.

Because 55 of the 96 workers reported selling as one of the duties performed on the job and only 9 of these 55 had studied selling in school, it is apparent that schools and colleges have an increased responsibility for expanding and improving programs of training in salesmanship and the related fields. This is significant in view of the trend in recent years for the employment of young persons to be postponed beyond the legal age for regular employment.

One of the questions on the interview sheet was, "What are your vocational plans for the future?" To this question 44, or nearly one-half of the 96 workers, planned to remain on their present jobs. The other 52 workers gave answers such as, "To be a business owner" . . . "To be married" . . . "To become a merchant" . . . etc. The majority of the workers desired to stay in business occupations such as those covered in this study.

The average number of hours worked per week for the 96 workers interviewed was 53.2 hours. The meat salesman reported the greatest average numbers of hours per week with 65.0, and the secretaries reported the smallest average, with 41.2 hours per week.

The average weekly salary for those workers who had either attended

or had been graduated from college was slightly higher than the average weekly salary of those workers who had only attended grade or high school. For example, the average weekly salary of the general managers who had attended college was \$33.28, and the average weekly salary of those general managers who had not attended college was \$29.85 per week. The bookkeepers who attended college had an average weekly salary of \$27.88, while the bookkeepers who had not attended college received an average salary of \$15.21 per week.

The most frequently used medium through which the various workers received employment was by means of personal application; the next highest number obtained jobs through the medium of friends. Other means reported were schools and employment agencies, in the order named.

There were only 10 workers who reported they had received some additional organized training since they were regularly employed. Four of these 10 had received their training in schools, 3 had received their training on their jobs, and 3 workers had received their additional training by correspondence study. The remaining 86 workers did not report any additional organized training received on the job, in school, or by correspondence study.

Of the 96 workers interviewed, there were 11 individuals who owned interests in the businesses in which they worked. Ten of these workers were males and one was a female.

There was a total of 20 newly created jobs in the area covered by this study. These jobs were created in the calendar year of 1940. Seven of these jobs were being held by females and 13 were held by males.

Slightly more than 80 per cent of all the workers have held their present jobs less than four years. A little more than 39 per cent of the 96 workers had been in their present positions for 1 year or less. The average tenure in present jobs for the entire group was 2.53 years.

The average number of jobs that have been held by the various age groups are as follows: For the age group of those workers under 21 years the average was 1.7 jobs; for the age group of 21 to 25, inclusive, the average was 2.1 jobs; for the age group of 26 to 30 years, inclusive, the average was 2.5 jobs; for the age group of 31 to 35, inclusive, the average was 2.1 jobs.

Of the 96 workers interviewed, there were 63 workers whose first regular employment was on a full-time basis. Forty-four of these were males and the remaining 19 of the 63 were females. There were 21 males and 12 females whose first regular jobs were on a part-time basis.

The next chapter, number 4, presents a summary of this study, the conclusions drawn from this study, and recommendations for future studies of this type.

## CHAPTER IV

## SUMMARY

Briefly, the purpose of this study is to obtain information concerning the educational background and occupational history of the workers as a basis for improvement of programs of training for business in high schools and colleges in this vicinity.

Of the 107 interviews made in the Southwest Quarter of Stillwater, 96 were usable. Eleven of the interview sheets were discarded due to faulty or inaccurate information. The various business establishments in this area were surveyed and 96 of those workers below the age of 36 and who were in business occupations gave usable information when they were interviewed.

## CONCLUSIONS

(1) All of the 18 workers in the managerial positions covered by this study had been graduated from high school, while two-thirds of this group had either attended or had been graduated from college.

(2) Of the 19 workers in record-keeping positions, 10 either attended or had been graduated from college, while 9 attended or had been graduated from high school.

(3) Of the 16 workers in secretarial and clerical positions in this study, 11 attended or were graduated from college, whereas 5 had not attended college.

(4) There were 45 workers included in this study who were in selling and store service positions. Of these 45 workers, 16 or over one-third of them attended or were graduated from college, while 29 did not attend college.

(5) Two-thirds of the workers were not working in occupations for which they last planned while in school. This is indicative of a greater need for effective guidance in secondary schools and colleges.

(6) There were 20 newly created jobs in the area covered by this study. Those newly created jobs may be due to the factors such as, increasing population, expansion of industry, and increasing business within this area.

(7) The large number of workers performing duties such as those performed in record-keeping, stenographic, secretarial and selling positions, shows a need for the continuance of skill-building courses in the secondary schools and colleges.

(8) On the basis of the interviews made, the ratio of 65 male to 31 female workers found in the various positions indicate a preference for men in most of the business occupations within the Southwest Quarter of Stillwater.

(9) Of the 96 workers interviewed for this study there were 33 who obtained their jobs through the medium of their friends; 12 who obtained their jobs through the medium of their relatives; 4 who obtained their jobs through the medium of employment agencies; 42 who obtained their jobs through the medium of personal application; and 5 workers who obtained their jobs through the medium of schools. This indicates that schools and employment agencies were not the media through which the majority of the workers in this study obtained their jobs.

(10) The average time spent on the job for all of the 96 workers interviewed was 53.2 hours. The group which reported the greatest average was the meat salesmen, with an average of 65 hours per week. The group reporting the shortest number of hours per week was the secretaries, with a weekly average of 41.2 hours per week. The national

average for general merchandising workers was 39.4 hours per week.<sup>4</sup>

(11) The average weekly salary for those workers who attended or were graduated from college is noticeably higher than the average weekly salary of those workers who did not attend college. For example, the managers who attended college received an average weekly salary of \$32.13, while those managers who did not attend college received an average weekly salary of \$24.51. It is significant to note that these record-keepers who attended college reported an average weekly salary of \$27.88, while those record-keepers who did not attend college reported an average weekly salary of \$13.18.

(12) Very few of the workers reported any additional organized training as being received after they were employed. Four workers reported they received training in school, 3 reported additional training on their jobs, and 3 reported training by correspondence study.

(13) Comparatively few of the 98 workers interviewed were working on a part-time basis, only 6 workers having reported that they were working on part-time jobs.

(14) Of the 96 workers interviewed, there were 33 whose initial employment was on a part-time basis.

(15) Less than 12 per cent of the workers included in this study owned an interest in the business in which they worked.

(16) The average tenure of the 96 workers on their present jobs was 2.56 years.

(17) The average number of different jobs held by all of the workers interviewed for this study was 2.16 jobs.

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4. Statistical Abstract of the United States, 1939. United States Printing Office, Washington: 1940, p. 331.

(18) Eighty, or a little over 83 per cent of the workers interviewed for this study obtained their initial full-time jobs after they were 18 years of age or after they had been graduated from high school. Very few of the workers secured regular full-time work before reaching the age of 18 or attaining the educational level of high school graduation.

(19) Approximately one-half of the 90 full-time workers interviewed were in the selling and store service classification.

(20) Forty-two of the 96 workers included in this study obtained their first regular employment through the medium of personal application. The next most frequently reported medium was that of friends, with 35 workers reporting that medium.

#### GENERAL RECOMMENDATIONS

(1) The fact that about one-half of the workers gained employment by personal application suggests the importance of training in personality and in the procedure used in applying for positions. Such training should be included in all vocational business courses.

(2) It is recommended that students be directed toward vocations for which they are most nearly capable of becoming a success and in which they have a reasonable chance to be employed. This recommendation is made because it was found in this study that many of the workers interviewed were not following the last vocational plans they made while in school. This leads one to suggest that there is a need for a continuation of guidance programs in the secondary schools and colleges, and possibly for making more effective the guidance programs in the secondary schools and colleges.

(3) It is also recommended that, in the secondary schools for vocational purposes, accounting or bookkeeping, typewriting, and shorthand, be offered, since many of the workers interviewed who had not attended



college desired training of this nature.

(4) All of the various courses of training desired by the workers in this study are available in the Oklahoma Agricultural and Mechanical College. It is recommended that these various courses receive ample publicity among the workers so that they may take advantage of the educational opportunities in this community. An effort should be made to determine the number of workers who would attend evening or night classes.

(5) Only 9 of the 55 workers who reported selling as one of their duties performed on their present jobs had attended college. On the basis of this finding, it is recommended that the secondary schools increase their program of training in salesmanship.

#### RECOMMENDATIONS FOR FUTURE STUDIES OF THIS TYPE

(1) It is recommended that in the procedure for future studies, index cards be prepared for the businesses in the area to be surveyed, and these cards be distributed among the interviewers.

(2) It is recommended that further research be conducted in regard to the additional training desired by workers in the business occupational positions.

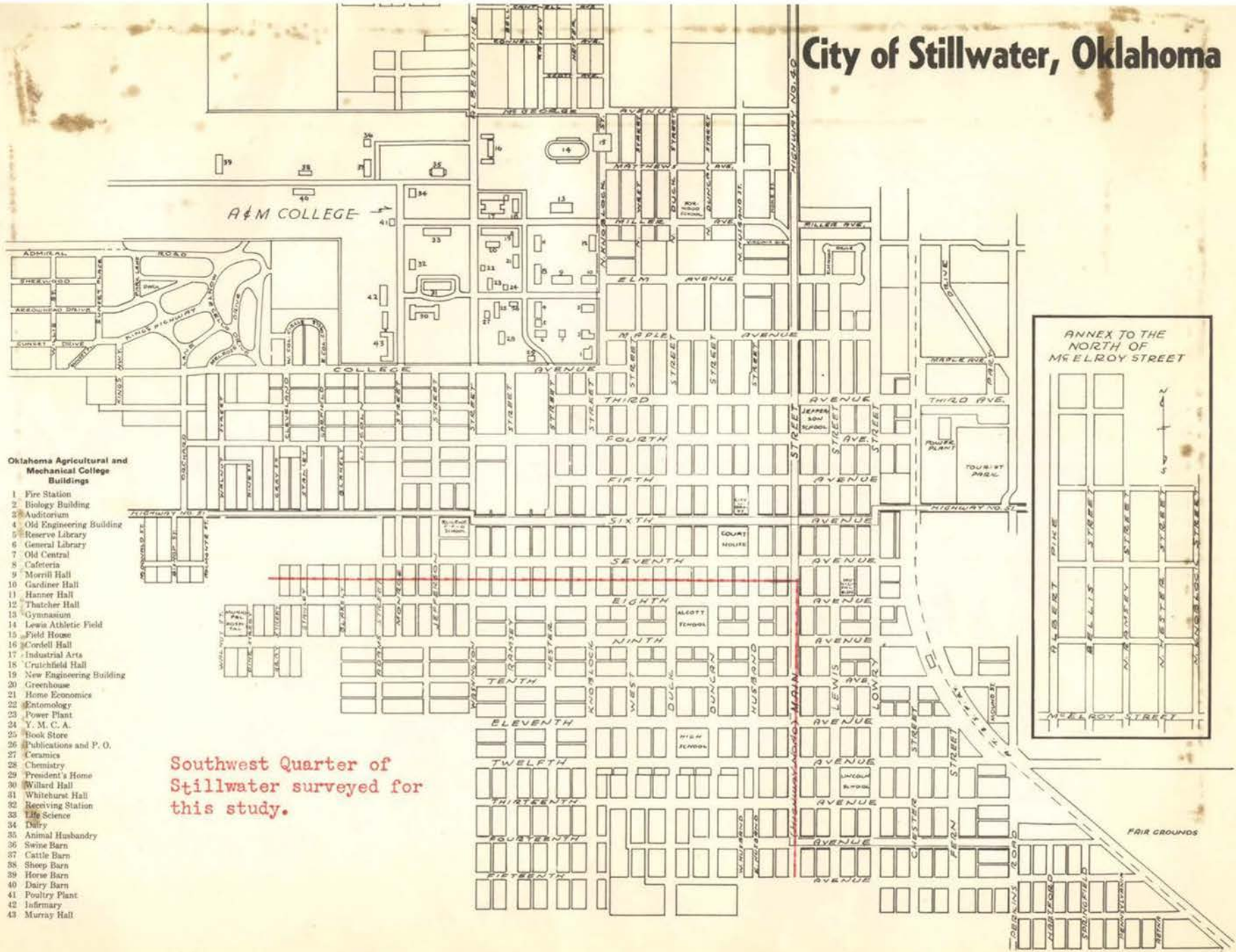
(3) It is recommended that the interview sheet contain questions as to the workers' former residences, and the schools attended. This would make known the number of workers who were locally trained, and give an estimation of the number to train for future employment in the positions covered by this study.

(4) It is recommended that future studies of this type be made in other communities of the state of Oklahoma so that a more complete

picture of the conditions of employment for this state may be had. This should be of value to the schools and colleges of Oklahoma for guidance, placement, and curriculum revision in the secondary schools and colleges.

(5) Since the personnel turnover for the various business occupational positions is not completely covered by this study, it is recommended that further research be done on this phase of future studies of a similar nature.

# City of Stillwater, Oklahoma



A & M COLLEGE

ANNEX TO THE NORTH OF McELROY STREET

**Oklahoma Agricultural and Mechanical College Buildings**

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

Southwest Quarter of Stillwater surveyed for this study.

**Form 1**  
**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 \_\_\_\_\_ SES \_\_\_\_\_ PES \_\_\_\_\_ 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	Full-time Part-time	Wages or salary
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

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

\*Sc-School, F-Friend, R-Relative, SES-State Employment Service, PES-Private Employment Service.

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