

BUSINESS OCCUPATIONAL SURVEY OF STILLWATER

BUSINESS OCCUPATIONAL SURVEY
OF STILLWATER

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CHAPTER I

INTRODUCTION

Vocational training without knowledge of job opportunities, and an attempt to place trained workers is seriously limited in value, both to the potential worker and to business.¹ Private business schools have recognized that failure to train workers for actual and presently existent jobs means failure for themselves. Likewise, the trade or industrial school must have a plan whereby people are trained for jobs that actually exist, not for hypothetical or non-existent ones. Yet, public schools and colleges have too often been allowed to make the mistake that other types of schools cannot afford, that of impractical business vocational training. Vocational offerings too frequently have been designed to fit a course of study, not a community.

Public schools and colleges cannot be severely criticized, however, for their failure to offer the most effective business training, because the necessary basic information for effective training has not been available.² The number and kind of business jobs in a community and the school training they require is a type of information that is lacking. Few communities know, for instance, at what ages workers can expect to enter various occupational fields, what pay workers may expect to receive, or how many workers are needed in a given occupation.

It has been difficult for the school to set up practical objectives for business education because of the lack of occupational information.³

1. Kenneth Haas, "Distributive Education." Gregg Publishing Company, 1941. Chicago. p. 9

2. Ibid., p. 10

3. The Ball State Commerce Journal, Vol. II, No. 3, May 1931. Page 8

Our objectives cannot be superimposed from any field of organized instruction; they must grow out of community needs for vocational, related vocational, and general business information and skills.³

The fact that a few leaders in school and business recognized the need of a closer relationship between the two did not solve the problem. The difficulty has been to find a way to determine exactly what the community employment needs are, in order to relate school training to them more closely.

Ineffectual attempts have been made to bridge the gap between school and business. For instance, occasional invitations to business men to speak to school groups about the employment requirements of their occupations were at one time considered an indication of a progressive school. The use of this device alone is not scientific nor satisfactory.

The general community survey was a step toward improved co-operation between school and business; but such a study is not limited to business and is too general to be of maximum benefit to the commercial education curriculum maker. "Middletown" is an excellent example of thorough community research.⁴

The American Youth Commission has made inquiry into working conditions in Maryland, as reported in "Matching Youth and Jobs." However, this study is too broad in scope to be practical for use as a pattern for a community business survey.⁵

4. Robert S. and Helen Merrell Lynd, "Middletown." Harcourt Brace and Co., 1927. New York

5. Howard M. Bell, "Matching Youth and Jobs." American Council on Education. Washington, D. C., 1940

6. C. Marie Steward, "Sources of Training of Office and Clerical Workers." Unpublished thesis, Oklahoma Agricultural and Mechanical College, 1939

7. "Job Opportunity Survey" (Evansville, Indiana). Monograph 33. South-Western Publishing Co., 1936. Cincinnati

Steward's study of sources of training of office and clerical workers is an employment type of study, but is limited as the title suggests, to the source of training of such workers.⁶

The occupational study made in Evansville, Indiana, does not reveal any information as to salaries of workers nor anything of the duties performed in connection with each job included in the survey.⁷ It is more valuable to the high school or the college serving a restricted area than to the cosmopolitan college.

Other studies of the occupational survey type have been made, but there is none which exactly meets the needs of this study. Some of them are too broad, others too narrow, for a survey which would be of maximum value to both high schools and colleges.

NEEDS FOR STUDY

Since no studies have been made which set a pattern for making a comprehensive business occupational survey, there is a need for pioneering in this type of research.

To be most valuable, information should be more finely classified and detailed than any which is now available. The reports of the United States Census Bureau, for example, give certain occupational information, but not the kind upon which a school might base a training program.)

Potential workers in business occupations need to know the possibilities for initial employment and for advancement in various jobs.

Present and potential workers need to know the most effective media through which jobs are obtained.

STATEMENT OF PROBLEM

The problem in this study is to determine the educational and the occupational background, the occupational status, and the vocational plans of one-hundred-fifty employers and employees engaged in managerial,

record-keeping, secretarial-clerical, or selling and store service occupations, in the northwest section of the town of Stillwater.

PURPOSE

The four-fold purpose of the "Business Occupational Survey of Stillwater" is: (1) to find, within certain classifications, what business occupations are represented in this section of the town, as a basis for co-operation and planning between schools and business, (2) to obtain reliable information as to the capacity of business for absorbing personnel in specified occupations, (3) to find the amount and kind of school training, and the occupational experience which workers in certain business occupations have had, and (4) to set up a pattern for conducting the business survey type of study. Related items to be shown by this study include: duties performed by workers in various occupations, ages of workers, and weekly incomes. The marital status and sex of workers will be shown, as a classification basis.

SCOPE AND LIMITATIONS

This study includes the educational background, the occupational background and status, and the vocational plans of one-hundred-fifty employers and employees who are engaged in specified business occupations. The study is limited to workers in the following four fields: Managerial, Record-keeping, Secretarial-Clerical, and Selling and Store Service. Workers interviewed are between the ages of 18 and 35, inclusive. Manual labor, professions, and positions held by publicly elected workers are excluded for the purposes of this study.

The area covered by this survey is the territory in Stillwater which is west of Main Street and north of the center-line of the 700 block on Main Street. Two other similar studies are being made, which include all other territory in the town of Stillwater.

ASSUMPTIONS

It is assumed (1) that the interview method of research is adequate for making a business occupational survey, and (2) that the data thus obtained are reasonably accurate and reliable, and can be validated.

DEFINITION OF TERMS

1. An occupational field is a family of related jobs. For example, the managerial field in this study includes general managers and operators, and office managers.

2. A business occupation is any phase of employment included in the four specified occupational fields.

3. A regular job is one on which the individual has worked steadily, either full- or part-time, for six months or longer.

4. A full-time job is one in connection with which one individual performs all the duties and receives full pay, according to the standards and practices in that particular occupation in communities similar to Stillwater.

5. A part-time job is one in which the worker performs the duties of a full-time job except that he does not work as many hours nor receive as much compensation as a full-time worker would, on the same job.

6. A college undergraduate is an individual who has attended, but who has not been graduated from, college.

7. A job title is the name applied to the worker in a given field.

8. Workers are the one-hundred-fifty individuals interviewed, who are between the ages of 18 and 35, inclusive; as, an individual who is 23 years old, and engaged in secretarial work.

9. The interview schedule is the sheet containing the questions for which answers were sought from the workers.

10. "General fundamentals" refers to the school training received in

reading, arithmetic, and writing.

11. "Social Contact" is the means by which the interviewees, in their opinions, gained knowledge of how to adjust themselves to people in various situations, and under various conditions.

SOURCE OF DATA

The primary data used in this study include certain information which was obtained from one-hundred-fifty business occupational workers, in personal interview on the job, in a limited area of Stillwater.

PROCEDURE

The need for this study was first felt by the Dean of the School of Commerce of the Oklahoma Agricultural and Mechanical College, at whose suggestion the survey was made. The Dean's "Memorandum Notes Relating to Business Occupational Studies" formed the nucleus of questions around which the interview schedule was built. The actual questions used automatically divided themselves into two groups, those relating to the education of the workers and those relating to their occupation. Since this is a joint study, made by three persons⁸, the first step in making the interview sheet was having three lists of tentative questions submitted to the group for consideration. These three lists were checked, combined, unnecessary material omitted, and a single schedule compiled which was submitted to several staff members of the Oklahoma Agricultural and Mechanical College.⁹ Their criticisms and suggestions led to further revisions.

When the eighth revision had been approved, the interview sheet was considered ready for trial. Eighteen interviews were made, the results

8. The three persons making this joint study are: K. L. Holcomb, Welch, Oklahoma; Esby C. McGill, Springfield, Missouri; Jo Morgan, Edmond, Oklahoma.

9. Staff members to whom the developing schedule was submitted include: J. Andrew Holley, Perham C. Nahl, Elroy L. Stromberg, and R. D. Thomas.

tabulated, and various necessary additions and deletions made. Certain ambiguous statements were clarified; others were eliminated. Material which originally covered three pages was condensed, refined, and finally written on a single page. Five hundred copies of the schedule were mimeographed as a class project in Clerical Practice, one copy of which may be found in the Appendix.¹⁰

The town of Stillwater was divided into three sections each of which, it was thought, would yield at least one hundred fifty interviews. Section one is all territory east of Main Street, and within the city limits; section two is that territory west of Main Street and south of the center-line of the 700 block on Main Street; the third section is that area which is west of Main Street and north of the center-line of the 700 block on Main Street. Following the territorial division of the city, the actual interviewing was begun.

Interviewing covered a period of about six weeks for each of the three persons working on the study. Interviews were made while the worker was on the job, and without previous appointment. Where more than one person was working in an establishment, the manager was approached first, and permission gained to interview the others. The approach, or opening statement followed this pattern:

I am (name) from the college; the School of Commerce is sponsoring a study of young business people here in Stillwater, to find out something about business practices, and whether the type of business training offered in schools is practical. Would you mind if I asked you a few questions, either now or when it is more convenient for you?

Refusals were few, and in most cases the interview proceeded immediately. With few exceptions, both employers and employees were willing to give the

10. C. L. Littlefield, graduate assistant at Oklahoma Agricultural and Mechanical College, 1940-1941, instructor in Clerical Practice.

time and information sought.

When there was a question as to whether a prospective interviewee would come within the age limits, he was tactfully engaged in a general conversation until the appropriate time was found for asking his age. No limitations were set on the number of each sex to be interviewed; hence, no worker was omitted because of his sex.

Several employers expressed themselves as being highly in favor of more studies of this kind, in spite of the fact that each interview took at least thirty minutes of the working time of each worker.

When the interviewing was finished, the schedules were assorted into groups corresponding to the four occupational fields. Each group was then studied to determine what individual jobs were represented in each of the four. These were arranged by age and sex of workers, each schedule was coded to facilitate handling, and the work of tabulating was begun.

The first tables were of the census type, and followed the questions on the interview schedule in order of construction. Tables of derived data were made, to answer specific questions. The findings were summarized under the chapter headings, "Educational Background of Workers" and "Occupational Status and Background of Workers."

Chapter II contains information as to the educational level attained by workers, studies pursued in school, and other facts included in the educational background of the interviewees.

CHAPTER II

EDUCATIONAL BACKGROUND OF WORKERS

Education, beyond the common school level, is now attainable in most sections of the United States. The great number of high schools, colleges, both state and municipal, and private institutions have made higher training accessible to all. Further, there is an increasing emphasis on preparation for occupational proficiency. Education for culture or for background only, is insufficient. "That preparation for vocational success is a part of the total educational job is not seriously questioned by anyone."¹ Schools are recognizing that there must also be education for work. There is evidence, in the data obtained in this survey, of the desirability of higher education, above high school level, as one of the means of attaining correspondingly higher positions and salaries. Table 1 has been prepared to show the educational levels of the 150 workers when they left school.

Of the 34 general managers interviewed, 22 or almost 65 per cent, had college or business college training; 7 were high school graduates; 2 attended high school; and 3 left school while in the lower grades. Of course, it is likely that the percentage of college trained workers in any field would be greater in Stillwater than in a non-college town, but this does not invalidate the comparisons made between college trained workers and those who do not have college training within this town. Each of the two office managers interviewed had education beyond the high school level.

¹"Purposes of Education in American Democracy." Educational Policies Commission, National Education Association of the United States. Washington, D. C., 1938., p. 96.

Table 1

MALE AND FEMALE WORKERS LEAVING SCHOOL
AT VARIOUS EDUCATIONAL LEVELS

Occupational Fields and Job Titles	Educational Level												Total
	Grades 1-8		Grades 9-11		High School graduate		College under- graduate		College graduate		Business College		
	M	F	M	F	M	F	M	F	M	F	M	F	
Managerial													
Managers	3		2		7		13	1	6	2			34
Office Managers										1		1	2
Record-Keeping													
Bookkeepers				2		1	2	2	1	1	1		10
Secretarial-Clerical													
Office Clerks					1	3	2	8	3	2		2	21
Secretaries						4		8		3			15
Stenographers						2		5		5		4	16
Typists												1	1
Selling-Store Service													
Deliverymen	1				3				1		1		6
General Salespeople					7	6	14	2	2		1	1	33
Meat Salesmen					2								2
Serv. Sta. Attendants				2			6		1				9
Stock Clerks							1						1
Total	4		4	2	20	16	38	26	14	14	3	9	150
Per Cent	2.7		2.7	1.3	13.3	10.7	25.4	17.3	9.3	9.3	2.0	6.0	100

This table is read: Three managers left school while in one of the grades from 1 to 8, inclusive.

Stenographers had a higher per cent of college trained workers than any other occupation, almost 88 per cent. Of the 6 deliverymen, 5 had either college or business college training. Twenty of the general salespeople, or 60.63 per cent, had more than high school education. Of the 9 service station attendants, 7 attended college, 2 were high school graduates. The one stock clerk was a college undergraduate.

Table 2 is a summary of the educational levels at which all workers in the four occupational fields withdrew from school.

The educational levels attained by managers ranged from grammar school to college graduation. The range for record-keepers is not so great; all bookkeepers have had at least one year of high school work. Secretarial-clerical workers have higher education than either bookkeepers or managers. No worker in this group left school before high school graduation. Ten of the 53 secretarial-clerical workers were high school graduates, 23 had one or more years of college training, 10 were graduated from college, and 7 attended business college after high school graduation. Selling and store service workers rank second to the secretarial-clerical group in educational achievement. Only 3 out of 51 failed to graduate from high school. Thirty-seven of this group had college training.

Almost 50 per cent of the workers who left school at or before high school graduation had no business training in high school. Table 3 shows the high school units completed in business subjects by workers on this educational level. Of the 36 high school graduates who studied business subjects, more workers reported Bookkeeping, Typewriting, and Shorthand than all other subjects. Other subjects studied include Business English, Law, Economics, and Business Arithmetic.

Table 2

MALE AND FEMALE WORKERS IN OCCUPATIONAL FIELDS
LEAVING SCHOOL AT VARIOUS EDUCATIONAL LEVELS

Occupational Field	Educational Level												
	Grades 1-8		Grades 9-11		High School graduate		College under- graduate		College graduate		Business College		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Managerial	3		2		7		13	1	6	3		1	36
Record-Keeping				2		1	2	2	1	1	1		10
Secretarial-Clerical					1	9	2	21	3	10		7	53
Selling-Store Service	<u>1</u>		<u>2</u>	<u>—</u>	<u>12</u>	<u>6</u>	<u>21</u>	<u>2</u>	<u>4</u>	<u>—</u>	<u>2</u>	<u>1</u>	<u>51</u>
Total	4		4	2	20	16	38	26	14	14	3	9	150
Per Cent	2.7		2.7	1.3	13.3	10.5	25.3	17.4	9.4	9.4	2.0	6.0	100

Table 3

Workers Leaving School at or Before High School Graduation Who Have Completed
Units in Business Subjects

Occupational Fields and Job Titles	Number Reporting Units in								Total Number Persons Reporting	
	Bookkeeping		Typewriting		Shorthand		Other			None
	One Unit	Two Units	One Unit	Two Units	One Unit	Two Units	One Unit	Two Units		
Managerial										
Managers	1		2						10	12
Office Managers										
Record-Keeping										
Bookkeepers			1						2	3
Secretarial-Clerical										
Clerks	2		1	2	2		1		2	4
Secretaries	3		2	1		3			1	4
Stenographers				2	1	1				2
Typists										
Selling-Store Service										
Deliverymen							1	1	2	4
General Salespeople	4		5	2	4		1		5	13
Motor Salesmen	1								1	2
Service Station Attendants				1						2
Stock Clerks										
Total	<u>11</u>		<u>11</u>	<u>8</u>	<u>7</u>	<u>4</u>	<u>3</u>	<u>1</u>	<u>23</u>	<u>46</u>

This table is read: One manager who left school at or before high school graduation has had one unit of bookkeeping.

Of the 12 managers who left school at or before high school graduation, 10, or 85 per cent, had no organized business training whatsoever in school. Bookkeepers who had completed one or more units in business subjects were limited to one-third of the total number of bookkeepers reporting. An examination of the business subjects studied by all shows that the secretarial-clerical group had a greater per cent of workers who had high school business training than any other group. Fewer managers had high school business training than any other group. Only 13 persons reported having had two units in any one business subject.

No workers in the entire group of interviewees attended business college before high school graduation. Only five workers reported having from 12 to 18 months, inclusive, of business college training. Thirty-three reported from 1 to 6 months in business college, and 29, 7 to 12 months, inclusive.

In the secretarial-clerical field, which is second in total number of workers, is found the greatest number reporting business college training. Typewriting is reported as having been studied more frequently than accounting, and slightly more often than Shorthand.

The data for Table 5 are taken from answers to question A5 on the interview schedule: "What specific training did you get in school that has helped you most on your job?"

Subjects included in Table 5 under "Other" include Law, Economics, Business English, and Business Mathematics. It is interesting to note that Typewriting and Shorthand constitute the most valuable vocational training received in school, according to 33, or 22 per cent, of all the workers. Accounting is rated most valuable less than half as often as Shorthand and Typewriting, while Typewriting alone is rated third.

Table 4

High School Graduates Who Have Completed One or More Months of
Business College Training

Occupational Fields and Job Titles	Number Reporting Months of:								
	Accounting and Bookkeeping			Typewriting			Shorthand		
	1-6	7-12	12-18	1-6	7-12	12-18	1-6	7-12	12-18
Managerial									
Managers			1	1			1		
Office Managers	2			1	1		1	1	
Record-Keeping									
Bookkeepers		1	1		1	1		1	1
Secretarial-Clerical									
Office Clerks	1	3		2	3		2	3	
Secretaries	2	1		3			3		
Stenographers	5			3	4		4	3	
Typists	1					1		1	
Selling-Store Service									
Deliverymen					1			1	
General Salespeople	1	1			2			1	
Meat Salesmen									
Service Station Attendants									
Stock Clerks									
Total	12	6	2	10	12	2	11	11	1

This table is read: Two office managers who are high school graduates have from 1 to 6 months of Accounting in Business College.

Table 5

Total Workers Reporting Certain Business Subjects of Most Value in Present Position

Occupational Field	Subjects												Totals	
	Accounting		Shorthand and Typewriting		Typewriting (only)		Marketing		Other		None			
	Num- ber	Per Cent	Num- ber	Per Cent	Num- ber	Per Cent	Num- ber	Per Cent	Num- ber	Per Cent	Num- ber	Per Cent	Num- ber	Per Cent
Managerial	4	11.1	4	11.1					3	8.3	25	69.5	36	100
Record-keeping	4	40.0	1	10.0					2	20.0	3	30.0	10	100
Secretarial-Clerical	2	3.8	27	50.9	13	24.5			3	5.7	8	15.1	53	100
Selling-Store Service	5	9.8	1	2.0			1	2.0	16	31.4	28	54.8	51	100
Total	15		33		13		1		24		64		150	

This table is read: Four, or 11.1 per cent, of all managers report that Accounting is the most valuable subject studied in school.

Sixty-four, or more than 42 per cent, of the workers report that no business subject is of most value to them on their present jobs. This is not necessarily an indictment of the training now offered by schools, but an indication of almost complete lack of training in certain fields. Persons in the managerial and the selling and store service fields report the least help from school. Fifty-three out of 87 report no business training received in school to be of most help on present job. Whereas, in the record-keeping and secretarial-clerical fields, only 5 out of 63 report no business training of help on present job.

It is often difficult to determine the source of valuable training of workers. As is indicated by the following table, Number 6, about two-thirds as many persons received business training in more than one kind of school as those who received it in only one. Fifty received business training in both high school and college, in high school and business college, in college and business college, or in all three. Only 79 out of 150 workers had business training from only one kind of school.

Since almost a third, or 31.35 per cent, of the workers interviewed received their only business training in high school, it would seem expedient for high schools to make their program more strongly vocational for those who will not continue in school. It is significant that 29 or 19.33 per cent of the 150 workers report no business training from any source.

Table 7 answers the question A4: "In what field or fields did you major in school?" Those workers reported in the column "None" are those who had not attended college, or who had not yet selected a major field at the time they left school.

Table 6

Workers Receiving Business Training From One or More Schools

Occupational Fields and Job Titles	Schools from which Training was Received							All	Total
	No Bus. Training	High School	High S. and College	College	Bus. College	High S. and Bus. College	College and Bus. College		
Managerial									
Managers	15	9	5	4	1				34
Office Managers					1		1		2
Record-Keeping									
Bookkeepers	2	1	2	3	2				10
Secretarial-Clerical									
Office Clerks	2	3	8	2	2	2	2		21
Secretaries	1	4	6	1		1		2	15
Stenographers		3	5	1	1	4		2	16
Typists						1			1
Selling-Store Service									
Deliverymen	2	2		1		1			6
General Salespeople	6	12	5	2	2				33
Meat Salesmen	1	1							2
Service Station									
Attendants		5	3	1					9
Stock Clerks		1							1
Total	<u>29</u>	<u>47</u>	<u>34</u>	<u>15</u>	<u>9</u>	<u>9</u>	<u>3</u>	<u>4</u>	<u>150</u>
Per Cent	19.4	31.4	22.6	10.0	6.0	6.0	2.0	2.6	

Table 7

Major Study Pursued By Workers

Occupational Fields and Job Titles	Schools							Totals
	Commerce	Agriculture	Engineering	Home Ec.	Education	Arts and Science	None	
Managerial								
Managers	7	1	3	1	4	7	11	34
Office Managers						1	1	2
Record-Keepers								
Bookkeepers	5	1		1		1	2	10
Secretarial-Clerical								
Office Clerks	10	1	2	1		2	5	21
Secretaries	7			3		2	3	15
Stenographers	13			1		2		16
Typists							1	1
Selling-Store Service								
Deliverymen						3	3	6
General Salespeople	4	10	5	1		3	10	33
Meat Salesmen							2	2
Service Station								
Attendants	3		3			1	2	9
Stock Clerks							1	1
Total	49	13	13	8	4	22	41	150
Per Cent	32.6	8.7	8.7	5.3	2.7	14.7	27.3	100

This table is read: Seven of the 34 general managers did their major school work in Commerce.

Note: Of the 49 workers who did their major work in Commerce, 9 had a high school major.

Since this study is a business occupation survey, it is not surprising to find that 49, or almost 33 per cent, of all workers reporting a major field, did this work in Commerce. This is more than twice as many as those in the next highest group, Arts and Sciences. Every school on the Oklahoma Agricultural and Mechanical College campus is represented in Stillwater business.

In addition to the 49 workers who did major work in Commerce, there were others who reported having completed hours in certain business subjects, which greatly increases the number of business trained workers. Table 8 shows the totals of semester hours completed in college in business subjects.

Eighty-four workers report having completed from 1-6 hours in various commercial subjects,² which is more than twice as many as the 35 who have completed 6-12 hours, or the 13 who have completed more than 12 hours.

Although from 1-6 hours in business subjects are reported by 56 per cent of all workers, only 36 $\frac{2}{3}$ per cent indicate that commerce is the most valuable school training received. Table 9 shows the various kinds of school training which are considered most valuable by the workers.

The implications here are similar to those of Table 5--that those persons engaged in managerial and selling occupations receive less vocational benefit from school training than those in record-keeping and secretarial work.

Tables 10 and 11 show the same data as does table 9, except that

²The apparent discrepancy between Tables 7 and 8, as to number of persons majoring in commerce and number reporting hours in commercial subjects, is explained by the fact that many who indicated a major had not been graduated from college, hence had not completed a major.

Table 8

College Graduates and Under Graduates Who Have Completed
College Hours in Business Subjects

Occupational Fields and Job Titles	Number Reporting College Semester Hours in														
	Accounting			Typewriting			Shorthand			Marketing			Other		
	1-6 hrs.	7-12 hrs.	over 12 hrs.	1-6 hrs.	7-12 hrs.	over 12 hrs.	1-6 hrs.	7-12 hrs.	over 12 hrs.	1-6 hrs.	7-12 hrs.	over 12 hrs.	1-6 hrs.	7-12 hrs.	over 12 hrs.
Managerial															
Managers	2	3	1	4	1		1			3	1		1	1	
Office Managers	1			1			1							1	
Record-Keeping															
Bookkeepers	1	1	2	2	3		1	1		1					1
Secretarial-Clerical															
Office Clerks	5	1		5	1		6	1		1			3	1	1
Secretaries	3	1		4	4		4	3	1	1		1	4		1
Stenographers	5	2		4	4		4	1	3	3				1	
Typists															
Selling-Store Service															
Deliverymen	1			1											
General Salespeople	3									1			3	1	1
Went Salesmen															
Service Station															
Attendants		2		2				1		2					1
Stock Clerks															
Total	<u>21</u>	<u>10</u>	<u>3</u>	<u>23</u>	<u>13</u>		<u>17</u>	<u>7</u>	<u>4</u>	<u>12</u>	<u>1</u>	<u>1</u>	<u>11</u>	<u>5</u>	<u>5</u>

This table is read: Two managers have completed from 1-6 college semester hours in Accounting.

Table 9

Workers Reporting School Training of Most Help on Present Job

Occupational Fields and Job Titles	Subjects or Other Training										Totals
	Art	Com- merce	Engin- eering	Eng- lish	General Funda- mentals	Home Ec.	Mathe- matics	Sci- ence	Social Con- tests	None	
Managerial											
Managers	2	4	1	3	4		1	1	4	14	34
Office Managers		2									2
Record-Keeping											
Bookkeepers		5					1			4	10
Secretarial-Clerical											
Office Clerks		11		1			1	1	2	5	21
Secretaries		14				1					15
Stenographers		13		1			1		1		16
Typists		1									1
Selling-Store Service											
Deliverymen		1					3			2	6
General Salespeople	1	4	1	3	1	1	4	1	4	13	33
Meat Salesmen							2				2
Service Station											
Attendants			1				4		1	3	9
Stock Clerks									1		1
Total	3	55	3	8	5	2	17	3	13	41	150
Per Cent	2.0	36.8	2.0	5.3	3.3	1.3	11.3	2.0	8.7	27.3	

This table is read: Two managers report that Art is of more help in their present work than any other training received in school.

workers are classified as to educational level attained--high school graduation or less, and college or business college training. Those who left school at or before high school graduation do not offer as wide a range of most valuable training as those who have higher education, on the college or business college level.

Of the first group (table 10), there are 7, or 15.22 per cent, who rank Commerce first in value on present job. Those who have college training (table 11), indicate strongly that Commerce offered the most practical training they received in school. There are 46.15 per cent of the 104 in this group who place Commerce first.

As shown in table 6, 47 workers, or 31.35 per cent, received their only business training in high school. Yet, only 7, or $4 \frac{2}{3}$ per cent, of all workers report business training in high school to be their most useful school training.

The fact that workers do not tend to follow the occupation last planned while in school may partially explain the discrepancy between the number of workers studying Commerce, and those reporting it most valuable. Tables 12 and 13 show the "vocational persistency" of workers, or the extent to which they follow the occupation last planned while they were in school.

Fifty-nine of the 83 male workers are not following their last planned occupation. Among those who left school in grades 9-11, not one is following his last plan while in school. The number is somewhat higher for high school graduates; in this group, 3 out of 20 males are carrying out their vocational plans. The ratio increases for college undergraduates, where 12 out of 38 are engaged in the work planned while in school. Six of 14 college graduates are doing the work for which they

Table 10

Workers Leaving School at or Before High School Graduation Who
Report School Training of Most Help on Present Job

Occupational Fields and Job Titles	Subject Fields						Totals	
	Commerce	English	General Funda- mentals	Matho- matics	Science	Social Contests		None
Managerial								
Managers	1	1	2	1	1		6	12
Office Managers								
Record-Keeping								
Bookkeepers				1			1	2
Secretarial-Clerical								
Office Clerks		1		1		1	2	5
Secretaries	1							1
Stenographers	2	1		1		1		5
Typists	1							1
Selling-Store Service								
Deliverymen	1			2			1	4
General Salespeople	1	2	1	3		2	4	13
Meat Salesmen				2				2
Service Station								
Attendants				1				1
Stock Clerks								
Total	<u>7</u>	<u>5</u>	<u>3</u>	<u>12</u>	<u>1</u>	<u>4</u>	<u>14</u>	<u>46</u>

Table 11

Workers Who Have Had College or Business College Training Reporting
Training of Most Help on Present Job

Occupational Fields and Job Titles	Subject Fields										Totals
	Art	Com- merce	Engin- eering	Eng- lish	General Funda- mentals	Home Ec.	Mathe- matics	Sci- ence	Social Con- tests	None	
Managerial											
Managers	2	3	1	2	2				4	8	22
Office Managers		2									2
Record-Keeping											
Bookkeepers		5								3	8
Secretarial-Clerical											
Office Clerks		11						1	1	3	16
Secretaries		12				1					13
Stenographers		11									11
Typists		1									1
Selling-Store Service											
Deliverymen							1			1	2
General Salespeople	1	3	1	1		1	1	1	2	9	20
Meat Salesmen											
Service Station											
Attendants			1				3		1	3	8
Stock Clerks									1		1
Total	<u>3</u>	<u>48</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>5</u>	<u>2</u>	<u>9</u>	<u>27</u>	<u>104</u>

This table is read: Of the 150 workers interviewed, two managers who had attended college or business college reported Art to be of more help to them on their present job than any other training received.

Note: One-hundred-four, or 69 1/3% of the workers interviewed had attended college and/or business college.

Table 12

Male Workers Leaving School at Various Educational Levels Who are
Following Occupation Last Planned While in School

Occupational Fields and Job Titles	Educational Levels							Total Males
	Grades 1-8	Grades 9-11	High School Graduate	College Under- graduate	College Graduate	Business College	Persons not in Planned Occupation	
Managerial								
Managers	1		1	5	4		20	31
Office Managers								
Record-Keeping								
Bookkeepers					1		3	4
Secretarial-Clerical								
Clerks (Office)				1	2		3	6
Secretaries								
Stenographers								
Typists								
Selling-Store Service								
Deliverymen						1	5	6
General Salespeople			1	4		1	18	24
Meat Salesmen			1				1	2
Service Station								
Attendants				3			6	9
Stock Clerks							1	1
Total	1		3	13	7	2	57	83

This table is read: One manager is following the occupation he last planned while in school.

are prepared. Sixty-six and two thirds per cent (2 out of 3) business college graduates planned to do the work in which they are now engaged.

The next table, number 13, for female workers, shows similar findings, with certain variations.

No female worker who left school before high school graduation is following the type of work planned in school. Eight of the 16 girls who were graduated from high school are in the occupation planned in school. As in the case of males, the ratio increases for college trained workers. Eighteen female workers who are college undergraduates are following their occupational plans made in school, while eight are not doing so. Four of 14 college graduates are in their intended occupation, while 8 of 9 business college graduates are following work for which they received training in school.

Table 13

Female Workers Leaving School at Various Educational Levels Who are Following Occupation Last Planned While in School

Occupational Fields and Job Titles	Educational Levels					Totals
	High School Graduate	College Under- graduate	College Graduate	Business College	Persons not in Planned Occupations	
Managerial						
Managers			1		2	3
Office Managers				1	1	2
Record-Keeping						
Bookkeepers		2			4	6
Secretarial-Clerical						
Office Clerks	3	6		2	4	15
Secretaries	3	6	1	1	4	15
Stenographers	2	4	2	3	5	16
Typists				1		1
Selling-Store Service						
Deliverymen						
General Salespeople					9	9
Meat Salesmen						
Service Station						
Attendants						
Stock Clerks						
Total	<u>8</u>	<u>18</u>	<u>4</u>	<u>8</u>	<u>29</u>	<u>67</u>

Note: No female worker who left school before high school graduation is now following the occupation last planned while in school.

SUMMARY AND CONCLUSIONS

- (1) One-hundred-forty of the 150 workers interviewed left school at high school graduation or later. This indicates that competition will force business workers to go as far as possible in school, certainly through high school.
- (2) Of all managers, 63.88 per cent have college training. Sixty per cent of record-keepers have such training. Secretarial and clerical workers have the highest percentage of college trained workers--67.92 per cent. The selling and store service group have the smallest per cent of college trained workers, 33 1/3 per cent. This seems to indicate that schools, especially colleges, should offer more training for potential workers in the managerial and particularly in the retail selling fields.
- (3) Fifty workers received business training from more than one kind of school, 16 of whom had business college training in addition to that received in public schools. This may indicate that students are not getting all necessary training in schools and are resorting to business colleges for additional training. Schools might profitably investigate this situation, in which almost 10 per cent of all workers attend business college after having had business training in public institutions.
- (4) Occupational planning in school has not been followed through in the case of 68 of the persons interviewed. Eighty-eight are in a different field from the one planned while they were in school.

CHAPTER III

OCCUPATIONAL STATUS AND BACKGROUND OF WORKERS; MARITAL STATUS,
SEX, OCCUPATION, AND AGE OF WORKERS

Administrators of schools which offer commercial training need to know the educational background, and the occupational background and status of workers now in certain occupations, in order to plan the most effective training program. Potential workers need to know the possibilities for initial employment, for advancement in certain jobs, and the probable pay which will be received for certain work.

As a basis for classification and description of the occupational status and background of workers, they are first grouped by sex, marital status, and occupation. Further groupings, classifications, and tables are made in the attempt to show the information mentioned in the first paragraph above.

As shown in Table 14, there are 83 males and 67 females among the interviewees. There are almost three times as many single women as married women. The ratio between married and unmarried males, however, is only 29:26, or a little more than 1 to 1.

Table 15, derived from Number 14, shows only totals and per cents, as to sex, marital status, and occupation. The largest group in any occupational field are the unmarried female workers in the Secretarial-Clerical field. Over 23 per cent of all workers belong in this group. The next largest is the group of single males in Selling and Store Service, of whom there are 30 or 20 per cent of all workers.

More males are employed by other individuals than own the business in which they work. The same is true for females, but to a greater degree. Only 1 out of 10 females owns all or part of the business

Table 14

Marital Status, Sex, and Occupation of Workers

Occupational Fields and Job Titles	Male			Female			Total
	Married	Single	Total	Married	Single	Total	
Managerial							
Managers	27	4	31	1	2	3	34
Office Managers					2	2	2
Record-Keeping							
Bookkeepers	3	1	4	3	3	6	10
Secretarial-Clerical							
Office Clerks	2	4	6	4	11	15	21
Secretaries				4	11	15	15
Stenographers				4	12	16	16
Typists					1	1	1
Selling-Store Service							
Deliveryman	6		6				6
General Salespeople	5	19	24	4	5	9	33
Went Salesmen	1	1	2				2
Service Station							
Attendants		9	9				9
Stock Clerks		1	1				1
Total	<u>44</u>	<u>39</u>	<u>83</u>	<u>20</u>	<u>47</u>	<u>67</u>	<u>150</u>
Per Cent	29.3	26.00	55.3	13.3	31.4	44.7	

Table 15

Marital Status, Sex, and Occupational Field of Workers

Occupational Fields and Job Titles	Sex											
	Male						Female					
	Married	Per Cent	Single	Per Cent	Total	Per Cent	Married	Per Cent	Single	Per Cent	Total	Per Cent
Managerial	27	18.0	4	2.7	31	20.6	1	.7	4	2.7	5	3.4
Record-Keeping	3	2.0	1	.7	4	2.7	3	2.0	3	2.0	6	4.0
Secretarial-Clerical	2	1.3	4	2.7	6	4.0	12	8.0	35	23.3	47	31.4
Selling-Store Service	13	8.0	30	20.0	42	28.0	4	2.6	5	3.4	9	6.0
Total	44	29.3	39	26.0	83	55.3	20	13.3	47	31.4	67	44.7

This table is read: Twenty-seven, 18 per cent, of all workers are men in the managerial field.

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which employes her. This situation has certain implications for the school curriculum maker, as to the methods of obtaining and keeping with established firms.

The mean age for all male workers is 25.73 years, while that of all female workers is 24.73. There are, as might be expected, more workers in the female group, ages 21 to 24 inclusive, than in any other single group. The smallest group is that made up of females who are between 30 and 32 years of age, inclusive.

Workers in the Selling and Store Service occupations tend to be younger than those in other fields included in this study. In Table 18 the ages of workers are shown by cumulative per cents, according to occupational fields. These data show that almost 50 per cent of the managers are 30 years old or older; however, the per cents for the other fields are much lower. Over four-fifths of the secretarial-clerical workers are 29 years old or younger; 90 per cent of the bookkeepers are 29 or younger.

FREQUENCY OF DUTIES PERFORMED BY WORKERS

The duties reported performed by workers in the four occupational fields are many and varied. As shown by Tables 19 and 20, there is a tendency for workers in different occupations to perform many of the same duties. For instance, managers report 19 different duties, all except 5 of which are performed by workers in the selling field. Office clerks report a wide range of duties, indicating the need for broad vocational training for those workers who will be employed in towns similar in size and quality to Stillwater. No workers interviewed for this study perform only one duty.

The ratio between full-time and part-time workers interviewed is

100
100

Table 16

Workers Owning Interest in Business in Which They Work

Occupational Fields and Job Titles	Own an Interest	Do not Own an Interest	Own an Interest	Do not Own an Interest	Total
Managerial					
Managers	24	7	2	1	34
Office Managers				2	2
Record-Keeping					
Bookkeepers		4	1	5	10
Secretarial-Clerical					
Office Clerks	1	5	2	13	21
Secretaries			1	14	15
Stenographers				16	16
Typists				1	1
Selling-Store Service					
Deliverymen		6			6
General Salespeople		24		9	33
Meat Salesmen		2			2
Service Station					
Attendants		9			9
Stock Clerks		1			1
Total	<u>25</u>	<u>58</u>	<u>6</u>	<u>61</u>	<u>150</u>
Per Cent	16.67	38.66	4.00	40.67	

This table is read: Twenty-four of the thirty-one male managers own an interest in the business in which they work.

Table 17

Age, Occupation, and Sex of Workers

Occupational Fields and Job Titles	Age of Workers										Total		
	18-20		21-23		24-26		27-29		30-32			33-35	
	M	F	M	F	M	F	M	F	M	F		M	F
Managerial													
Managers			3		4		9	2	6		9	1	34
Office Managers										2			2
Record-Keeping													
Bookkeepers			1	4	2		2		1				10
Secretarial-Clerical													
Office Clerks		4		3	3	2	2	4	1	2			21
Secretaries		2		2		6		3				2	15
Stenographers		4		7		3		1				1	16
Typists		1											1
Selling-Store Service													
Deliverymen				1		1		2		2			6
General Salespeople	8	1	8	5	4		3	1	1			2	33
Meat Salesmen					2								2
Service Station													
Attendants		5		3		1							9
Stock Clerks				1									1
Total	13	12	17	21	17	11	16	13	11	4	9	6	150

Table 18

Age of Workers in Occupational Field

Ages (in years)	Occupational Fields							
	Managerial		Record-Keeping		Secretarial-Clerical		Selling and Store Service	
	Number	Cum* Per Cent	Number	Cum. Per Cent	Number	Cum. Per Cent	Number	Cum. Per Cent
Total	36	100.0	10	100.0	53	100.0	51	100.0
33-35	10	100.0			3	100.0	2	100.0
30-32	8	72.2	1	100.0	3	94.3	3	96.1
27-29	11	50.0	2	90.0	10	88.7	6	90.2
24-26	4	19.4	2	70.0	14	69.8	8	78.4
21-23	3	8.3	5	50.0	12	43.4	18	62.7
18-20					11	20.8	14	27.5

*Cumulative Per Cent

This table is read: Three, or 8.3 per cent, of the managerial workers are below 24 years of age; etc.

Table 19

Frequency of Performance of Duties by Workers in Managerial
and Selling Occupations

Duties Reported as Performed	Occupational Field								
	Managerial			Selling and Store Service					Total
	Managers	Office Managers	Total	Delivery- men	General Sales- people	Meat Salesmen	Ser. Sta. Attendants	Stock Clerks	
Act as cashier					1				1
Answer telephone	2	1	3				1		1
Arrange displays	5		5		3			1	4
Arrange stock	2		2		2				2
Buy	20		20		6		1	1	8
Check in stock	2		2		2		1	1	4
Clean up				1	13		7	1	22
Collect	2		2						
Deliver	1		1	6	1				7
Do clerical work	6	2	8		1				1
Do repairing	2		2	1	2				3
Edit advertising	5		5						
File		2	2						
Keep books	15		15		1	2			3
Mark-up	3		3			2			2
Put up orders	1		1	1	1				2
Sell	18		18	4	33	2	8	1	48
Solicit	2		2	1					1
Stock shelves	2		2	4	4				8
Supervise help	10	1	11		1				1
Take dictation		2	2						
Typewrite	1	1	2		1				1
Wait on customers	1		1				2		2
Wrap gift packages					1				1

This table is read: Of the 34 managers interviewed, 2 report that answering the telephone is one of their duties.

Table 20

Frequency of Performance of Duties by Workers in Record-Keeping, Secretarial, and Clerical Occupations

Duties Reported and Performed	Occupational Field					Total
	Record-Keeping	Clerks	Secretaries	Stenographers	Typists	
Abstract		2	1			3
Act as cashier	3					
Answer telephone	2	3	5	5		13
Check records		5		1		6
Collect		2				2
Deliver	1					
Clerical work		9	2	5	1	17
File	1	8	8	9	1	26
Handle applications		3				3
Interview			1	2		3
Issue warrants		1				1
Keep books	10	3	7	1		11
Make periodic reports		1	1			2
Meet the public		1	2	1		4
Make tax returns	1					
Mimeograph		1				1
Operate switchboard		2				2
Operate teletype		1				1
Put up mail		1				1
Record instruments		1	1			2
Sell	3	2	1	2		5
Send out statements			1			1
Stuff envelopes		1				1
Take and write minutes		1				1
Take dictation		2	8	14		24
Typewrite	3	11	14	16	1	42
Wait on Customers	4	4	2			6

This table is read: Of the 10 bookkeepers interviewed, 3 report that acting as cashier is one of their duties.

19:6 or a little over 3 to 1. This ratio is especially high for the section of Stillwater covered by this study because of the fact that workers in school are usually employed only part-time. There are more part-time workers in the selling and store service field than in any other. No part-time managers, office managers, deliverymen, or stock clerks were interviewed. An unusual case is that of the cafe manager who works full time, has full responsibility, and also attends school.

INITIAL EMPLOYMENT OF WORKERS

Almost half of all of the workers interviewed were males who began their first regular job immediately upon leaving school. Females who started regular work immediately include over 23 per cent of all workers, which makes a total of more than 31 per cent of all workers who waited less than one month for employment after leaving school.

The ages of workers at the time of receiving their first jobs for pay is shown in Tables 23 and 24. There is a range of from 10 to 25 years for all workers. The largest number of workers in any age group are the male workers who began work at the age of 12. Females beginning work at 13 constitute the next largest group. Eighteen is the modal age at initial employment for both boys and girls, considered separately; whereas, for the group of all workers, the mode is 15.

The mean age of all workers at the time of receiving their first jobs for pay is slightly less than 16 years.

The ages of workers at first regular employment are somewhat higher than those shown by Tables 23 and 24, as is to be expected. The greatest number of both males and females began first regular work between the ages of 19 and 20. Of workers who now have part-time employment, more began regular work between the ages of 17 and 18, inclusive, than at any

Table 21

Full-Time Workers Engaged in Various Jobs, Classified By
Sex and Marital Status

Occupational Fields and Job Titles	Sex						Totals		
	Male			Female			Married	Single	Total
	Married	Single	Total	Married	Single	Total	Married	Single	Total
Managerial									
Managers	27	4	31	1	2	3	28	6	34
Office Managers					2	2		2	2
Record-Keeping									
Bookkeepers	3		3	2	3	5	5	3	8
Secretarial-Clerical									
Office Clerks	2	3	5	4	6	10	6	9	15
Secretaries				4	8	12	4	8	12
Stenographers				3	9	12	3	9	12
Typists									
Selling-Store Service									
Deliverymen	6		6				6		6
General Salespeople	5	7	12	2	4	6	7	11	18
Meat Salesmen	1	1	2				1	1	2
Service Station									
Attendants		4	4					4	4
Stock Clerks		1	1					1	1
Total	<u>44</u>	<u>20</u>	<u>64</u>	<u>16</u>	<u>34</u>	<u>50</u>	<u>59</u>	<u>54</u>	<u>114</u>

Table 21a

Part-Time Workers Engaged in Various Jobs, Classified
by Sex and Marital Status

Occupational Fields and Job Titles	Sex						Totals		
	Male		Total	Female		Total			Total
	Married	Single		Married	Single		Married	Single	
Managerial									
Managers									
Office Managers									
Record-Keeping									
Bookkeepers		1	1	1		1			2
Secretarial-Clerical									
Office Clerks		1	1		5	5		6	6
Secretaries					3	3			3
Stenographers				1	3	4	1	3	4
Typists					1	1		1	1
Selling-Store Service									
Deliverymen									
General Salespeople		12	12	2	1	3	2	13	15
Meat Salesmen									
Service Station									
Attendants		5	5					5	5
Stock Clerks									
Total		19	19	7	13	14	3	28	36

Table 22

Workers Classified by Occupation, by Sex and by Time Elapsed Between Date of Leaving School and Date of First Regular Employment

Occupational Fields and Job Titles	None		1-3		4-6		7-9		10-12		13-24		25-36		Over 36	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Managerial																
Managers	28		2	1				1		1						1
Office Managers		1		1												
Record-Keeping																
Bookkeepers	3	3		2	1	1										
Secretarial-Clerical																
Office Clerks	5	7	1	7				1								
Secretaries		11		1				1				2				
Stenographers		7		8				1								
Typists		1														
Selling-Store Service																
Deliverymen	3		2								1					
General Salespeople	22	5		1			1	1			1	1				1
Meat Salesmen	2															
Service Station																
Attendants	8		1													
Stock Clerk	1															
Total	72	35	6	21	1	1	1	5		1	2	3			1	1
Per Cent	46.0	23.2	4.0	14.0	.7	.7	.7	3.3		.7	1.3	2.0			.7	.7

This table is read: Twenty-eight managers of the male sex were employed immediately after leaving school.

Table 23

Age at Initial Employment of Male Workers by Present Occupation

Occupational Fields and Job Titles	Age at Initial Employment														Totals
	10	11	12	13	14	15	16	17	18	19	20	21	22	Over 22	
Managerial															
Managers	5	2	7		4	4	3	1	2	2	1				
Office Managers															
Record-Keeping															
Bookkeepers			1			1	1							1	
Secretarial-Clerical															
Office Clerks			2		1					1		1	1		
Secretaries															
Stenographers															
Typists															
Selling-Store Service															
Deliverymen	1			1	2	2									6
General Salespeople	5		4	1	3	3	4	1	1	1	1				24
Meat Salesmen				1			1								2
Service Station Attendants	3			3			2			1					9
Stock Clerks			1												1
Total	14	2	15	6	10	10	11	2	3	5	2	1	1	1	83

This table is read: Five workers who are now general managers began work for pay at the age of ten.

Table 24

Age at Initial Employment of Female Workers, by Present Occupation

Occupational Fields and Job Titles	Age at Initial Employment															Totals
	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Managerial																
Managers					1						1	1				3
Office Managers										1					1	2
Record-Keeping																
Bookkeepers				1	2		1		1		1					6
Secretarial-Clerical																
Office Clerks				2	2	1	2	3	3		1	1				15
Secretaries	1			1	1	1	3	2	2	2	1	1		1		15
Stenographers				1	1	2	2	5	1	2	1	1				16
Typists									1							1
Selling-Store Service																
Deliverymen																
General Salespeople	1		1	1	1	1	1	2	1							9
Meat Salesmen																
Service Station Attendants																
Stock Clerks																
Total	1		1	4	8	5	9	12	11	5	5	4		1	1	67

This table is read: Of the 67 female workers, 1.49% began work for pay at the age of 10 years.

Table 25

Age of All Workers at Initial Employment

Occupational Fields and Job Titles	Age at Initial Employment															Total	
	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		25
Managerial																	
Managers	5	2	7		4	5	3	1	2	2	1	1	1				34
Office Managers											1					1	2
Record-Keeping																	
Bookkeepers			1		1	3	1	1		1		1				1	10
Secretarial-Clerical																	
Office Clerks			2		3	2	1	2	3	4		2	2				21
Secretaries		1				1	1	3	2	2	2	1	1		1		15
Stenographers					1	1	2	2	5	1	2	1	1				16
Typists										1							1
Selling-Store Service																	
Deliverymen	1			1	2	2											6
General Salespeople	5	1	4	2	4	4	5	2	3	2	1						33
Meat Salesmen				1			1										2
Serv. Sta. Attendants	3			3			2			1							9
Stock Clerks			1														1
Total	14	4	15	7	15	18	16	11	15	14	7	6	5	—	1	2	150
Per Cent	9.3	2.7	10.0	4.7	10.0	12.0	10.7	7.3	10.0	9.3	4.7	4.0	3.3	—	.7	1.3	100

Table 26

Age of Male Workers at Initial Regular Full-Time Employment

Occupational Fields and Job Titles	Age											Totals
	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30	31-32	33-34	
Managerial												
Managers	3	5	6	11	3	2	1					
Office Managers												
Record-Keeping												
Bookkeepers				1		1			1			
Secretarial-Clerical												
Office Clerks			3				2					
Secretaries												
Stenographers												
Typists												
Selling-Store Service												
Deliverymen		1	3	1		1						
General Salespeople		1	5	5								
Meat Salesmen	1			1								
Service Station												
Attendants		2	2									
Stock Clerks				1								
Total	<u>4</u>	<u>9</u>	<u>19</u>	<u>20</u>	<u>3</u>	<u>4</u>	<u>3</u>		<u>1</u>			63

This table is read: Three male managers whose first employment was regular full-time work, began when 13 to 14 years old.

Table 27

Age of Female Workers at Initial Regular Full-Time Employment

Occupational Fields and Job Titles	Age										Totals	
	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30	31-32		33-34
Managerial												
Managers					2	1						
Office Managers				1			1					
Record-Keeping												
Bookkeepers	1	1	2	1								
Secretarial-Clerical												
Office Clerks			1	6	3	1						
Secretaries			5	2	3	1					1	
Stenographers		1	1	5	4							
Typists												
Selling-Store Service												
Deliverymen												
General Salespeople			4	2	1							
Meat Salesmen												
Service Station Attendants												
Stock Clerks												
Total	1	2	13	17	13	3	1				1	51

This table is read: One female bookkeeper whose first employment was regular full-time work, began when 13 to 14 years old.

Table 28

Age of Male Workers at Initial Regular Part-Time Employment

Occupational Fields and Job Titles	Ages					Total
	13-14	15-16	17-18	19-20	21-22	
Managerial						
Managers						
Office Managers						
Record-Keeping						
Bookkeepers		1				
Secretarial-Clerical						
Office Clerks				1		
Secretaries						
Stenographers						
Typists						
Selling-Store Service						
Deliverymen						
General Salespeople		3	6	2	2	
Meat Salesmen						
Service Station						
Attendants	1		3	1		
Stock Clerks						
Total	<u>1</u>	<u>4</u>	<u>9</u>	<u>4</u>	<u>2</u>	20

This table is read: One male service station attendant whose first employment was regular part-time work, began when 13 to 14 years old.

Table 29

Age of Female Workers at Initial Part-Time Employment

Occupational Fields and Job Titles	Ages					Total
	13-14	15-16	17-18	19-20	21-22	
Managerial						
Managers						
Office Managers						
Record-Keeping						
Bookkeepers					1	
Secretarial and Clerical						
Clerks			3	1	1	
Secretaries			1	2		
Stenographers			3		1	
Typists				1		
Selling and Store Service						
Deliverymen						
General Salespeople				2		
Meat Salesmen						
Serv. Station Attendants						
Stock Clerks						
Total			7	5	3	16

This table is read: Three female clerks whose first employment was regular part-time work began when 17-18 years old.

Table 30

Age of All Male Workers at Initial Regular Employment

Occupational Fields	Age										Totals	
	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30	31-32		33-34
Managerial	3	5	6	11	3	2	1					
Record-Keeping		1		1		1			1			
Secretarial-Clerical			3	1			2					
Selling-Store Service	2	7	19	11	2	1						
Total	5	13	28	24	5	4	3		1			

Table 31

Age of All Female Workers at Initial Regular Employment

Occupational Fields	Age											Totals
	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30	31-32	33-34	
Managerial				1	2	1	1					
Record-Keeping	1	1	2	1	1							
Secretarial-Clerical		1	14	17	12	2						1
Selling-Store Service			4	4	1							
Total	<u>1</u>	<u>2</u>	<u>20</u>	<u>23</u>	<u>16</u>	<u>3</u>	<u>1</u>					<u>1</u>

other age level.

OCCUPATIONAL BACKGROUND OF WORKERS

More than twice as many full-time workers report obtaining initial regular employment through their own efforts than through the next highest medium, friends. Slightly less than 10 per cent state that their first regular work was obtained through school help. For part-time workers, the ratios are different. Friends are reported most often as the media through which jobs were obtained. Fourteen reported such help, while only 13 obtained their first regular job on their own initiative. As in the case of full-time workers, employment agencies account for the employment of less than 1 per cent of all workers interviewed. This may be accounted for in two possible ways. First, employment agencies, both state and private, are relatively new in Stillwater; second, the calibre of persons engaged in business occupations would make them more able to obtain work on their own initiative, and less apt to have to depend on outside aid.

School training received since regular employment is reported more frequently than any other kind of training; 38 per cent of all answers to question A8 ("Have you had any additional organized training since your first regular job?") fall in this group. Twenty-seven of the 150 workers interviewed are still in school. Forty-six per cent of all workers report no organized training of any kind since regular employment.

Organized training received after regular employment is not reported by 46 per cent of all workers. Fifty-eight per cent stated that they did not desire further training. This might be partially explained by the fact that facilities for adult training in Stillwater are limited, and that additional training is expensive and difficult to get under

Table 32

Medium Through Which Full-Time Workers Obtained First Regular Employment

Occupational Fields and Job Titles	Medium					Self	Totals
	School	Friends	Relatives	S E S*	P E S**		
Managerial							
Managers	1	7	7			19	34
Office Managers				1		1	2
Record-Keeping							
Bookkeepers		1	1		1	5	8
Secretarial-Clerical							
Office Clerks		6	3			6	15
Secretaries		4	3			5	12
Stenographers	6	2				4	12
Typists							
Selling-Store Service							
Deliverymen			2			4	6
General Salespeople	3	6	1			8	18
Meat Salesmen			2				2
Service Station							
Attendants		1				3	4
Stock Clerks			1				1
Total	10	27	20	1	1	55	114

*State Employment Service

**Private Employment Service

This table is read: One full-time manager obtained his first regular job through the school.

Table 32a

Medium Through Which Part-Time Workers Obtained First Regular Employment

Occupational Fields and Job Titles	Medium					Self	Totals
	School	Friends	Relatives	S E S*	P E S**		
Managerial							
Managers							
Office Managers							
Record-Keeping							
Bookkeepers		1	1				2
Secretarial-Clerical							
Office Clerks	1	2				3	6
Secretaries		1	1			1	3
Stenographers		2	1			1	4
Typists			1				1
Selling-Store Service							
Deliverymen							
General Salespeople	1	8		1		5	15
Meat Salesmen							
Service Station							
Attendants			2			3	5
Stock Clerks							
Total	<u>2</u>	<u>14</u>	<u>6</u>	<u>1</u>		<u>13</u>	<u>36</u>

* State Employment Service

**Private Employment Service

This table is read: One part-time clerk obtained his first regular job through the school.

Table 33

Workers Receiving Organized Training Since First Regular Employment

Occupational Fields and Job Titles	In School		On the Job		Correspondence		No Training		Total Number
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	
Managerial									
Managers	9	26.5	8	23.5	2	5.9	15	44.1	34
Office Managers	1	50.0			1	50.0			2
Record-Keeping									
Bookkeepers	4	40.0	1	10.0			5	50.0	10
Secretarial-Clerical									
Office Clerks	7	33.3	1	4.8	2	9.5	11	52.4	21
Secretaries	7				2		6		15
Stenographers	7	43.8			1	6.2	8	50.0	16
Typists							1	100.0	1
Selling-Store Service									
Deliverymen	1	16.7	1	16.7			4	66.6	6
General Salespeople	17	51.5			3	9.1	13	39.4	33
Meat Salesmen							2	100.0	2
Service Station									
Attendants	4	44.5	1	11.1	1	11.1	3	33.3	9
Stock Clerks							1	100.0	1
Total	57		12		12		69		150

This table is read: Of the 34 managers, 9 or 26.5 per cent have had some additional organized training since first regular employment.

Note: Twenty-seven regular workers are still in school.

present conditions.

INCOME AND WEEKLY WORKING HOURS OF WORKERS

The mean wage for full-time workers who state their incomes, who have high school education or less is \$18.59 a week, as compared with \$20.85 for workers who have college training.

The national average weekly income of all office and clerical workers is \$20.75, which compares favorably with \$19.78, average received by secretarial-clerical workers interviewed for this study. Selling employees average \$17.19 a week in Stillwater; whereas, the national average for workers in the merchandising field is \$19.65. Managers interviewed for this study receive an average weekly income of \$25.65, which is a little more than 50 per cent of the national average, \$49.16.¹ However, there is a different classification basis used in the Statistical Abstracts from the one used in this study, and this may partially account for the discrepancy between the two average salaries.

The mean weekly income of part-time workers who have high school education or less is exactly \$7.50, while for those who have college training, it is \$7.18. This may be explained by the fact that 27 part-time workers are now in school, and are working as few hours as possible to leave time for school work.

A comparison of working hours a week for male and female full-time workers shows that the men work an average of 65.07 hours a week, or almost 18 more than the weekly average for women, which is 47.10. The extremely long hours worked by manager-owners makes this average much higher than it would otherwise be. Part-time workers average less than

¹Statistical Abstract of the U. S., 1939, p. 341
Government Printing Office, Washington, D. C., 1940.

Table 34

Workers Reporting Additional Training Desired

Training Desired	Job*												Totals
	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*	
Accounting	3		2	1				1	1				8
Art	1												1
Business Machines		1				2							3
College Degree	2				1	1							4
Cosmetology									1				1
English						2							2
Filing					1								1
Fabrics and Styles									2				2
Fountain Course									2				2
General Business	4				1				2				7
Journalism	1												1
Law	2			1	1				1				5
Music						1							1
Personnel Adm.					1								1
Pharmacy	1												1
Public Speaking					1				1				2
Salesmanship	2							1	1		4		8
Science and Technical Training	2	1							2				5
Shorthand				2	2								4
Typing			1		1								2
Window Decorating									1				1
None	<u>16</u>	<u>—</u>	<u>7</u>	<u>17</u>	<u>6</u>	<u>10</u>	<u>1</u>	<u>4</u>	<u>19</u>	<u>2</u>	<u>5</u>	<u>1</u>	<u>88</u>
Total	34	2	10	21	15	16	1	6	33	2	9	1	150

1. Managers 4. Clerks 7. Typists 10. Meat Salesmen
 2. Office Managers 5. Secretaries 8. Deliverymen 11. Service Station Attendants
 3. Bookkeepers 6. Stenographers 9. General Salespeople 12. Stock Clerks

This Table is read: Three managers report that they desire additional accounting to help in present work.

Table 35

Weekly Income of Full-Time Workers Who Have High School Education or Less

Occupational Fields and Job Titles	Weekly Income											Over 35	Not Stated	Total	
	10.00 12.49	12.50 14.99	15.00 17.49	17.50 19.99	20.00 22.49	22.50 24.99	25.00 27.49	27.50 29.99	30.00 32.49	32.50 34.99					
Managerial															
Managers		1				1	1		2	1	6		12		
Office Managers															
Record-Keeping															
Bookkeepers	1	1		1									3		
Secretarial-Clerical															
Office Clerks	1			1	1								3		
Secretaries		1	1		1	1						1	5		
Stenographers															
Typists															
Selling-Store Service															
Deliverymen	1		1			1	1						4		
General Salespeople	2	1	3	1	1							1	9		
Meat Salesmen					2								2		
Service Station															
Attendant	1	1											2		
Stock Clerk															
Total	6	5	5	3	5	2	2	1	2	1	8		40		

Note: Exception--one college undergraduate receives \$6,000 a year.

Table 36

Weekly Income of Full-Time Workers Who Have College or Business College Education

Occupational Fields and Job Titles	Weekly Income											Over 35	Not Stated	Total		
	10.00 12.49	12.50 14.99	15.00 17.49	17.50 19.99	20.00 22.49	22.50 24.99	25.00 27.49	27.50 29.99	30.00 32.49	32.50 34.99	35					
Managerial																
Managers			1	1		5	3	3	1			3*	5	22		
Office Managers							2							2		
Record-Keeping																
Bookkeepers	1	1			1	1			1					5		
Secretarial-Clerical																
Office Clerks		1	1	4	1	1	2						2	12		
Secretaries	1		1	2		1		1					1	7		
Stenographers		1	2	3	4		2							12		
Typists																
Selling-Store Service																
Deliverymen			2											2		
General Salespeople	1	1	1	1	2	1		1					1	9		
Meat Salesmen																
Service Station																
Attendant	1			1										2		
Stock Clerks	<u>1</u>													<u>1</u>		
Total	<u>5</u>	<u>4</u>	<u>8</u>	<u>12</u>	<u>8</u>	<u>9</u>	<u>9</u>	<u>5</u>	<u>2</u>			<u>3</u>	<u>9</u>	<u>74</u>		

*The three whose incomes are over 35 are extreme cases which would distort the mean and deviation if figured with the other cases.

Table 37

Weekly Income of Part-Time Workers Who Have High School Education or Less

Occupational Fields and Job Titles	Weekly Income			Not Stated
	5.00-7.49	7.49-9.99	10.00-12.49	
Managerial				
Managers				
Office Manager				
Record-Keeping				
Bookkeepers				
Secretarial-Clerical				
Office Clerks	1			
Secretaries	1			
Stenographers	1		1	
Typists				
Selling-Store Service				
Deliverymen				
General Salespeople	1	1	1	
Meat Salesmen				
Service Station				
Attendants				
Stock Clerk				
Total	<u>4</u>	<u>1</u>	<u>1</u>	

This table is read: One clerk receives a weekly income of \$5.00-\$7.49 a week, who has a high school education or less.

Table 38

Weekly Income of Part-Time Workers Who Have College or Business College Education

Occupational Fields and Job Titles	Weekly Income			
	5.00-7.49	7.50-9.99	10.00-12.49	Not Stated
Managerial				
Managers				
Office Managers				
Record-Keeping				
Bookkeepers		1		1
Secretarial-Clerical				
Office Clerks	3	1	1	
Secretaries	2	1	2	
Stenographers	2			
Typists				
Selling-Store Service				
Deliverymen				
General Salespeople	8	1		
Meat Salesmen				1
Service Station				
Attendants	5		1	
Stock Clerks				
Total	<u>20</u>	<u>4</u>	<u>4</u>	<u>2</u>

Table 29

Working Hours a Week of Full-Time Workers, by Sex

Occupational Fields and Job Titles	Hours a Week																			
	40-44		45-49		50-54		55-59		60-64		65-69		70-74		75-79		80-84		85-89	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Managerial																				
Managers		2	2		3		2		5		2		13		1		2		2	
Office Managers		2																		
Record-Keeping																				
Bookkeepers	1		1	3				1		1			1							
Secretarial-Clerical																				
Office Clerks			3	8		1					1		1	1						
Secretaries		3		7		1														
Stenographers		11				1														
Typists																				
Selling-Store Service																				
Deliverymen	2	1			1				2		2		1							
General Salespeople				4	1			1	3		1		3	1			2			
Meat Salesmen									1		1									
Service Station																				
Attendants									1		1			1		1				
Stock Clerks									1											
Total	3	19	6	22	5	3	2	2	13	1	8		19	2	2		5		2	

half as many working hours a week as full-time workers. For male part-time workers, the mean is 30.67 weekly working hours; for female part-time workers, the mean is 21.41 weekly working hours.

For male full-time workers, the median number of working hours a week is from 65 to 69, inclusive. For female full-time worker, the median is 50 to 54 working hours a week.

Better hours and better pay were given as reasons for leaving last previous jobs by over 35 per cent of all workers. More general salespeople offered this explanation than any other group. Almost 13 per cent of all workers left jobs in other towns to come to Stillwater to attend college. Over 16 per cent of all workers are now on their first regular job.

Sixteen full-time and 9 part-time jobs were created in 1940 in the section of Stillwater covered by this study. This means that one-sixth of all workers interviewed are working on a job which was created within the past year. The trend is for younger workers to be employed on these new jobs. The median age for all persons on newly created jobs is 22. Only 2 persons between 33 and 35 years of age were employed on a new job.

Of the 67 female workers included in this study, 32 or almost 48 per cent, report no plans for change in work for the next six months; only 33.60 per cent of all male workers report no expected change within the coming six months.

A promotion, but not a change in jobs, is expected by 5 males and 9 females. Next to "No change," the vocational plan stated by the most interviewees is "Enter a different field." This comparatively large number is partially explained by noting that 27 students are working

Table 40

Working Hours a Week of Part-Time Workers, by Sex

Occupational Fields and Job Titles	Hours a Week													
	10-14		15-19		20-24		25-29		30-34		35-39		40-44	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Managerial														
Managers														
Office Managers														
Record-Keeping														
Bookkeepers				1								1		
Secretarial-Clerical														
Office Clerks			1	1		4								
Secretaries						3		1						
Stenographers						3		1						
Typists				1										
Selling-Store Service														
Deliverymen														
General Salespeople		1		1		3		2	1			1		4
Meat Salesmen														
Service Station														
Attendants						1		1			1		2	
Stock Clerks														
Total		<u>1</u>		<u>2</u>	<u>3</u>	<u>4</u>	<u>10</u>	<u>3</u>	<u>3</u>		<u>2</u>		<u>4</u>	<u>4</u>

Table 41

Reasons Reported by Workers for Leaving Last Job to Take Present One

Occupational Fields and Job Titles	Reasons								Totals
	Now on First Job	Conven- ience	Better Job	Attend School	Job Dis- continued	Go in Bus- iness for Self	Work in Field of Interest	No Reason Given	
Managerial									
Managers	3	2	11	2		11	4	1	34
Office Managers	1		1						2
Record-Keeping									
Bookkeepers	1	1	3	1	1		2	1	10
Secretarial-Clerical									
Office Clerks	9	3	5	1	3				21
Secretaries		5	7	2			1		15
Stenographers	4		9	1	1		1		16
Typists	1								1
Selling-Store Service									
Deliverymen			1	1	3		1		6
General Salespeople	4	3	14	8	2		2		33
Meat Salesmen			1		1				2
Service Station									
Attendants	1	1	1	3	3				9
Stock Clerks	1								1
Total	<u>25</u>	<u>15</u>	<u>53</u>	<u>19</u>	<u>14</u>	<u>11</u>	<u>11</u>	<u>2</u>	<u>150</u>
Per Cent	16.7	10.0	35.4	12.7	9.3	7.3	7.3	1.3	100

Table 42

Persons Now Working on Full-Time Jobs Which Have Been Created in the
Twelve Months Preceding March 1, 1941, by Age and Sex

Occupational Fields and Job Titles	Age														Total	Not on New Job	Total	
	18-20		21-23		24-26		27-29		30-32		33-35		Total					
	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
Managerial																		
Managers			1		2						1	1	4	1		29	34	
Office Managers																2	2	
Record-Keeping																		
Bookkeepers			1	1									1	1		6	8	
Secretarial-Clerical																		
Office Clerks					2								2			13	15	
Secretaries				1				1					2			10	12	
Stenographers				1		1							2			10	12	
Typists																		
Selling-Store Service																		
Deliverymen																6	6	
General Salespeople			1	1			1						2	1		15	18	
Meat Salesmen																2	2	
Service Station																		
Attendants																4	4	
Stock Clerks																1	1	
Total			3	4	4	1	1	1				1	1	9	7	98	114	

Table 43

Persons Now Working on Part-Time Jobs Which Have Been Created in the
Twelve Months Preceding March 1, 1941, By Age and Sex

Occupational Fields and Job Titles	Age												Not on New Job	Total		
	18-20		21-23		24-26		27-29		30-32		33-35				Total	
	M	F	M	F	M	F	M	F	M	F	M	F			M	F
Managerial																
Managers																
Office Managers																
Record-Keeping																
Bookkeepers															2	2
Secretarial-Clerical																
Office Clerks		3		1		1							1	4	1	6
Secretaries								1						1	2	3
Stenographers				1										1	3	4
Typists															1	1
Selling-Store Service																
Deliverymen																
General Salespeople	1					1							1	1	13	15
Meat Salesmen																
Service Station Attendants															5	5
Stock Clerks																
Total	<u>1</u>	<u>3</u>	<u>1</u>	<u>3</u>	<u>1</u>	<u>1</u>							<u>2</u>	<u>7</u>	<u>27</u>	<u>36</u>

Table 44

REPORTED FUTURE VOCATIONAL PLANS OF ALL WORKERS
(For Coming Six-Months)

Occupational Fields and Job Titles	Vocational Plans														Total	
	No change		Go in business for self		Advance in present job		Expand present business		Enter different field		Quit work		Undecided		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
															:	:
Managerial																
Managers	14	2	4		2		7	1	3		1				31	3
Office Managers		1											1			2
Record-Keeping																
Bookkeepers	1	3	2	1		1			1	1					4	6
Secretarial-Clerical																
Office Clerks	3	8	1		1	2		1	1	2		1		1	6	15
Secretaries		6				4				2		1		2		15
Stenographers		8								4		3		1		16
Typists										1						1
Selling-Store Service																
Deliverymen	2		2						1				1		6	
General Salespeople	6	4	2		1	2	1		10	1		1	4	1	24	9
Meat Salesmen	2														2	
Serv. Sta. Attendants			2						5				2		9	
Stock Clerks					1											
Total	28	32	13	1	5	9	8	2	21	11	1	6	7	6	83	67
Per Cent	18.6	21.3	8.8	.7	3.3	6.0	5.3	1.3	14.0	7.3	.7	4.0	4.7	4.0	55.3	44.7

This table is read: Fourteen managers do not plan a change in occupation within the next six months.

part-time at jobs which they do not intend to follow after graduation from school.

CHANGES IN SALARY AND OCCUPATION OF WORKERS

Approximately the same percentage of high school graduates and college graduates are now receiving larger incomes than they received on their first regular job. However, college graduates, or workers who have college training seem to hold their own in business more consistently than high school graduates. Only 16.35 per cent of the college-trained workers are now receiving a smaller income than they received on their first jobs. Of those who left school at or before high school graduation 19.57 per cent are now earning less than they received on their first regular job.

Two regular jobs have been held by more of the workers interviewed than any other number. Forty-four persons or over 29 per cent have been employed on only two regular jobs.

More workers have been on their present jobs for 1/5 to 1 years than any other length of time. The number of persons holding jobs decreases almost constantly as the number of years jobs are held increases. Thirty per cent of all workers have not held their present jobs for longer than a year, while only 2 per cent have held their present jobs for 10 years or more.

Table 45

Workers Salary Changes from First to Last Job, Classified by Educational Level Attained

Occupational Fields and Job Titles	High School Education or Less				College or Bus. College Training			
	Increased	Decreased	Same	Total	Increased	Decreased	Same	Total
Managerial								
Managers	9	2	1	12	15	3	4	22
Office Managers					1		1	2
Record-Keeping								
Bookkeepers	1	2		3	5	1	1	7
Secretarial-Clerical								
Office Clerks	1	1	2	4	10	1	6	17
Secretaries	1	1	2	4	6	5		11
Stenographers	1		1	2	6	1	7	14
Typists							1	1
Selling-Store Service								
Deliverymen	4			4	2			2
General Salespeople	6	2	5	13	11	3	6	20
Meat Salesmen	2			2				
Service Station								
Attendants	1	1		2	2	3	2	7
Stock Clerks							1	1
Total	26	9	11	46	58	17	29	104
Per Cent	56.5	19.6	23.9	100.	55.8	16.4	27.8	100.

This table is read: Nine managers who left school at or before high school graduation are now earning more than on their initial regular jobs. Twenty-six, or 56.52 per cent, of all who left school at or before high school graduation are earning more than on their initial regular jobs.

Note: Of the 17 college trained workers whose salaries have decreased, 9 are now in school and gave up full time work to take a lower-salaried part-time job.

Table 46.

Number of Regular Jobs Held by Workers in Various Age Groups

Age	Number of Jobs							Total
	1	2	3	4	5	6	7	
20 or under	11	9	2	2	1			25
21-25	15	18	12	7	2	1		55
26-30	2	12	11	11	6	1		43
31-35	3	5	9	3	3	3	1	27
Total	31	44	34	23	12	5	1	150
Per Cent	20.7	29.3	22.7	15.3	8.0	3.3	.7	100.

This table is read: Eleven workers whose ages are 20 or less, have held only one regular job.

Table 47

Amount of Time Male and Female Workers Have Held Present Job

Occupational Fields and Job Titles	Years																Total							
	1/2-1		1 1/2-2		2 1/2-3		3 1/2-4		4 1/2-5		5 1/2-6		6 1/2-7		7 1/2-8		8 1/2-9		9 1/2-10		10 1/2-and over		M	F
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
Managerial																								
Managers	10	1	6		5		3	1	2	1	2				1						2		31	3
Office Managers									1		1													2
Record-Keeping																								
Bookkeepers	2	3	2	1		2																	4	6
Secretarial-Clerical																								
Office Clerks	4	7		2	1	1		2	1			1		1							1		6	15
Secretaries		9		2		2				1			1											15
Stenographers		11		2				1				1		1										16
Typists		1																						1
Selling-Store Service																								
Deliverymen	2		1						2		1													6
General Salespeople	17	7	4		1		2			1					1								24	9
Meat Salesmen	1		1																					2
Service Station																								
Attendants	8					1																		9
Stock Clerks	1																							1
Total	45	39	14	7	8	5	5	4	5	4	3	4		2	1	1					2	1	83	67

This table is read: Ten general managers have held their present jobs from 1/2 to 1 years. Thirty per cent of all workers are males who have held their present jobs for 1/2 to 1 years.

SUMMARY AND CONCLUSIONS

1. Since the majority of workers interviewed are employees and do not own an interest in the business in which they work, schools have a responsibility to attempt to teach the ability to work successfully with superiors, to follow directions, and to fit into established routine.

2. Young workers have a favorable opportunity to find employment in Stillwater; and to find it as soon as they leave school.

3. There is opportunity for many persons to obtain part-time work, according to the ratio of full and part-time jobs in the section of Stillwater covered by this study.

4. Organized training received after regular employment is not reported by 46 per cent of the workers. Schools should offer as broad vocational training as is possible, since workers are not likely to receive organized training after employment.

5. Incomes in certain occupational fields included in this study compare favorably with national averages for these fields.

6. College training seems to be of financial value to workers. Those workers having college training receive slightly higher incomes than those who do not. Also, college trained workers receive fewer decreases in pay than do those who have high school training or less.

CHAPTER IV

SUMMARY AND CONCLUSIONS

In the light of the information presented in Chapters II and III as to the educational and occupational background of certain workers in four business occupational fields in Stillwater, the following summary statements and conclusions appear to be justified.

1. In the section of Stillwater covered by this study, 104 of the 150 workers interviewed have college training, while 140, over 93 per cent, have been graduated from high school and/or college. Competition in this area will encourage prospective workers to stay in school as long as possible.

2. Twenty-three, 50 per cent, of workers who left school at or before high school graduation have completed one or more units in business subjects, yet only slightly more than 15 per cent of the same group report that business subjects studied are the most valuable training for their present occupation. This result may be partially explained by the fact that those students who expected to enter the managerial or selling field have not had the opportunity for school vocational training that is offered, and has been offered, to secretarial-clerical and record-keeping workers.

3. More than one-fifth of all workers received business training from more than one school. These workers received business training in high school and business college, high school and college, college and business college, or in all three.

4. Forty workers who had attended college did their major work in the School of Commerce. In addition to these forty, other college trained workers who did not do their major work in Commerce report certain

commercial subjects to be of more help on present job than any other course studied in school. All together, slightly more than 33 per cent of all workers report that business or commercial subjects studied in school constitute their most valuable school training.

5. Of the 83 male workers interviewed, over 68 per cent are not following the occupation for which they planned while in school; while only 43 per cent of all female workers are not now in the kind of work planned while in school. More effective school guidance might help to reduce the waste of time and effort which results from a situation in which 88 out of 150 workers are not following the work planned and trained for while in school.

6. Workers in the northwest section of Stillwater do not own an interest in the business which employs them, in the majority of cases. Since the majority of workers will be employed by another person or by a company, the schools might place increased emphasis upon the importance of learning to work successfully with others, of following instructions, and of fitting into established work routine.

7. The mean age of all male workers is slightly less than 26 years; that of all female workers is approximately one year less, or 25.

8. The mean age of all workers at the time of receiving their first jobs for pay is slightly less than 16 years; however, when girls and boys are considered separately, the data show that girls may expect to begin work about a year younger than boys, either full- or part-time. For those who must begin work when they are quite young, there is greater opportunity in the selling and store service field than in any other.

9. All workers interviewed perform more than one duty on their present job. Numerous distinct duties are reported performed by workers in each of the occupational fields. The indication is that a successful

worker in this section of Stillwater must be able to do a number of jobs efficiently.

10. There are about one-third as many part-time workers as there are full time workers in the area covered by this study. This situation offers an excellent opportunity for young people to receive school training and work experience simultaneously.

11. Workers are absorbed fairly rapidly into business occupations in the territory included in this study. Data show that over 81 per cent of all workers were employed immediately upon leaving school.

12. The majority of all workers report that they obtained their first regular job through their own efforts, rather than through friends, relatives, etc. Since this is true, schools should give increased emphasis to training in methods of applying for jobs, interviewing, writing letters of application, and other procedures involved in obtaining jobs.

13. Almost half of workers interviewed have had no additional school or other organized training since they were first regularly employed; more than 58 per cent state that they do not need or desire any further training. However, if Stillwater afforded wider opportunities for adult vocational training, it is entirely possible that some of the 58 per cent might consider additional training desirable.

14. The average weekly income of workers in the four occupational fields are as follows: Managerial--\$25.65, Secretarial-clerical--\$19.78, Selling and store service--\$17.19. These amounts compare favorably with the average for workers in similar occupations in the United States.

15. The mean number of working hours a week for all male workers is slightly more than 65, which is almost 18 more than the mean for women, 47 working hours a week. The ratio of weekly working hours for male part-time workers and female part-time workers is approximately the same

as for full-time workers. The high number of working hours a week is influenced by the fact that over 20 per cent of all workers interviewed are in the managerial field, in which there is no specific limit to the number of hours a worker spends on his job each week, and in which the number of hours spent is high. Few establishments in this study are affected by the federal wage-and-hour regulations.

16. Twenty-five new jobs, or $16 \frac{2}{3}$ per cent of the total 150 included in this survey, were created in the twelve months preceding March 1, 1941, in the area covered by this study. There is a definite tendency for younger workers to be employed on the new jobs. The median age for all persons now holding these 25 jobs is 22 years.

17. Employment tenure in the area covered by this study is comparatively stable, according to vocational plans reported by workers. Almost half of all female workers expect to continue on the job which they now hold, for at least six months longer. Of the males, almost 34 per cent expect no job change within six months.

18. The mean wage or income received by college trained workers is \$20.85, which is more than \$2.00 a week higher than the amount received by those who have high school education or less. College trained workers also tend to maintain or improve their original employment status more consistently than do those with less training.

19. Thirty per cent of all workers interviewed have held their present jobs for one year or less. Only 2 per cent have held their present job for 10 years or longer.

IMPLICATIONS

The results of this survey have implications for both schools and workers, in this community and in other similar communities.

Prospective workers in business occupations should attempt to decide while in school what general field they wish to enter, and plan school work accordingly. Advisers should help the student to choose and prepare for a vocation which is suited to his ability. Such planning would eliminate some of the waste of time and effort which results from unwise choices of vocations or from no choice. The findings of this study will be valuable to the student and to his adviser in determining what course to follow in school; it will indicate something of what the worker may find when he actually starts to work in a business occupation.

Prospective workers should realize that education beyond the high school level is prevalent; and that their failure to go beyond high school may place them at a disadvantage in competition with other workers who have more school training.

Schools should attempt to offer more training in the selling and the managerial fields. Not every student who wants business training should be offered that which is primarily for secretarial-clerical or record-keeping workers. Schools should offer a broad program of vocational training, in order to prepare pupils for work in the field of their choice, and in which they can work most successfully.

More effective school guidance would help to reduce the number of workers who are not in their chosen vocational field; also, those who have chosen the field in which they work, but who could do more successful and efficient work in another field.

RECOMMENDATIONS

1. The interview schedule used in making surveys similar to this one should be improved. Certain information which is necessary for a complete occupational survey is omitted on the schedule used for this study. For instance, both schools and workers would find it valuable to know whether the majority of workers in Stillwater are natives of this locality or whether they migrate from other localities. It would also be useful to know whether or not workers are interested in adult training classes in vocational subjects, if they were taught by competent teachers and at convenient hours.

2. Schools in Stillwater should attempt to organize their vocational programs on the basis of studies of this type, in order to be more nearly certain that their offerings are of maximum practical value to the student.

3. Schools should attempt more effective guidance, in order to reduce the number of poorly adjusted workers in business occupations. They should also give specific training in obtaining and in retaining the job of their choice.

4. In so far as the Oklahoma Agricultural and Mechanical College serves the local community, as well as similar communities in this and other states, it should be concerned with the findings of this survey.

5. Other studies should be made in college towns, in non-college communities, and in various-sized towns in Oklahoma, in order to get a comprehensive picture of employment conditions in business occupations in the state. Each locality should adapt the interview schedule to its particular needs, without changing the fundamental principles upon which it was built.

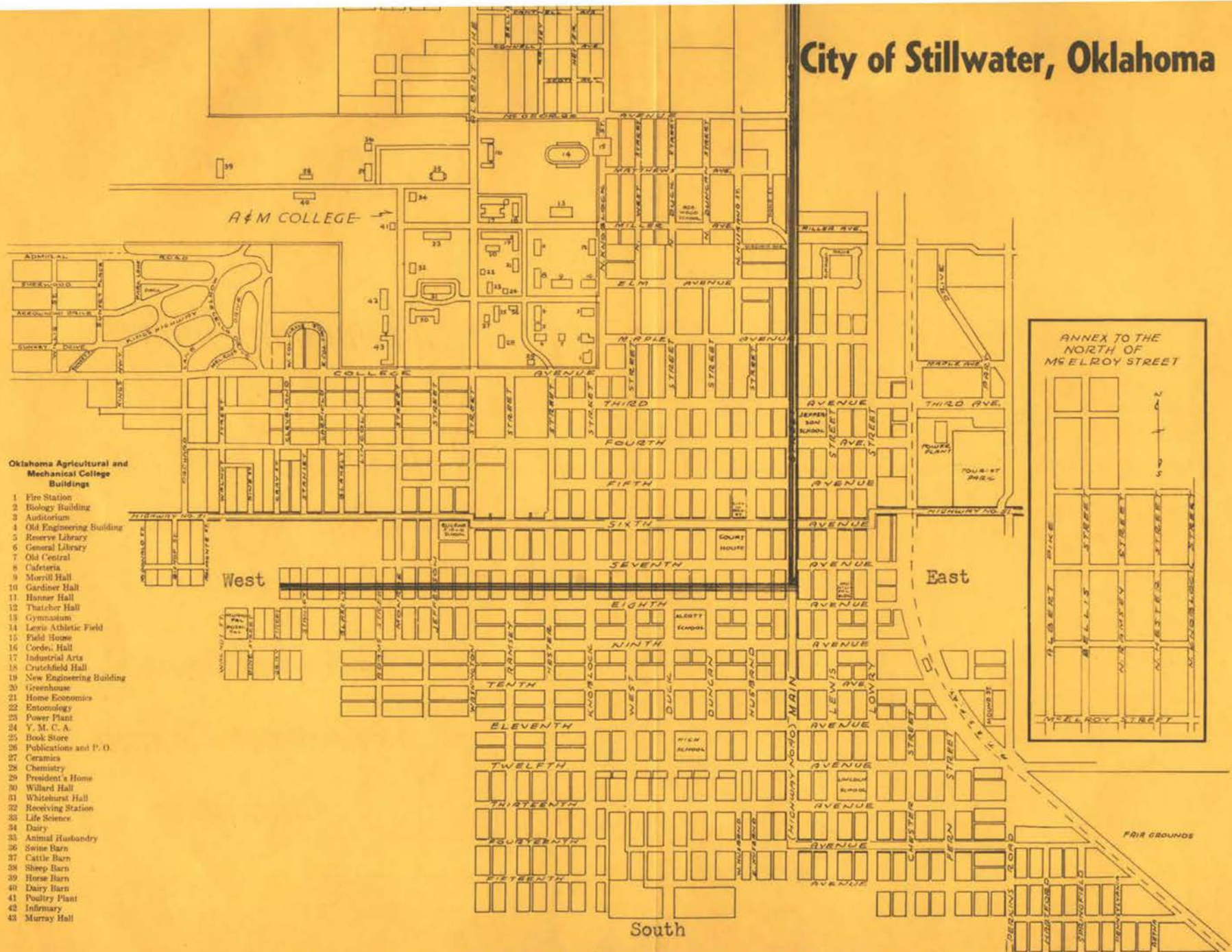
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APPENDIX

City of Stillwater, Oklahoma



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 Honner Hall
- 12 Thatcher Hall
- 13 Gymnasium
- 14 Lewis Athletic Field
- 15 Field House
- 16 Cordes 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



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