

# UNC Placement Center Helps Students Looking For Jobs

By MIKE JENNINGS  
DTH Staff Writer

The main office of the UNC Placement Service doesn't look much like a storehouse for dreams.

There is nothing in the square, businesslike order of the furnishings to indicate that there should be anything particularly intriguing about the place.

But you only have to open one of the drawers in the cabinets standing against the front wall and scan the titles of the folders—accounting, aerospace, archaeology—before you realize you've opened a catalogue of hopes for the future.

Joseph M. Galloway, director of the service, described the primary concern of the department as "assisting students who are looking for permanent jobs."

The Service is concerned mainly with seniors, graduate students, and alumni, but anyone who has satisfactorily completed two full semesters and is in his last year of study is eligible for registration with the service. Special arrangements may be made for graduate students who will be here for only one year.

At the beginning of each fall semester the Service sends two notices to every senior and graduate student notifying him of the annual Placement Service orientation meeting. At this meeting a guest speaker talks about job-getting procedures and problems and all seniors and grads are urged to begin a placement file if they have not already done so.

A student's file is never compiled until he registers, and every student is urged to register as soon as possible after the beginning of his final year in school.

The information on each student covered by the personnel files includes a personal data sheet with photograph, a grade transcript, and evaluation sheets filled out by faculty members who know the student. Each student who registers is given a personal interview with a member of the Service staff.

After the Service has formed its personnel files, it invites prospective employers to the viewed by these people from October to March.

The personnel files are shown only to prospective employers. Each employer receives copies of the personal data sheets and photographs of the students he has interviewed. The photographs are useful in helping employers to remember clearly specific people from among the

hundreds they may have interviewed.

During the school year 1963-64, the Placement Service worked with 1,277 students with problems of permanent job placement. The Service continues to work with any student registered in its files until that person finds job placement—provided the person continues to answer the Service's correspondence.

Among those individuals who

completed their work at the University last year and who reported their employment to the Placement Service, 57 per cent of the men and 17 per cent of the woman obtained their jobs through the Service's assistance.

Besides helping students to find first permanent job placement, the Placement Service also conducts special programs in the fields of college teacher

placement and summer job placement. The Service does not provide placement services for students desiring jobs as teachers at the secondary level or below. The School of Education fulfills this function. Last year, 26 per cent of the college teaching candidates obtained jobs directly through the placement service.

In summer job placement, the Service extends its aid to all students of the University regardless of their year in school.

An annual summer job seminar is held, the 1965 session of which will begin Tuesday in 205 Gardner Hall.

Mrs. Henry S. Manning of the Placement office has the task of developing the summer job program. Her efforts in the past year have caused the number of student summer job placements to double.

The Placement Service was founded in January, 1948. There had been a Placement Office prior to that time, but none of its records were inherited by the present Service. Last summer, 211 Gardner Hall was remodeled to serve as the main office of the Service.

There is no allocation in student fees for Placement Service benefits. The Service is supported by the University budget drawn up by the General Assembly. The only fees charged directly to students are for the copies made of the data sheets and for photographs.

The Placement Office contains much job information material to which all students have access, including information published by the major companies in North Carolina and the nation.

Galloway said that the "Services's most important func-

tion is actually a furtherance of the process of education."

Students are aided in "learning how to look for jobs and in learning to present their qualifications in an effective manner."

"The Service's function of bringing students together with employers is a purely mechanical one," he said.

Galloway said his organization serves a more vital purpose by preparing students to "fulfill their employment potential." The Service assures students that it does not exist to allocate jobs; however, it will do its utmost to give the students a chance to "demonstrate their employment potential to their best advantage."

Students are made to realize that they must provide the motivating force behind their association with an employer once the initial contact has been made.

### -Trials-

(Continued from Page 1)

more in the spirit of the Campus Code had he persuaded her to return to the residence hall immediately. But it felt that his actions over the course of the night were not ungentlemanly.

In the last case, a student was acquitted of a charge of irresponsibility and breaking an agreement when he failed to clean up after a party of his social organization.

The Council decided that he had not made an agreement with the proprietor of the place of the party to clean up. It felt that he could have been more a gentleman had he returned with a group to clean up, but that he did not act ungentlemanly.



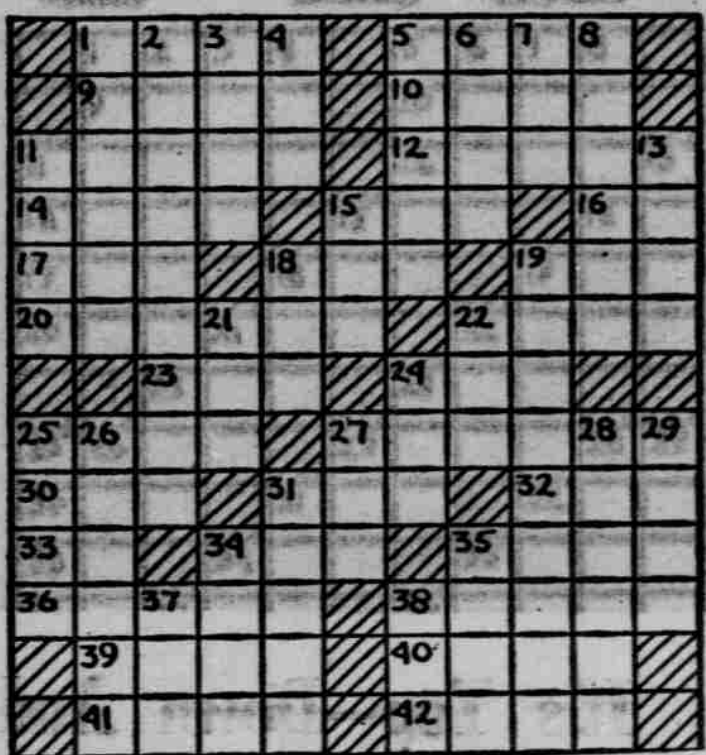
TWO COLOMBIAN students listen intently as Student Body President Bob Spearman (not shown) explains the workings of UNC's Student Government. The students were part of a group visiting Chapel Hill. (Photo by Jock Lauterer.)

## DAILY CROSSWORD

- ACROSS**
1. Fake
  5. Thick slice
  9. Story
  10. Wan
  11. Decree: Eccl.
  12. Spanish card game
  14. Conceal
  15. Rap
  16. Music note
  17. Land measures
  18. Diving bird
  19. Egg of a louse
  20. Expresses contempt
  22. Billing weights, as for coal
  23. Candlenut tree
  24. Cone-bearing tree
  25. Like a cake
  27. Chess move
  30. Open: poetic
  31. Record of a ship's voyage
  32. Goddess of death
  33. Fellow: sl.
  34. Depressed
  35. Mop-like implement
  36. Boat
  38. Sifting device
  39. Narrow roadway
  40. Otherwise
  41. Metallic rocks
- DOWN**
1. Steps
  2. A gesture of friendliness
  3. Genus of lily
  4. Male adults
  5. A ghost: colloq.
  6. Ella
  7. Linen vestment: Eccl.
  8. Divided city
  11. Fellow
  13. Devours
  15. Public vehicle
  18. Milkfish
  19. Compass point
  21. Girl's name
  22. It is: contracted
  24. Cigarette: sl.
  25. Male swans
  26. God of manly beauty
  27. Bovine animal
  28. Autumn ground covering



- Saturday's Answer**
29. German river
  31. Moves, as with a swinging gait
  34. Solitary
  35. Fodder vat
  37. Rowing implement
  38. Place



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