

Some Tips to the Career-Minded Woman

Speaking from experience, the women interviewed for the Women's Bureau survey gave their views on what women should do to further their advancement in business and industry. Typical of their comments are the following bits of sound advice:

Find something you like and then work toward a goal. Take specialized training. Be enthusiastic about your work—you must like it. Learn to work *with* people and realize that there are all kinds and that you can get along with them. (Publicity director in a publishing house.)

Get training in a specialized field. Consider career possibilities while still in college. If you go into business, be prepared for a long and slow plan of upgrading. (Statistician in a bank.)

Be willing to work; be interested in whatever work you are doing; pick up all of the background experience you can lay your hands on. Take the time to listen. Learn to work with men in such a way that they will respect your ability and judgment. (Head of the customers' service department in a pharmaceutical firm.)

Become well prepared for a job. Watch for advancement possibilities and be quietly aggressive in going after advancement. Be regular in attendance and accept the "gripes" from supervisors and coworkers without emotion. (Personnel assistant in a bank.)

Have a goal of what you want to do. Don't mark time—too many women work only for the 15th and the 30th and pay as little attention as possible to their jobs. Learn to memorize useful information and have it ready when needed. (Statistician in an insurance company.)

Be ambitious. Put more effort into your job—regard it as your own business. Overcome emotional and personal approach to problems. (Buyer in a large department store.)

Strive for recognition as individuals. Do not ask for any favors as a woman or on a feminist basis. Show more interest in the "fringe" aspects of your job and be willing to take on additional duties and show you can carry them. (Personnel manager in an insurance company.)

The vast majority of the women interviewed believed that they owed their promotion to having done well on the job.

The Challenge to the Career-Minded Woman

It takes unusual effort or unusual qualifications, in most cases, for women to attain positions of responsibility in business and industry.

The woman who seeks to achieve such success faces a double challenge—

As an individual

She must not only prove her capabilities for each step forward, but must also be ambitious, alert to her opportunities, willing to assume responsibilities and to work with determination and patience toward a definite goal.

As one of many women workers

She has a duty to help break down the prejudices against promoting women to "men's jobs" by demonstrating through her own work performance that such prejudices are unfounded.

**OPPORTUNITIES FOR ALL WOMEN
ARE DETERMINED BY
HOW EACH WOMAN DOES HER JOB**

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WOMEN'S CHANCES for ADVANCEMENT in Business and Industry



U. S. Department of Labor
Maurice J. Tobin, Secretary
Women's Bureau
Frieda S. Miller, Director

It's Still Up to the Women To Prove They Can Handle Top-Level Jobs

Are women getting chances for job advancement? Has their record of competency in the workaday world paid dividends? Seeking answers to these questions from women in responsible positions and from men who hire them, the Women's Bureau made a study on "Women in Higher-Level

Positions" in three metropolitan areas. The study contains facts about women in four fields of work—department stores, light manufacturing, banks, and insurance offices. Here are some of the findings.

ON THE ONE HAND

Experience has proved that there are few types of jobs which women, simply because they are women, are unable to do well.

There is an increasing recognition that women should be judged on merit, and should receive the promotions and titles for which they qualify.

Few women who gain promotion to the lower level of responsible positions fail to advance further, and some women have attained positions as officers.

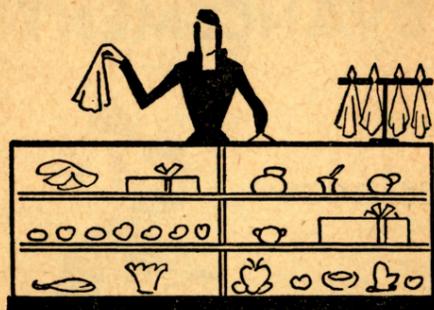
ON THE OTHER HAND

Attitudes change slowly, and women have lagged far behind men in attaining the more responsible and better-paying jobs.

There are many employers still to be convinced that women as well as men are capable of handling supervisory and administrative jobs.

Most of the higher-level jobs held by women are in the middle brackets, and it is still the exception for a woman to reach the officer status.

In the occupations studied, the proportion of women to men in higher-level positions is far lower than the proportion of women to men on the payrolls



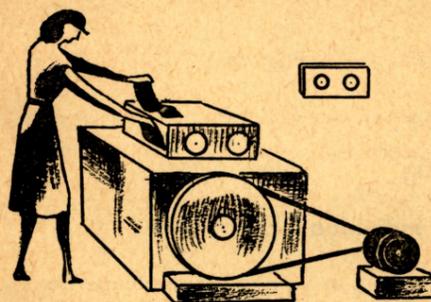
In DEPARTMENT STORES

Department store work is considered a "woman's field" and so offers more chance for progress.

Even though women are two-thirds of the total employment, higher-level jobs are about evenly divided between men and women, the study showed.

Relatively few women in proportion to men hold jobs in top management.

Women hold nearly all higher-level jobs in personnel, counseling, and training. They have advanced in the fields of buying, merchandise management, sales promotion, publicity, and advertising.



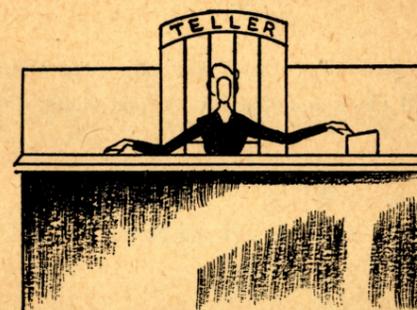
In FACTORIES

In all types of light manufacturing, there are more higher-level jobs held by women than before World War II. There is still an attitude, however, that many better jobs "require a man."

In the manufacturing firms studied, nearly one-half of all employees are women, yet women held only 14 percent of the upper-bracket jobs. Only 4 percent of company officials are women.

Men hold 90 percent of the upper-level production jobs; women, only 10 percent. Very few women get beyond the forelady classification.

Higher-level jobs most easily acquired by women are in personnel and employee welfare.



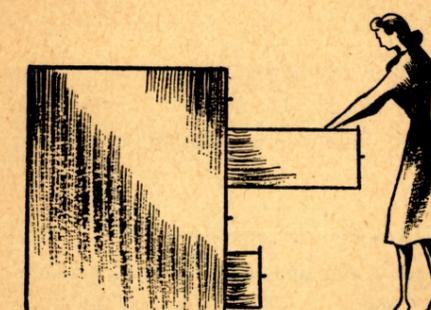
In BANKS

In banking, many jobs have opened up to women in the past 10 years, and the trend is toward hiring more of them in supervisory and administrative positions.

Women hold less than 15 percent of the higher-level jobs, the study shows, and are a very small proportion of the officers though officer titles go with many banking jobs.

There are four times as many men as women tellers, though one-third of all women in higher-level banking positions are tellers. Another one-third are clerical supervisors.

Women are also found in responsible positions in personnel work, customer-relations jobs, administrative work, and as credit and security analysts and accountants.



In INSURANCE OFFICES

In the home office of insurance companies surveyed by the Women's Bureau, almost two-thirds of the employees are women, but they hold only one-fifth of the higher-level jobs.

A majority of the higher-level posts held by women are of a routine nature and carry restricted responsibilities. Over one-half the women holding responsible jobs are clerical supervisors. About one-tenth are executive secretaries or administrative assistants.

Other important positions are held by women as mortgage and investment security analysts, attorneys, underwriters, and actuarial and statistical technicians. Very few become actuaries, since this takes years of specialized training.

If women's skills are not fully developed or used, the Nation is deprived of the full use of an important part of its labor resources

Times Have Changed

Women work under far different circumstances today than in pioneer times when everything had to be made by hand with the home as the chief production center. Now, factories are turning out in mass production not only clothing, furniture, packaged food, and other living essentials, but a great variety of mechanical and electrical devices which help to make our present-day living standards the highest the world has ever known. In this intensely industrial era, women's work as well as men's is needed to keep the wheels rolling, and women have entered nearly every type of job. Some occupations depend almost entirely on their specialized skills and abilities, and it is no longer a novelty to see a woman behind a bank teller's window or filling an administrative job in a factory or department store.

So Have Attitudes

In the days of our grandparents, people thought it "unsuitable" for women to engage in any but a few occupations such as sewing, millinery, school teaching, or cooking for boarders. For a woman openly to seek a business career was considered bold and "unladylike." Those who took jobs except from necessity wanted it understood that they were working for "pin-money" only. Today's career woman has won for herself a respected place in the business and industrial world. She is recruited for training by schools and colleges which for years refused admittance to women on the grounds that they were "too delicately constituted" for the rigors of advanced education. Her employers, for the most part, recognize her capabilities, and have learned to utilize them profitably. Thousands of responsible jobs that were formerly thought of as "men's" jobs are now being held by women.

BUT