DON'T
Be a Gadabout!

The Gadabout—the girl who flits from job to job—doesn’t avoid hard work or menial tasks, but she can and probably will avoid success. However, if you are in the wrong job or if you are in a job-rut, this is the time to shift your gears and get into action with planning your future.

The following suggestions may help you find the kind of post-war job you want:

- Try these free placement agencies:
  United States Employment Service
  Public School System
  Business and Technical Schools
  Colleges and Universities
  Community Agencies such as:
    YWCA, Jewish Employment Service, Public Libraries, and local guidance councils.
  Unions or trade associations.

- For Federal jobs:
  Watch post-office announcements, and write U. S. Civil Service Commission, Washington 25, or the nearest regional office.

- Consult classified telephone directory for firms employing the type of worker you wish to become.

- Follow suggested leads from working friends and counselors.

WARNING—Don’t cast off until you’ve actually landed your new job!

FUTURE EMPLOYMENT OUTLOOK IN THE...

Medical Services

- OCCUPATIONAL THERAPIST
- PHYSICAL THERAPIST
- PROFESSIONAL NURSE
- PRACTICAL NURSE
- MEDICAL LABORATORY TECHNICIAN
- MEDICAL RECORD LIBRARIAN

WRITE TO

THE WOMEN'S BUREAU
U. S. DEPARTMENT OF LABOR

Women White-Collar Workers

"Re-Tool Your Thinking"

for your job tomorrow

United States Department of Labor
Frances Perkins, Secretary

Women's Bureau
Frieda S. Miller, Director

LEAFLET A—1945
RE-TOOL your THINKING!

WARTIME labor shortage conditions have caused an almost insatiable demand for office workers, and employers have had to adjust to many worker inefficiencies. However, the post-war labor market will be more competitive, job performance standards will be higher, and there will undoubtedly be a Clearance of marginal workers—the girls who are just “getting by.” White-collar workers will need to Re-tool their Thinking—to check their job habits, overhaul their ideas and their attitudes, if they are to keep pace in tomorrow’s job world. The following questions will help you check Your job standing:

Check Your Job Habits NOW...

Are You Investing in Your Job?
Your job is in large part what you make it. A dash of ingenuity or an occasional ray of inspired interest may take you a long way.

Are Your Ideas Antiquated?
Your diploma doesn’t carry a lifetime guarantee to knowledge. Get on the beam! Expose yourself to some further training or education.

Are Your Techniques Rusty?
Dust off your shelf-age! Brush up your shorthand and typing. Trained skills are good job insurance.

Are You Going Forward?
Don’t stagnate! Invite criticism, correct your faults and improve the quality of your work.

Are You Physically Fit?
Cheating your health is cheating your job. Don’t skimp on your diet or your sleep.

Are You Well-Groomed?
“Sloppy Joe” is not for the job. Pick up those loose ends—your droopy frocks, your straggling locks, and your chipped nails.

Are You Environment-Wise?
The boss may be an eccentric fossil, the company rules may reek with age, but if “they” pay you a salary it’s your job to adjust yourself.

Are You Temperamental?
Can you meet “situations,” or must you entertain a rage, seek revenge, or carry a chip on your shoulder?

DON’T Get Caught in a Post-war Clearance

Your Employer Blackmarks:
The gossip...
Watch your tongue! Your indiscreet chattering about office gripes and confidences may cost you a promotion.

The absentee...
Don’t let the absentee habit get you—it will tarnish your job record!

The privilege squeezer...
If you’re always late to work and make a habit of extending your rest-room and lunch privileges, you probably won’t squeak by an employment pinch.

The clock watcher...
Are you “gone with the whistle”? Or can they depend on you for an overtime emergency?