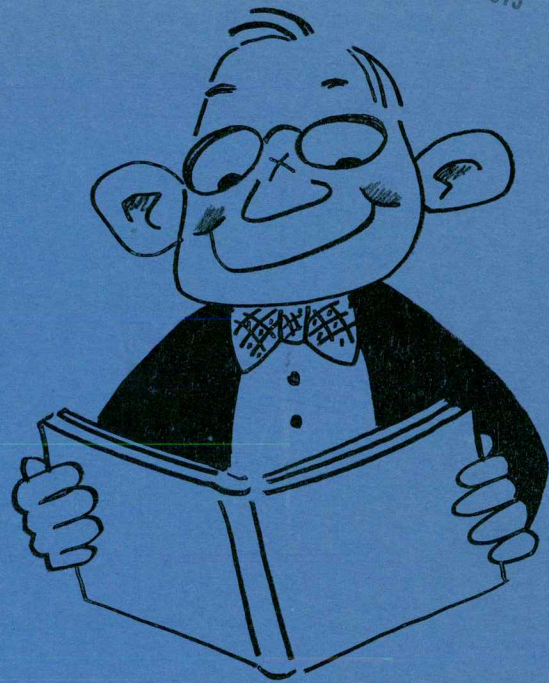


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HANDBOOK ON  
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IOWA EMPLOYMENT SECURITY COMMISSION  
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## FORM ES-209

Heading of Report  
(Section 1812, ES Manual, Part III)

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1. Ques. For purposes of reporting in the heading of the ES-209, should "Validity Period" be defined as:
- a. The interval between successive verifications of the applicant's availability for work,
  - b. The interval between the active file count and the most recent verification of the availability of the applicants in the count, or
  - c. The interval between active file purges?

Ans. The validity period reportable in the heading of the ES-209 is the scheduled interval between the active file purges (c above). For example, if an active file is purged monthly as of June 25th, with all cards dated May 26 or later retained in the file, the validity period would be 30 days.

2. Ques. For what is the item "Personnel," in the heading of the ES-209 report, used? How should the following types of employees be reported?
- a. An employee engaged to work a half day every working day.
  - b. An employee engaged to work two days out of every week.
  - c. An employee working full hours but only during specific seasonal periods.

Ans. The item "Personnel" is used to measure the approximate, relative size of each local office. It is not meant to be a precise figure. The bureau is not interested in a report of the occasional one, two, or three part-time employees. However, should a State agency find it expedient to hire a relatively large number of such part-time employees, their exclusion from the report of "Personnel" would seriously effect its meaning. In such a case it would be better for the State agency to convert the number of Part-time employees to the equivalent number of full time employees. In computing this conversion, fractions should be rounded to the nearest whole number. For example, four employees working four hours each day should be reported as two full time employees; three employees each engaged to work two days a week should be reported as one full time employee.

"Seasonal employees" should be included in the count of personnel if, as of the end of the month, the employee is assigned on a full time basis to a local office. Such an employee should be included in the count regardless of the length of his assignment to that local office.

11/21/60

FORM ES-209

Item 1, New Applications  
Section 1809 and Section 1821, ES Manual, Part III

1. Ques. Is a "face-to-face" interview part of the criteria for reporting a "new application?"

Ans. Yes. Although the words "face-to-face" are not used in the definition of a new application, such an interview is implied by the wording in section 1821. The fourth criterion listed in this section states that the information on the application form must be "reviewed by a staff member in an interview with the applicant" (underscoring added).

## FORM ES-209

Item 3--Counseling Interviews  
(Section 1327, ES Manual, Part III)

1. Ques. If "follow-up" information about a counseled applicant is obtained in some way other than during the course of a counseling interview, can a counseling interview be reported?

Ans. As explained in part II, section 4072 of the Employment Security Manual, the follow-up of a counseled applicant may or may not involve a counseling interview. While much valuable counseling information may be obtained from an employer or a training agency, or through correspondence with a counseled applicant, it is not intended that such activity be reported as a counseling interview since it does not fall within the definition of "face-to-face discussion between a counselor . . . and an applicant . . ."

11/21/60



FORM ES-209

Items 4 and 5--GATB's and Specific Aptitude Tests  
(Section 1829 A-D, ES Manual, Part III)

1. Ques. When the USES Interest Check List or Oral Trade Questions have been administered, should they be counted on the ES-209?

Ans. The USES Interest Check List and Oral Trade Questions are administered by the counselor or interviewer as a part of the interview rather than by the testing unit, and are not to be counted on the ES-209 as testing items.

2. Ques. An apprenticeship committee for a particular craft requests the assistance of a local office in the recruitment, screening against hiring requirements, and aptitude testing of suitable applicants for referral to the committee. In as much as the apprentices are indentured to the committee and assigned by the committee to the shops having vacancies, the committee is in actuality the hiring agency. Therefore, all transactions by the local office are with the committee rather than with individual shops. Should the apprentices given aptitude tests be reported on the ES-209?

Ans. The aptitude testing is reportable as long as US tests are used. Also referrals to the committee and resulting placements may be reported if the local office has on file a bona fide order from the committee covering specific available openings.

## FORM ES-209

Items 4 and 5--GATB's and Specific Aptitude Tests  
(Section 1829 A-D, ES Manual, Part III)--continued

3. Ques. As an aid in selection and referral, it was found desirable to look up an applicant's score for a specific aptitude test battery which had previously been given to him as a part of the General Aptitude Test Battery. Should that individual be reported in item 5 as having received the specific aptitude test?
- Ans. No. Even though the results of a part of the General Aptitude Test Battery, reportable in item 4, would be put to a special use, no additional testing was accomplished and nothing should be reported in item 5.
4. Ques. An applicant is being considered for referral as an entry worker in a "labor pool" from which the employer plans to draw workers for a number of higher grade jobs. In order to determine the aptitudes of the worker for these higher grade jobs, the selection interviewer requests that the applicant be given a GATB. The GATB is scored with the norms for the specific aptitude test batteries desired by the selection interviewer, but not with OAP norms. How should the individual be reported on the ES-209?
- Ans. The individual should be reported under Item 5, Specific aptitude tests, in each of columns II and V. He should not be reported under Item 4, GATB's.



## FORM ES-209

Items 4, 5, and 6--GATB's, Specific Aptitude Tests and Proficiency Tests  
(Section 1829 A-E, ES Manual, Part III)

1. Ques. Why does the Manual require a count of "individuals tested" instead of the "number of tests?"

Ans. The reasons for requiring a count of "individuals tested" are:

1. It is a more meaningful figure program-wise, i. e., it represents the number of persons served during the month
2. It can be related to the other items on the ES-209, such as initial counseling interviews and new applications, with greater validity
3. It is as adequate a workload figure as the number of tests given, i.e., the differential in terms of time required in giving various tests is as great as that in testing different individuals, and
4. The major variation in workload has been taken care of by obtaining separate counts for three types of tests, i.e., GATB's, specific aptitude tests, and proficiency tests. Separate standard unit times are applied to each for purposes of budget consideration.

## FORM ES-209

Item 6--Individuals Given Proficiency Tests  
(Section 1829 E, ES Manual, Part III)

1. Ques. Should a count of one or two individuals be reported in item 6 if both typing and stenographic tests are given to the same person under circumstances as follows:
- a. Both typing and stenographic tests are given on the same half-day, but tests are administered by different persons.
  - b. The typing test is given in the morning and the stenographic test in the afternoon.
  - c. The typing test is given on one day and the stenographic test on the next.

Ans. Only one count should be made when both typing and stenographic tests are given on the same day, even though they are administered by different persons or one is given in the morning and one in the afternoon as in instances a and b. Only one count may be made if the individual is scheduled for a typing test on one day and a stenographic test on the next, as in instance c, if both days fall within the same reporting period. The count to be reported in item 6 is the number of different individuals given proficiency tests during the reported period.

2. Ques. As part of its recruiting activities, a local office tests applicants for United States Civil Service stenographic and typist positions. In doing so, it complies with the Civil Service Commission standards which require that (in addition to proficiency tests in typing, dictation, and spelling) verbal, clerical, and numerical aptitude tests must be given each applicant. How should the applicant so tested be reported?

Ans. Each applicant should be reported once under item 5 and once under item 6. The verbal, clerical, and numerical aptitude tests represent additional workload, specifically required in recruiting for Federal Government stenographic and typist jobs, which is not required when recruiting for private industry openings.



## FORM ES-209

Items 7 and 8--Employer Visits  
(Section 1831, ES Manual, Part III)

1. Ques. Should visits to farm representatives, county extension agents, county agricultural committeemen, Farm Bureau meetings, and Farm Bureau representatives be counted as agricultural employer visits?

Ans. No count should be made of any visit which is not made to a hiring agent at the employer's establishment or site of operations, even though such visits were made for the purpose of planning recruitment programs. However, visits to unions or employer organizations which are hiring agents may be counted, assuming all other criteria for an employer visit are met.

2. Ques. If, during a visit made to an employer organization which has authority to hire for its members, the services available to employers through the Employment Service are explained to several employers either collectively or individually, how many employer visits should be counted?

Ans. Only one visit should be counted. In this instance, the employer is the employers' organization, and explaining the services to various member employers is a part of the activity represented by the one visit.

Such activity is comparable to that performed in explaining the service to various members of the staff of an individual employer during a single visit to that employer.

3. Ques. Should an employer visit be counted even though the local office representative does not actually see the employer?

Ans. No. Failure to make contact with the proper person because of his unavailability at the time of the visit cannot be considered an employer visit. However, if a substitute is seen and he has authority to act in terms of the specific purpose of the visit, the contact should be counted as an employer visit.

FORM ES-209

Items 7 and 8--Employer Visits  
(Section 1831, ES Manual, Part III)--continued

4. Ques. An employer relations representative contacts the personnel manager of a department store. During the discussion the ERR describes applicants for sales work as well as several commercial artists and copywriters. The personnel manager explains that he does not have hiring authority for the latter occupations, but that such workers are hired by the advertising manager of the store. The ERR, after completing his interview with the personnel manager, goes to the office of the advertising manager and tells him about these applicants and other local office services in which the advertising manager is interested. Should this activity by the ERR be counted as one or two employer visits?

Ans. One. The contact was with one employing establishment in which hiring authority had been divided between two representatives of the employer and the contact was made in a single trip from the local office to the store.

11/21/60



FORM ES-209

Item 9--Nonagricultural Promotional Telephone Contacts  
(Section 1833, ES Manual, Part III)

1. Ques. An interviewer is interviewing an applicant, with unusually good qualifications, for a secretarial job. The local office has no order for a secretary. The interviewer calls an employer whom he believes will be interested because of the excellent qualifications of the applicant. The employer agrees to interview the applicant. Does this telephone call constitute a promotional telephone contact?

Ans. No. A telephone call made incidentally as part of an effort to place a particular applicant does not meet the definition of a promotional telephone contact (see the Glossary) and is not reportable on the ES-209. The time spent in making the call should be coded according to the activity of which it is a part, i.e., counseling, placements, etc.

## FORM ES-209

Item 14--Openings Received (Section 1845,  
ES Manual, Part III)

1. Ques. A local office receives an order from an employer for 10 machinists. Three days later, while the order is still active, the employer notifies the local office that he will need 15 machinists instead of 10. A few days later, while the order is still active, the employer tells the local office that he will need only 13 of the 15 machinists he has requested. There are no other changes in specifications on the order. How are openings counted for ES-209 purposes in this situation?

Ans. When an employer adds to the number of job openings on an active order, a new supplemental order should be written covering only the additional jobs. In the above instance, an order for ten and a supplemental order for five would be written. These two orders together would account for the fifteen active openings received. When the employer reduced the number of openings the notation should be entered in the "Closing Summary" on the order or orders to show the number of openings which the employer has cancelled. Caution should be taken to see that the cancelled openings are only entered once. In the above instance, the two cancellations could be removed from one of the two orders, leaving 13 active openings. For ES-209 purposes, the number of openings reported would be 15.

2. Ques. A large defense employer places an order with a local office for 100 punch-press operators. A few days later he notifies the local office that, while he still expects to hire a total of 100 operators, delays in obtaining materials compel him to spread the hiring over a 4-week period as follows:

Current week . . .	.35
Second week . . .	..15
Third week. . . .	..25
Fourth week . . .	..25

How should openings be reported in this situation?

Ans. Report 100 openings. Although the employer's schedule for hiring should be used as a guide in local office referral activity, no change should be made in the total number of openings shown on the order, inasmuch as the employer expects to hire in the near future the total number originally requested.



## FORM ES-209

Items 14 and 15--Openings Received and Openings Unfilled, Nonagricultural  
(Section 1845, ES Manual, Part III)--continued

3. Ques. The personnel office of a large defense establishment sends to a local office twice weekly a list of openings containing the following information: "Plant job title (which does not conform to DOT occupational classifications), number of openings, sex, beginning wage rate." The personnel director of the plant has told the local office to refer any applicant who appears to have potentialities either for training or for immediate placement on a job opening. How should openings be reported on Form ES-209?

Ans. No openings should be reported on Form ES-209 in this type of situation. The list submitted by the employer does not constitute a list of openings according to the definition of an opening contained in the Glossary, part P of the Manual, which states: "An opening is a single job for which the local office has on file a request to select and refer one or more applicants."

From an operating standpoint, the local office must have sufficient information about job duties and worker requirements to enable it to do an adequate job of selection and referral. A list such as the one submitted by this employer does not provide the local office with such information. The local office therefore should obtain from the employer sufficient information about the occupations in which workers are needed so that it can prepare an order, on a regular order form, for each such occupation.

4. Ques. An employer places a "standing" order with the local office. He advises that he can always use a specific type of worker and informs the office that it may refer such workers as and when they become available. How many openings should the office count on such an order for reporting on the ES-209? Should the number be changed as additional workers are placed?

Ans. Every effort should be made to determine the approximate number of openings which the employer has available, in terms of the capacity of his establishment to absorb the category of workers requested. If that is impossible, as it might be for an employer who says he can always use a well-qualified secretary, one opening should be counted for such an order. For each placement made to fill the "one" opening, an additional opening should be counted as the order remains active in the local office.

## FORM ES-209

Items 14 and 15--Openings Received and Openings Unfilled, Nonagricultural  
(Section 1845, ES Manual, Part III)--continued

5. Ques. An employer places an order for 100 to 150 laborers. How many should be reported on the ES-209?

Ans. An arbitrary figure somewhere between the two extremes of the range, such as 125, should be reported. If the employer later increases the number of openings, the additional openings should be reported.

6. Ques. Should item 14, Openings received, and item 15, Openings unfilled include a count of the openings on orders which are sent into clearance?

Ans. All nonagricultural openings on orders received from local employers including those sent into clearance should be reported in column II of item 14. Item 15 should include all local employer nonagricultural openings which are unfilled at the end of the month. Openings received on clearance orders by an applicant-holding office are not reportable.



## FORM ES-209

Items 16, 17, and 18b--Selection Notices Issued, Responses to Selection Notices, and Referrals Based on Selection Notice, Nonagricultural (Sections 1847, 1848, and 1849 B, ES Manual, Part III)

1. Ques. Should more than one count be reported in Item 16, Selection notices issued, under the following situations?

Situation a: An applicant's card is selected from the file for a specific job opening. Three telephone calls are made before the applicant is contacted.

Ans. Only one count should be reported in item 16.

Situation b: Three orders for typists are on file. An applicant is selected from the file and is contacted by telephone. During the conversation all three jobs are discussed.

Ans. Only one count should be reported in items 16.

2. Ques. How should the following activity be reported under items 16, 17, and 18 b? Ten cards are selected from the file for consideration in relation to a specific job for which an order is on file in the local office. After further consideration five cards are eliminated. Each of the applicants for the five remaining cards is called on the phone. The interviewer is successful in contacting directly only two of the applicants. One of these already has a job, and is not interested. The other agrees to report to the local office, and he does so. A message is left for each of the two other applicants to report to the local office and both do so. The local office is unable to obtain any response to its call to the fifth applicant. Of the three applicants who report to the local office, only two accept referrals.

Ans. Five selection notices issued should be reported in item 16 since an effort was made to contact each of five applicants. Four responses to selection notice should be reported in item 17: the direct contact by phone with two applicants and the office visit by two others. Two referrals should be reported in item 18 b as resulting from the selection notice.



## FORM ES-209

Items 16, 17, and 18b--Selection Notices Issued, Responses to Selection Notices, and Referrals Based on Selection Notice, Nonagricultural (Sections 1847, 1848, and 1849 B, ES Manual, Part III)--continued

3. Ques. On May 29, two cards are selected from the file for consideration in relation to a specific job for which an order is on file in the local office. Selection notices are mailed that day to both applicants, instructing them to report directly to the employer. On June 2, it is verified that applicant A reported to the employer; but applicant B did not report. How should this activity be reported?

Ans. Two selection notices issued should be reported in item 16 on the May ES-209. The report for that period will not include any count in items 17 or 18b for either of these applicants, since at the end of May it was not known whether the applicants reported to the employer as directed.

The June ES-209 will include -- for applicant A --one response to selection notice, in item 17; and one referral based on selection notice, in item 18b.

Neither a response to selection notice, nor a referral, should be counted for applicant B who failed to report to the employer as directed.

11/21/60

## FORM ES-209

Items 18 and 23--Referrals (Sections 1849 and 1855,  
ES Manual, Part III)

1. Ques. Should a direct mail referral be counted whether or not a response occurs?

Ans. No. No referral should be counted in the case of the applicant who is offered referral by mail unless it is verified that he has accepted the referral, i.e., reported to the employer.

2. Ques. When an applicant's record is referred to an order-holding office on Form ES-564, Clearance Application, is a referral reportable in items 18 or 23 by the applicant-holding office?

Ans. Yes. The requirement in the definition (see the Glossary, part P of the Manual) that ". . . a referral is the completion of arrangements . . . for an employment interview . . ." is satisfied by two actions (a) the order-holding office, by transmitting the order or the listing of the job on the current inventory of job openings, agrees to the employment interview, and (b) the applicant, by agreeing to the submittal of Form ES-564 by the applicant-holding office, agrees to be interviewed. Completion of arrangements for an interview may be considered to have been made, even though, because the opening is in the meantime filled or the applicant is not acceptable, no such interview takes place.

3. Ques. A Railroad Retirement Board office places an order with the local office. The local office refers applicants, for the job openings specified in the order, to the employer via the Railroad Retirement Board office. Later the local office verifies that the individuals referred were employed. How should this activity be reported?

Ans. The referral of applicants to a Railroad Retirement Board office to fill jobs on file in the local office should be reported as nonagricultural referrals in item 18, and the resulting placements should be reported in item 19. (See part II, section 6270 B, R-1/11/52.) Job openings received from the Railroad Retirement Board should be reported in column II, item 14.

## FORM ES-209

Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)

1. Ques. Should the orders in any of the following three situations be considered as "predesignating" applicants?

Situation a: The employer insists that only former employees drawing benefits be referred. The local office is allowed selection among such employees.

Situation b: The employer states a preference for a handicapped veteran.

Situation c: The employer in placing his order states that he wants two boys from the local correctional institution.

- Ans. In situation a the insistence by the employer that only former employees drawing benefits be referred constitutes "predesignation" even though the local office has some degree of selection among such employees.

In situation b, the local office is by law required to give preference to handicapped veterans. Thus, an employer's preference for such an applicant would have no practical effect on the selection process as performed by the local office and should not be considered "predesignation."

In situation c the question arises as to whether the employer "insists" on having only boys from the correctional institution referred to him. Normally, a local office in contacting such an employer would make every effort to obtain an order which would permit discretion in selecting and referring workers. It is even probable that the local office would urge employers to accept referral of such boys. In other words, this type of referral seems to be one which an employer indicates a willingness to accept and not one which he "insists" upon. If however, we accept the supposition that the employer actually insists on referral of only boys from the correctional institution and that he will not accept referral of any other, even though in the judgement of the local office others should be referred, then this is "predesignation."

11/21/60



## FORM ES-209

Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

2. Ques. Should the short-time or regular designation be used for the placements in the following situations:

Situation a: A produce house places an order with the local office for two men to unload a railroad car of vegetables. Upon inquiry, the local office finds the job will take somewhat less than 2 days, but also that there will be several days additional work of the same type in the following week. The timing is to indefinite at present, however, and the employer will call back during the 2d week if he then needs men.

Situation b: A produce house is known to have some dock work almost every day, week in and week out, and fills its work force by phoning the local office each morning for enough workers to complete its force for the day. The firm pays off these and all other dock workers each afternoon when the work is finished. It usually offers work the next day to some or all of the men who want to return, but the men are by no means promised continuous work.

- Ans. In each of the above situations, the placements should be reported as "short-time" since there is no assurance in either case that more than 3 days work will be provided.

It is true that some placements reported as "short-time" turn out to provide more than 3 days while other placements reported as "regular" do not actually result in as much as 3 days work. However, local offices are not expected to verify duration of placements in order to classify them as short-time or regular. Classification should be made on the basis of the actual specifications of the openings which are known to the local office at the time the placements are made.

3. Ques. A hospital gave a local office an order for applicants to take a short training course as nurse aides. The trainees were not paid during the training period but were to be employed by the hospital upon completion of the training course. Should placements be counted on Form E -209?

- Ans. Placements, as well as openings received and referrals should be counted only after the applicants are employed and enter on the job.

Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

4. Ques. Should placements be counted in the following situation? Under an agreement with the Vocational Education Department, or with schools, the local office assumes the major portion of the placement process in selecting trainees for practical nurse training schools. The local office will complete the selection process by screening against schools' standards and administering a practical nurse test, or through counseling, using the GATB to select potential trainees, either recruited by the local office or referred to them by the schools.

Ans. A request for selection testing as recruitment assistance for practical nurse trainees does not constitute a job order; therefore, any enrollment of student nurses resulting from such testing is not a placement.

5. Ques. A State agency, through positive recruitment, fills an order from the Department of Air Force for overseas teachers. Of the teachers referred, ten are selected. These ten accept, in April, specific teaching positions. However, the teachers will not leave the United States, nor will their pay start until August. Are they reportable as placements in April or should the count be delayed until it can be verified, that they have left for their overseas assignment in August?

Ans. It is not necessary to wait until August to count these overseas teacher placements. Notification that a teacher has been contracted to fill the overseas job is sufficient verification for reporting a placement.

11/21/60



Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

6. Ques. When employer needs (which were formerly represented by orders) are filled by foreign labor under the provisions of a work contract subject to an international agreement, should placements be reported?

Ans. No. Filling jobs with contracted foreign labor does not satisfy all the criteria of a "placement" in that it does not include selection, referral, and verification by the local office. However, when Puerto Rican workers are obtained under a transportation and subsistence insurance contract handled by Economic Development Administration of Puerto Rico and extension of orders, selection, referral, and verification are accomplished through clearance procedures between the order-holding States and the Puerto Rico Employment Service as the applicant-holding State, such placements should be reported.

7. Ques. A local office supplies day-haul agricultural workers to employers located in the administrative area of another local office. The two local offices come to an agreement whereby the applicant holding local office fills the day-haul openings without assistance from the second local office. Should the placements be reported as "local" or as "clearance?"

Ans. Since all the placement activity is performed by the local office, without assistance from the other, the placements should be reported as local placements by the first local office. The second local office should not report any placements or acceptances covering this day-haul activity.

8. Ques. A new firm whose work force is expected to reach 3000 within the next 2 years comes to the area. The rate of employment will depend on completion of buildings and installation of machinery. The local office has already made a number of placements of clerical, professional and technical workers. The employer cannot determine the hiring schedule or pay ranges of his production work force, but he would like to build up his applications and complete the necessary preliminary investigation of the applicants' character and previous work record in order that he will be able to hire them immediately when needed. The employer has requested the local office to refer likely looking workers and has given the office only general qualifications (occupational and nonoccupational) of the various types of production workers needed.

11/21/60



Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

8. Continued

Should placements be reported if the local office selects the applicants on these specification, refers them, and later verifies their entrance on the job?

Ans. Placements should not be reported. Only general information concerning the necessary qualifications is available; hiring schedules and pay rates are not available. Actually, the purpose of the referrals is to build up the employer's list of eligible applicants. This situation does not meet the definition of an order nor is the information sufficient for proper selection.

9. Ques. A vegetable canning factory normally employs between 500 to 800 workers for a 6 week period commencing approximately August 1. The employer notifies the local office on May 1 that, based on contracted acres and spring crop conditions, he will need approximately 700 workers for the current season. He places a detailed order and requests the local office to handle the recruitment; all workers are to be hired from those referred by the local office. It is understood that the employer would prefer his former employees if they meet the specifications of the order and unless there are better qualified workers available. The local office makes up the list of qualified and available workers from previous year's referrals, school registrations, current intake, and application files. As the season approaches a sound truck, newspaper advertising, and other means of publicity are used to augment the supply. In making up this list 1,100 workers were considered (500 former employees and 600 other workers). The local office made 850 referrals (400 former employees and 450 other workers). The employer hired 700 workers (350 former employees and 350 other workers).

How many placements should be counted, assuming that verification meets standards?

Ans. This situation would result in 700 placements. Although the employer prefers his former workers, he will accept them only if they meet order specifications and if better qualified workers are not available. This does not place limitations on the selection of workers by the local office. That the local office is not limited is borne out by the fact that 100 former workers who were considered were not referred.

Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

10. Ques. Would the answer to question No. 10 change if the employer furnished the local office with the previous year's pay roll to aid in making up a list of qualified and available workers?

Ans. The furnishing of the previous year's pay roll by the employer would not alter the situation and 700 placements would be reported. In this instance the pay roll is used as a recruitment aid, selection is not limited to the names on the pay roll, and the local office must determine the qualifications of all workers referred.

11. Ques. The employer places an order at a one-day a week itinerant point for 100 seasonal workers to sort and process hybrid seed corn. The specifications on the order are limited only as to age, sex, certain physical requirements, and willingness and ability to do light repetitive work. The itinerant interviewer selects 400 applications from the active file who meet these specifications and refers them by post card to this employment. The office later verifies that a certain number of these workers were hired.

Were there any placements made?

Ans. Placements should be reported for the workers whom the local office verifies were hired. An order was received, selection was made, those selected were referred, and hires were verified. In this situation, 400 selection notices issued would be reported, responses to selection notice would be reported on those who contacted the employer, and placement reported on verified hires.

12. Ques. A men's clothing manufacturer is starting operations in a new area and wishes to hire local people. No experienced sewing machine operators are available in the area. The employer gives order for 50 sewing machine operators (trainees) specifying age range, sex, and physical requirements and requests that applicants be given appropriate specific aptitude tests to determine the workers' aptitudes. The local office selects 200 applicants who meet the specifications and gives them the test.

The employer is furnished a list of the 75 applicants who passed the tests as the employer wishes to make his own arrangements for interviewing. The employer subsequently interviews and hires 25 of these applicants.

Were any placements made?

Ans. Twenty-five placements were made. The local office performed the four steps of a placement, assuming the hires were verified.



Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

13. Ques. The XYZ Tire Manufacturing Company says, "We need 100 men ages 21-45, high school graduates, over 5'10", able to do heavy repetitive lifting of tires weighing up to 100 lbs, and are interested in starting as a laborer with possibility of advancement to semi-skilled or skilled work. I will talk to anybody who worked here before if he meets my present specifications." Of the 150 referrals, 100 workers were hired, 10 of whom were former employees.

How many placements were made?

Ans. One hundred placements were made. The statement of the employer that he would talk to anyone who worked for him before if he meets his present specifications does not restrict the local office its freedom to choose from all applicants.

14. Ques. An employer calls the local office and states "You have 80 to 90 of my former production workers drawing benefits. Send me 10 of those who meet the maximum requirements on Master Order No. 16." Ten applicants were referred and 10 workers hired. How many placements should be counted?

How many placements should be counted if the employer had specified that he would accept referrals of applicants only if they were former employees of a competing firm; or only if they were recent graduates of a local known trade school?

Ans. No placements should be counted. The employer has limited the selection by the local office to a particular group of individuals, which is contrary to the Bureau's policy to extend no preference in referral to any applicant or group of applicants except in accordance with legal requirements. The employer would still be designating a particular group if he limits selection to former employees of a competing firm or to recent graduates of a particular school.

11/21/60



Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

15. Ques. A Chicago employer advertises in a Detroit paper for workers and has received 100 mail replies. He asks the Chicago local office to send a clearance order for workers to Detroit and advises the 100 applicants to report to the Detroit local office. The employer asks the Detroit local office to screen his 100 applicants and refer only those qualified to him. Forty-five applicants are referred and 30 are accepted. How many placements should be counted?

Ans. No placements should be counted since the employer has limited the selection to the 100 applicants who answered his advertisement.

16. Ques. A grower, the first day of the season, obtains his workers from a day-haul pick-up point supervised by the local office. Returning the workers at the close of the day, the employer drops them off at a more convenient point than the pick-up point. He suggests that as a convenience to them, he will, on the following day, pick them up at the point where he has dropped them off and take them to the agency's day-haul point. In this way he saves them time and possible expense going to the day-haul point by other means. He so notifies the local office. Should day-haul placements be counted after the first day?

Ans. Yes, placements should be reported for second and subsequent days as well as for the first day. It is immaterial by what means a worker reaches a day-haul point. It is essential, however, that these workers go to the day-haul point and that the local office representative recognize that they have been hired by the grower who has provided their means of transportation. On the other hand, day-haul placements should not be counted when workers are picked up by employers from some point other than the day-haul point and are transported directly to work without the knowledge of the local office representative.

11/21/60

Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

17. Ques. How should agricultural placements be reported under the following situations?

Situation a: Farmer A requests the local office to recruit 10 tomato pickers. The local office arranges for him to be at the local office at a specified hour with transportation. When Farmer A reports, the local office interviewer announces to the walk-in applicants that he has a job for 10 tomato pickers and selects the first 10 applicants who step forward. Farmer A, at the end of the day, instructs the 10 tomato pickers to be at a certain corner the following morning at a specified hour at which time he will be there to provide transportation to the job. The next morning only 9 pickers report at the specified hour. The farmer requests the local office for one additional tomato picker who is obtained from the walk-in applicants.

Ans. Ten agricultural placements should be reported for the first day and one for the second day in item 24 d, "Other," column II, "Total," and column III, "Local."

Situation b: Farmer B calls the local office and places an order for 10 tomato pickers. The local office discusses the job with a crew leader who represents himself and 4 other workers. The crew leader accepts the referral and the local office so informs the farmer, but says it is unable to fill his order completely because he is not providing transportation. The following morning Farmer B reports to the local office and picks up 5 additional tomato pickers from walk-in applicants without any selection interviews.

Ans. The five placements of the crew, including the leader, should be reported for the first day in item 24 b and one crew should be reported in 24 b (1), columns II and III. The placements of the crew leader should not be reported in item 24 a. Five placements should be reported for the second day in item 24 d, columns II and III.

Situation c: Farmer C places an order for 100 cherry pickers. He is told to have transportation the next morning at a predesignated and supervised assembly point for applicants. The next morning the local office assign to Farmer C 100 workers from the assembled pool of applicants, putting one of the 100 in charge. Each of the next 5 days Farmer C reports to the assembly point and each day the local office allocates the 100 workers, using replacements as necessary.

Ans. One hundred placements should be reported each of the 6 days in item 24 c, columns II and III.

11/21/60



Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

17. Continued

Situation d: Farmer D places an order with the local office for 100 cherry pickers. The local office is unable to fill his order but arranges with a neighboring local office for the recruitment of 100 cherry pickers. Since the two local offices are only 25 miles apart and there is no housing available in the order-holding office area, the farmer makes arrangements with the applicant-holding office to pick up the 100 workers each day from a predesignated and supervised assembly point. It is understood between the two local offices that the applicant-holding office will continue to recruit workers on a daily basis to maintain the group of 100 workers.

Ans. For each day on which 100 workers are sent to Farmer D, the order-holding office should report 100 placements in item 24 c, column II; the applicant-holding office should report 100 acceptances in item 26, column II, and 100 referrals in item 23, column II.

Situation e: Farmer E places an order for 10 men to chop cotton. He is told to have transportation at a certain point predesignated by the local office for the assembling of applicants. The next morning the local office assigns Farmer E 10 men from the assembled pool of applicants. That night at the close of work, Farmer E tells the 10 men that he can use them for the next 3 days and plans to pick them up at a point other than that predesignated by the local office.

Ans. These are "pool-type" placements and 10 placements should be reported in item 24 c, columns II and III since at the time the workers were placed the referrals were made for the 1 day. The fact that a worker, referred from a pool on a daily basis, is retained by the employer for a period longer than a day does not affect the classification of his placement as "pool-type," nor is it necessary for the local office to verify the length of time a worker is actually employed in order to classify the placement as pool-type.

Situation f: Farmer F asks for 10 workers to dig potatoes. He is told to have transportation at a certain point which the local office has predesignated for the assembling of applicants. The local office allocates to the employer a crew of 10 men, one of whom represents the crew as a leader.

Ans. Ten placements should be reported in item 24 c, columns II and III. The fact that the 10 workers are employed as a crew does not prevent the classification of their placement as pool-type, if there was no selection interview and they were referred from a pool of workers assembled at an established point supervised by the local office.



Items 19 and 24--Placements (Sections 1851 and 1857,  
ES Manual, Part III)--continued

18. Ques. When agricultural clearance placements are made, how should the order-holding office classify the placements for purposes of reporting in subitems a-d of item 24, if information regarding whether a selection interview took place in the applicant-holding office is not readily available?

Ans. Only rarely would an individual or an organization crew with an established leader be referred for a period long than a day without a selection interview by the applicant-holding office. Therefore, in all such instances the order-holding office may assume that a selection interview has taken place and report the placements in either item 24 a, column II (individual selection) or item 24 b, column II (in crews) as applicable. In practically all cases where referrals are made for a day at a time by the applicant-holding office, the order-holding office will be in a position to know how the placements should be classified. However, in the unusual instance when this information is not available, the order-holding office should assume that the placements are "pool-type" and should report them for each day on which they are made in item 24 c, column II. No count should be made in column III of any clearance placements.

19. Ques. Representatives from several State agencies, for the purpose of filling job orders for crews of agricultural seasonal hired workers, meet before the beginning of the season in another State, and through arrangements by that State agency, interview leaders of crews of migrant workers. On the basis of the interviews, these State agency representatives cooperate in planning the itinerary of the migrant crews for the coming season. How should the results of this activity be represented in the counts reported on the ES-209?

Ans. When this activity does not involve clearance procedures, i.e., use of Form ES-560 A, the resulting placements should be reported by order-holding State, at the time they are made, on Form ES-209 as local, rather than clearance. Each worker, including the crew leader, should be reported in columns II and III of item 24 b for each employer with whom the crew is placed. The number of crews placed with each employer should be reported in columns II and III of item 24 b (1). A referral should be reported in item 23, column II, for each placement reported in item 24 b, column II. No referrals should be reported in item 23 a. No acceptances should be reported by any of the State agencies involved in the activity.

11/21/60

## FORM ES-209

Item 25--Volunteer Farm Representative Placements  
(Section 1859, ES Manual, Part III)

1. Ques. How should the following placements be reported on Form ES-209?

Situation a. A volunteer representative received an order for a general farm hand which he cannot fill. He passes the order on to the local office which selects and refers a Mr. A directly to the employer and subsequently confirms his entry on the job.

Ans. The placement is reported in item 24 and its applicable sub-items. No entry should be made in item 25. The activities of the volunteer representative in this situation are not reflected on the ES-209.

Situation b. Because the volunteer representative has no available supply for a general farm hand requested by an employer, he passes the order on to the local office, which sends him applicant B. He directs applicant B to the employer and later verifies that applicant B was hired and actually entered on the job.

Ans. The placement should be reported in item 25. The referral of the applicant to the employer by the volunteer farm representative is not reportable. The referral of the applicant by the local office to the farm representative is reportable.

11/21/60



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