

This statement of Bureau policy and practice is written for employers. It is given also to registrants so that both employers and registrants may know how the Bureau operates.

The Bureau's employment executives have had successful experience as teachers or administrators. They know the needs of employers. With those needs in mind they are able to advise with candidates and to make recommendations to employers.

Registration with the Bureau involves the filing of confidential records and appraisals of the registrant's education, professional preparation and experience, together with photographs and essential personal data. The appraisals of the registrant, written by his professors and by former and present employers, are strictly confidential. They are for Bureau executives and employers only. They are not seen by the registrant. Those who write them are asked to be frank and explicit so that a just and accurate estimate may be made of the candidate's fitness for the types of position he seeks.