

The Bureau desires the registration of young men and women of promise and of experienced teachers, specialized workers, and administrators who have proved by actual achievement that they merit advancement.

It is the responsibility of the Bureau to recommend to an employer candidates who meet his requirements. This is equally important to the person, to the employer, to the Bureau, and to Teachers College.

When an employer requests the Bureau to name candidates he should state:

(1) The name and location of the employing institution.

(2) The address of employer (if he is staying in New York City his local address and telephone number).

(3) A description of the position.

(4) Professional requirements candidates must meet (preparation, degrees, experience).

(5) Personal requirements (age, sex, marital status, etc.).

(6) The salary to be paid.

(7) Length of term of employment.

(8) When employment begins.