

News From Civil Service

By **JAMES M. CLINTON**

High School Exams

For the past few years the civil service department has cooperated with the high schools throughout the state by giving clerical examinations to the graduating seniors who have taken commercial courses. This year the program was continued. Approximately 30 high schools, which includes 500 students, participated this year. Papers of these students have been graded, and those who qualified have been placed on registers available for temporary or permanent employment at the completion of the school year.

Information Given Candidates

The CSC has recently printed a leaflet "Information for Eligibles" which is given to each candidate successfully completing an examination. In it, veteran's preference, certification information regarding team of eligibles and other general information is included.

Group Interviews

The "Group Interview," a comparatively new examining technique, has been used in two civil service examinations. A small number of candidates are seated around a table and given three or four items to discuss. Each candidate is expected to comment on the items which are designed to be provocative. As the candidates discuss the items three raters observe their reactions, voice, neatness, and other personality traits. The interview is a supplement to the written test and an evaluation of their experience and training.

Duncan Resigns

Ronald Duncan, assistant supervisor of the CSC examination section, has resigned to move to Minnesota. Arthur Wilson has been moved into the assistant position. Wesley Voorhees, who

has just completed graduate work at the University of Portland, will soon report to CSC, to fill the vacancy in the examination section.

Correspondence Manual

A correspondence manual, who has been in the process of preparation for the past year, will soon be distributed to the departments. The manual will serve as a guide for uniform state correspondence. It contains hints for the letter writer, a method of evaluating letters, rules for punctuation and many other items.

Training Class Completed

The 10-week course in fund accounting was completed in May. Members of the class report that it was the best series of accounting classes and that Professor W. W. Pyle of the University of Oregon adapted the course to state accounting problems. No new training classes are contemplated until after the summer vacation period.

Longevity Vacation Accrual

In response to a resolution adopted by OSEA at its annual meeting, the civil service commission has under consideration a longevity vacation accrual plan. The plan would add one-quarter day to the vacation accrual of employees for each five years of service. Employees who had served between five and ten years would accrue one and one-quarters days vacation each month. Employees who had served between ten and 15 years would accrue one and one-half days. Employees between 15 and 20 years would accrue one and three-quarters days and employees with service over 20 years would accrue two days vacation per month.

Hearing Requests Increase

The number of requests for investigations and hearings in terminations has greatly increased in the past few

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