SPECIAL ISSUE

JUNE 1968

Salary Expected

DIGITAL EQUIPMENT CORPORATION

digital EMPLOYMENT APPLICATION

(First)	(Middle Initial)	
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	JOIN THE	
	REFERRAL	Name
	BANDWAGON	treet
one (or nearest telephone at wh	Digital needs your help!	ity
n applying for	The company's rapid growth has created job openings in almost every category from skilled engineers down to inexperienced trainees. Some openings will be filled through employment ads, some through employment agencies, and some (it is hoped) will be filled through you.	phone (or
and start work	Traditionally, Digital has relied heavily on its own employees to refer persons for employment. In fact, a very significant percentage of the people working here now were referred by DEC employees. During fiscal year 1967, a remarkable 38% of our new hires resulted from employee referrals. Now faced with growing personnel needs and a labor market in which the above-average individual is hard to find, Digital is hoping that even more employees will	n applying for ositions or types of work qualit
	recommend friends or acquaintances for employment here. To facilitate referrals by employees, specially-marked employment application forms are being placed at bulletin boards in the Maynard buildings. Pick up a couple today and pass them on to friends. You'll be making a valuable contribution to Digital's continued success.	ATION
(or nearest)		
(or nearest telephone at which) you can be reached)	
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SOME POINTERS CONCERNING REFERRALS

- 1. Obtain specially marked "Referral" employment application from bulletin board box or from Personnel lobby.
- Give application to person you are referring and ask him to fill it out and mail it to the Personnel Department. Please ask candidates for salaried positions to enclose a resume.
- An application is absolutely necessary for a person to be considered. Personnel must review the application to determine whether to invite the individual in for an interview. It is important that the application be completed in detail.
- 4. All persons submitting applications will be contacted either by phone or letter.

If the application indicates that the individual being referred has the right qualifications, he will be called in for an interview.

- 5. All persons interviewed will be told promptly by letter whether DEC is making them an offer or not.
- Remember a referral does not guarantee employment. In order to receive an offer, a person must meet certain experience, training, and educational requirements. And, of course, a suitable opening must exist.

Generally, in order to hire one person for an opening, Personnel must interview several candidates. Not all of them can receive offers. Please do not be discouraged if your referrals do not always result in hires. We still need your referrals urgently.

- 7. As you know, DEC is seeking candidates who meet our employment standards. Please try and refer only those persons who fulfill suitable educational, training, and personal standards.
- 8. For information about employment qualifications or openings, you may contact the following persons in Personnel:

Professional Personnel	
Peter Koch	Ext. 632
Dennis Madigan	Ext. 569
John Young	Ext. 635
Plant Personnel	
Paul Chambers	Ext. 601
John Murphy	Ext. 607
Bob Grzyb	Ext. 609
Field Service	
Ed Jaferian	Ext. 608
Technicians	
Joe Gaffney	Ext. 602

9. Openings will be listed regularly in the Maynard News Bulletin.

CURRENT OPENINGS AT DIGITAL

PLANT PERSONNEL

Mechanical Assemblers
Stock Clerks
Sheet Metal Mechanics
Maintenance Painters
Wiremen
Technicians

Shipper/Receiver
Welders
Printed Circuit Layout Draftsmen
Computer Operators
Field Service Technicians

Secretaries
Clerk Typists
Accounting Clerks
Keypunch Operators
Electrical Assemblers

PROFESSIONAL PERSONNEL

Manufacturing Engineers Memory Design Engineers Programmers Sales Engineers Module Design Engineers Logic Design Engineers
Application Engineers
Systems Design Engineers
Circuit Design Engineers
Computer Maintenance Instructor