

SOME POINTERS CONCERNING REFERRALS

1. Obtain specially marked "Referral" employment application from bulletin board box or from Personnel lobby.
2. 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.
3. 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.
6. 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
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Technicians

Joe Gaffney	Ext. 602
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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