

University of Mississippi

eGrove

American Institute of Accountants

Deloitte Collection

5-16-1927

**Letter from Warren W. Nissley, Chairman, Committee, Bureau for Placements, American Institute of Accountants, to Henry A. Niles
Re: Submission of Forms Indicating the Firm's Interest in Placing Junior Assistants.**

Warren W.N Nissley

American Institute of Accountants. Bureau for Placements

Follow this and additional works at: https://egrove.olemiss.edu/dl_aia



Part of the [Accounting Commons](#)

BUREAU FOR PLACEMENTS

COMMITTEE

WARREN W. NISSLAY, CHAIRMAN
WALTER S. GEE
P. W. R. GLOVER
HENRY E. MENDES
ANDREW STEWART
JOHN R. WILDMAN

American Institute of Accountants

INCORPORATED UNDER THE LAWS OF THE DISTRICT OF COLUMBIA

135 CEDAR STREET, NEW YORK

May 16, 1927

Niles & Niles,
60 Broadway,
New York City.

Gentlemen: Attention: Mr. Henry A. Niles.

The Bureau for Placements of the American Institute of Accountants, with the experience of a year's activities behind it, believes that certain changes in its method of procedure will facilitate the assignment of applicants to members who wish to obtain college graduates as junior assistants. The plan, which is familiar to all members, provides for a period of three years' employment for graduates of accredited colleges and universities on a scale of salary with a fixed minimum starting at \$125 a month. The results of the past year indicate that there is a substantial number of firms and individual practitioners who are glad to avail themselves of the opportunity to find men with educational training who can be employed as junior accountants.

Last year the committee asked members to notify the Bureau for Placements how many men they desired to obtain and the date at which they wished them to report for work. The firms in each town were listed and as approved applicants who expressed a desire to work in the respective towns were available they were assigned in rotation for final interview by the members on the list.

This procedure has not been entirely satisfactory. It is difficult for some firms definitely to determine their requirements in advance and many firms are willing to engage desirable men whenever they are available, even though such firms may indicate a different date as their preference for engaging new men.

The assignment to respective firms in rotation has led at times to the allotment to a firm of a man with peculiarities of one sort or another which unknown to the committee prejudiced that particular firm against him, although he might have been quite acceptable to others.

So that each firm may have a voice in selecting men who are assigned to them for interview the committee has decided to send a summary of each applicant's qualifications to all firms in the vicinity where the applicant desires employment. A return form will be provided with each notice so that the member receiving the form may advise the Bureau whether he is interested or not in such an applicant at that particular time.

When more than one firm expresses a desire to interview an applicant he will be assigned by lot to one of the firms.

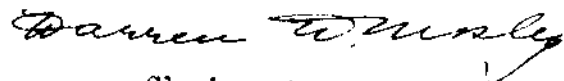
Please advise us on the enclosed form whether your firm will be interested or not in receiving these notices. It should be remembered that you assume no obligation whatever other than that of advising the committee of your interest in the respective applicants whose qualifications are sent you. On the other hand your firm will be advised constantly of young men who can be obtained through the bureau.

The committee believes that substantial progress is being made in its work and that the applicants available this year will include many desirable men. The methods of eliminating unqualified graduates have been greatly improved as result of the last year's experience.

Enclosed herewith you will find a copy of the revised booklet which is being distributed to the students in the principal colleges of the country.

The committee hopes that you will assist by sending the enclosed form with the requested information at the earliest convenient date.

Yours truly,



Chairman.

WWN:APB

BUREAU FOR PLACEMENTS,
AMERICAN INSTITUTE OF ACCOUNTANTS,
135 CEDAR STREET, NEW YORK.

Dear Sirs:

My firm is interested in obtaining junior assistants through the Bureau for Placements and desires you to send us descriptions of the qualifications of the applicants who wish to work in this city.

It is expressly understood that, while we shall have openings on our staff if applicants suitable to us are available, we are under no obligation to employ any applicants who may be referred to us.

Yours truly,

Address.....

..... By

Date.....

Date.....

AMERICAN INSTITUTE OF ACCOUNTANTS

BUREAU FOR PLACEMENTS

The Committee for Placements believes the applicant described below is qualified to succeed in accountancy and takes pleasure in recommending him to members who wish to employ a junior accountant under the three-year training plan advocated by the bureau. The applicant will be assigned by lot to one of the firms interested in him. The firm to which he is first assigned need not employ him unless it finds that he meets its requirements. If he does not he will be assigned to a second firm, also by lot. Unless the reply attached below is received by the bureau within one week of the date of this notice, in addition to the time required for mail to reach the member from the bureau and to return, it cannot be considered if favorable replies from other firms have been previously received.

Application No.....Home address of applicant.....

Age.....Height.....Weight.....Religious affiliation.....

Date applicant wishes to commence work.....Place where he desires to work.....

College.....Degree.....Year of graduation.....

Summary of courses studied.....

College record.....

Result of interview with member of the Institute.....

General comments.....

RECEIVED

Date.....

BUREAU FOR PLACEMENTS,
AMERICAN INSTITUTE OF ACCOUNTANTS,
135 CEDAR STREET, NEW YORK.

Dear Sirs:

Re Application No.....

1. We are interested in this applicant and wish to examine his detailed application and to arrange for an interview with him on or about.....

2. We are not interested in this applicant because.....

3. If the applicant does not obtain a position on the date mentioned, we should be interested in employing him on.....if he proved to be satisfactory to us after an interview with him.

Yours truly,

By.....

Note: Please return this form whether interested or not. If any firm fails to reply with respect to three consecutive applications the bureau cannot undertake to continue sending these notices to that firm.