

A Job Fair for Handicapped Applicants?

The Personnel Relations Department, under the leadership of Cynthia Latham, held a job fair for handicapped applicants on November 12 in recognition of the International Year of Disabled Persons. Months of planning went into the program under a committee consisting of Arlene Stewart and Alix Corboy of Personnel Relations, Ruth Hugo of the Provost's Office, and Sally Johnson, Coordinator, Handicapped Students, in addition to Cynthia.

Perhaps as important as the job fair itself were the five sessions held the week of November 2 for hiring officers from various offices around the University. Some fifty people attended one or more of the sessions in advance of the job fair to learn what skills might be expected and how to accommodate limitations. The "dos" and "don'ts" of interviewing handicapped applicants were reviewed; in one session a mock interview was staged to demonstrate these points. Consultants from four agencies which specialize in placing handicapped applicants assisted in the training.

Then, on the day of the job fair, hiring officers with actual job vacancies met handicapped applicants—some for the first time. It was clear that some surprises were in store for the hiring officers. Perhaps everyone expected the thirty applicants to possess basic clerical skills, but technical training in such fields as computer programming came as a real surprise. The ease with which many applicants had learned to deal with their handicaps also came as a surprise. Handicapped applicants were no longer a vague, unknown quantity: they were real people.

A revised network of agencies and other groups designed to train and place handicapped people in jobs was established. In addition, Arlene Stewart of the Personnel Relations department has a pool of applicants for positions as they become available. At the time of this writing, information is not available about the placement of applicants. A follow-up will appear in the January or February issues of the *Personnel Relations Newsletter*.



photo by Annette Lein



photo by Annette Lein

From the Executive Director of Personnel Relations:

Believe it or not, it's the time of year to be thinking ahead to the possibility of severely inclement weather conditions. I know it's hard to think in those terms, considering the relatively mild fall we've enjoyed, but I'm writing this message just the same.

If weather conditions seem to be sufficiently bad that you wonder about the University's being open, you can call 243-6358 (more easily remembered as "AID-MELT") and a message will instruct you. Or listen for a radio

announcement on school closings: 102 is the University's code number for daytime closing; 2102 for evening closing.

Certain personnel may be needed to maintain essential services, even if most of the University is closed. Therefore, everyone should check with his or her department before deciding that it is not necessary to report to work.

The Hospital of the University of Pennsylvania does *not* close because of weather conditions.

Gerald L. Robinson

Getting to Know You: Maureen T. Parris

Maureen Parris came to the University of Pennsylvania in 1960 as secretary to the chairman of the Department of Slavic Languages and Literature. Five years later, she moved to the Office of the President, where she served as an administrative aide to President Gaylord Harnwell for nearly five more years. But most people associate Maureen with the School of Medicine. Some months after Martin Meyerson became president, she transferred again and became assistant to Dean Alfred Gellhorn.

In December 1973, Dean Gellhorn left, and Dr. Edward Stemmler became first acting dean and then dean. Dean Stemmler promoted Maureen to the position of assistant for academic affairs, with primary responsibility for keeping track of some 750 full-time and 300 part-time faculty members. Although Maureen has many other duties, faculty affairs usually come first.

But to go back a bit, after graduating from Upper Darby High School, Maureen spent a year studying ballet in New York City. She was also a member of the Radio City *corps de ballet*. A real highlight of her life after returning to Philadelphia was a trip to Paris—she yearns to go back, but that of course requires both the time and the money. In Philadelphia, she has danced with various groups both before and after her stay in New York, and she has studied ballet. But studying ballet takes time, which seems to be in very short supply.

And no wonder! She rides a bicycle and swims. She studied in C.G.S. until she obtained a B.A. in history in 1976, and now she is a candidate for an M.S. in higher education administration in the Graduate School of Education. She has moved twice, first from Upper Darby to center city, and then last summer to Bala Cynwyd. Although she likes Bala Cynwyd, she says she may move back into the city some day. She goes to the theater, opera, and—naturally—the ballet.

And her job continues to take more and more time. In addition to her work with faculty matters, Maureen is involved with other administrative and academic activities, including writing, staffing, working with committees, and performing "duties as assigned." She is an amateur historian and the expert on various paintings that hang in the Medical School. Also, Maureen edits "Penn Med Notes" for faculty, students, and alumni. For two years she was A-1 representative to University Council, and she is currently a member of the A-1 Executive Committee.

Have a busy day, Maureen!



photo by David Gladstone

Professional and Administrative Career Planning Series

At the June 1981 annual meeting of the Administrative Assembly, members expressed concern about the absence of clearly defined avenues for career advancement within the University's professional and administrative ranks. This discussion, coupled with individual requests that the Administrative Assembly address the important area of career development, has produced a cooperative venture of the Administrative Assembly and the newly created Training Office. A committee, co-chaired by Administrative Assembly Chairman Jacqueline Schreyer and Assistant Director of Personnel Relations for Training, Judith Zamost, is currently planning a Brown Bag Seminar series, scheduled for the spring term. The series will concentrate on existing resources and information on career planning for University professional and administrative staff.

The series will open with an introductory lecture on career planning by Dr. Marilyn Morgan. Dr. Morgan, an assistant professor of management at the Wharton School, teaches a course on managing organizational careers and has lectured nationwide on this subject. Recently she authored a textbook titled *Managing Organizational Careers*. Dr. Morgan's presentation is scheduled for Tuesday, January 19 in Houston Hall, room 245, at 1:00 p.m.

The following two sessions, scheduled for Monday, January 25 and Monday, February 1 in Houston Hall, will concentrate on individual career skills assessment. Participants will be encouraged to evaluate their personal strengths, interests, needs, and skills by completing a skills and interests inven-

tory published by the Free Library of Philadelphia Lifelong Learning Center titled, "What You Need To Know About Yourself."

The next four sessions will take a different format. The seven skill areas identified in the skills assessment inventory will be explored in the context of possible career tracks within the University. Seven panels, made up of University professional and administrative staff, will describe job groups and answer questions on career opportunities within those areas at Pennsylvania. The seven panels and meeting times are scheduled as follows:

Skills Panels

February 15, 1982

- Panel #1 Communications/Human Relations
- Panel #2 Physical/Mechanical

March 1, 1982

- Panel #3 Numerical/Organizational
- Panel #4 Creative

March 15, 1982

- Panel #5 Research/Study
- Panel #6 Instructional/Helping

March 29, 1982

- Panel #7 Management/Leadership

The last session, scheduled for April 12, 1982, will feature a panel composed of Personnel Relations staff who will outline existing resources and avenues available to University employees as they seek to manage their careers.

The Career Planning Series is open to all University employees who have an interest in and desire for career development within the professional and administrative ranks. To help the committee in its planning, please clip and complete the Career Directions Interest Form.

PHP has moved its administrative offices from Chestnut Street to 1760 Market Street, Philadelphia, Pa. 19104. The new telephone number is 561-3370.

CAREER DIRECTIONS INTEREST FORM

Please clip and return to Vicki Mulhern, School of Medicine, 237 Med Labs/G3 by Friday, January 8, 1982. Thank you!

In planning the Career Directions Series, we need to be informed of the skills panels that would be of most interest to participants. Please indicate the skills categories that you would like to explore. (Place number one next to your first choice, number two next to your second choice, and so on. Indicate as many as you wish.)

Skills Categories

- ☐ **Communications/Human Relations**
skills such as writing, speaking, expressing ideas, organizing groups.
- ☐ **Numerical/Organizational**
skills such as bookkeeping, budgeting, organizing, attending to detail.
- ☐ **Creative**
skills such as developing ideas, inventing, designing, conceptualizing.
- ☐ **Management/Leadership**
skills such as administering policies, decision making, goal setting, supervising.
- ☐ **Physical/Mechanical**
skills such as operating machines or equipment; tending animals, machines or plants; playing an instrument.
- ☐ **Instructional/Helping**
skills such as communicating, healing, listening, encouraging.
- ☐ **Research/Study**
skills such as analyzing, experimenting, formulating, record keeping.

I ☐ am ☐ am not interested in attending the Career Planning Overview by Dr. Marilyn Morgan on 1/19/82.

I ☐ am ☐ am not interested in attending the skills assessment workshops on 1/25/82 and 2/1/82.

- ☐ I am interested in serving on the planning committee.

Name _____

Department _____

Extension _____

- ☐ I am interested in serving on one of the seven panels.

Name _____

Department _____ Extension _____

Panel _____

May We Remind You?

December 25 and January 1 are University holidays, and any support staff required to work on these holidays are to be compensated at the rate of the regular daily pay plus one and one-half times their regular hourly rate for all hours worked.

In addition to these holidays, December 28, 29, 30, and 31 are designated as special vacation days. For any support staff required to work on any or all of these days, time off may be rescheduled later in the winter or spring.

This announcement does not apply to employees of the Hospital of the University of Pennsylvania. For employees covered by collective bargaining agreements, the applicable provisions of each agreement shall govern.

The staff of the Personnel Relations Department extends best wishes to members of the University community for pleasant and refreshing holidays!

Will You Ever Need Blood?

You don't know, of course. The need strikes individuals and families unexpectedly, and until recently there has been a need to scurry about for donors. Membership in the University Blood Club has assured the Penn community that blood would be available when needed.

Now, instead, University Hospital has entered into an agreement with the Penn-Jersey Regional Blood Service of the American Red Cross to provide blood to patients in all of the 113 hospitals in the Delaware Valley for a processing fee only. The Red Cross recruits donors under a community responsibility philosophy: Those who enjoy good health share with those who do not.

This does not mean that the need for blood has lessened. In fact, it has increased! The Red Cross expects to provide over 300,000 pints in 1981, at least 20,000 of them to University Hospital.

Someone has to provide this blood. University students have generously been providing blood for years. Who knows? One of your acquaintances may even have received a pint of a student's blood!

The Penn Student Blood Donor Club has indicated that members of the University staff will be welcome at donor drives sponsored jointly by the student club and the Red Cross. The next date is Tuesday, January 19, 1982, in High Rise South, 2:00-7:00 p.m.

Personnel Relations Newsletter Volume 4, Number 4

The newsletter appears monthly except in May, June, July, and August
Edited by: Douglas R. Dickson (243-6093)

Personal Notes

Russell Carroll, the Operations Manager for University Management Information Systems, won the door prize at the November 13 orientation meeting. What was it? That would be telling. See the Training Schedule for the next orientation meeting.

If you know of an interesting achievement, prize or award—either your own or a co-worker's—why not let the editor know (either at extension 6093 or at 516 Franklin Building)? Please remember two things: no one ever thinks he or she is interesting to other people, and we won't publish an item without the permission of the person involved.

Handbook for the Handicapped— and Others

Although produced expressly as a reference guide for handicapped students and employees, the just-published **HANDIBOOK** contains a wealth of information for all members of the University community. It is a beautifully illustrated tribute to the many students and staff members who shared in its publication.

HANDIBOOK—UNIVERSITY OF PENNSYLVANIA should be available in every University office . . . for reference and for important, authoritative information.

Copies (single or in quantity) may be obtained for \$1 each from Programs for the Handicapped, ext. 6993.



Training Schedule

Event	Date	Time	Ongoing Programs For Registration and Info Call	
New Employee Orientation	February 5	12:00 p.m.	Alice N. Abdulah	Ext. 3429
Résumé Development	January 15, February 5, February 26	12:00 p.m.	Alice N. Abdulah	Ext. 3429
Preparing to be Interviewed	January 22, February 12, March 12	12:00 p.m.	Alice N. Abdulah	Ext. 3429
How to Conduct an Interview	January 29, February 19, March 26	12:00 p.m.	Alice N. Abdulah	Ext. 3429
Purchasing Orientation	1st and 3rd Wednesday of each month	2:00 p.m.	Dorothy Vaccaro	Ext. 4078
Accounts Payable Orientation Seminar	Every other Thursday	2:00 p.m.	Isabel Muse	Ext. 7263
Clerical Skills Upgrading Program	Every Monday and Wednesday, beginning January 11, 1982	1:00–3:00 p.m. 4:00–6:00 p.m.	Alice N. Abdulah	Ext. 3429
Business Communications I	Every Tuesday and Thursday, beginning January 12, 1982 for six weeks	1:30–3:00 p.m.	Alice N. Abdulah	Ext. 3429
Business Communications II	Every Tuesday and Thursday, beginning January 12, 1982 for six weeks	10:30 a.m.–	Alice N. Abdulah	Ext. 3429
		12:00 p.m. (Section I) 4:15–5:45 p.m. (Section II)	Alice N. Abdulah	Ext. 3429
Weight Watchers	Every Monday	4:30 p.m.	HUP Benefits Office	227-3178

All of the above programs require advance registration. Interested participants should call the contact person to register. Registration is accepted on a first-come, first-served basis.