1945

Attention: future HEIBS

Patricia Galligan

Iowa State College

Follow this and additional works at: http://lib.dr.iastate.edu/homemaker

Part of the Home Economics Commons

Recommended Citation

Available at: http://lib.dr.iastate.edu/homemaker/vol25/iss3/12

This Article is brought to you for free and open access by the Student Publications at Iowa State University Digital Repository. It has been accepted for inclusion in The Iowa Homemaker by an authorized editor of Iowa State University Digital Repository. For more information, please contact digirep@iastate.edu.
Attention: future HEIBS

Patricia Galligan, '44, home service director of the New Haven Gas Company, gives tips to prospective home economics women in business

SUCCESS in the business world depends largely upon the self-confidence resulting from the home economist's knowledge that the information she gives is correct. Countless queries come to her daily. To know the right answers she must be informed on current and past events. She must remember the basic facts learned in college, or know where to find the information on a moment's notice.

A good memory pays dividends when it results in a broader perspective rather than mere knowledge of minor points. Memory of names is especially important. A new person entering a business firm should memorize her co-workers' names as quickly as possible and a foresighted person will learn the names of people whom she eventually will meet in her profession.

Speed is another trait worth developing. Since time is too limited to dwell on details, the home economist in business must be able to think and work fast. But quality of work goes hand in hand with quantity so speed must not become an end in itself.

Contrasting with the usual student habit of treating faculty members with formality and rarely chatting with them, employees are expected to consult freely and informally with their employers. However, a good rule is to address business associates as Miss, Mrs., or Mr. during office hours. The ability to discern whether a situation calls for formality or informality and to act accordingly is a valuable asset.

Of equal importance with etiquette toward her employers is the manner in which the home economist treats those who work for her. They deserve the same respect and cordiality as superiors.

The home economist must be able to take directions as well as give them. Open-mindedness and tolerance of others' ideas are necessary virtues if she is to get along in professional life.

Good grooming is the rule at all times. A smart, simple outfit, with which a hat may be worn, is conducive to a professional appearance.

The home economist with an eye to the future constantly prepares for promotion. She is alert to new ideas that will be of use to the company for she realizes that those with initiative progress fastest. The more an employee knows about the firm for which she works, the more valuable she is.

October, 1945