

Galen is sometimes said to have kept a pharmacy in the *Via d'acra* at Rome, but his "apotheca" there appears to have been a house where his writings were kept and where other physicians came to consult them.

He aimed to create a perfect system of physiology, pathology and treatment. He is alleged to have written 500 treatises on medicine and 250 on other subjects, as grammar, law, philosophy, alchemy, etc. All his writings, originally in Greek, have been translated by different persons into Latin; the most important and well-known volumes being those on anatomy, physiology, hygiene, physic and surgery, materia medica and pharmacy, philosophy, and miscellaneous subjects. In some of these foregoing volumes, there may be found descriptions of numerous foods and drugs used to-day, as oats, wheat, barley, rice, beans, flaxseed, hempseed and the poppy seed. Considering that the microscope, chemistry, and other sciences were not yet known, we wonder how Galen was capable of obtaining the information that one can obtain from his writings. He is acclaimed as the first one to describe the nervous system and to tell in detail all about circulation.

He probably died in the year 200 or 201, either in Pergamus or Palestine.

THE NEW EMPLOYEE—HOW TO SELECT HIM AND IMPROVE THE PERSONNEL OF AN ORGANIZATION.*

BY EARL H. CONE.

By reducing the number of replacements effectiveness is increased—
the employee should be carefully selected for the job; rules are suggested—
the form to be filled out by the prospective employee and its scope.

An employee is selected for his fitness to do certain work for an organization. The success or efficiency of an organization depends in a large degree on infrequent changes in the clerical and sales forces.

The following simple rules for selecting employees are submitted for guidance:

The requirement of filling out the application and information blank is the first essential. Why?

Some will decline to fill out the blank; these are not suited for the positions you desire to fill. Others may have to be coached and require several trials before they complete the records. For each question there is a reason, and a study of all of them, separately and conjointly, gives the employer information of great value for estimating the possibilities of the applicant, and lifts the right man into the class in which he belongs.

Every position in a drug store demands more or less detail. The careful, accurate man will fill out the blank, neatly and completely.

The filing of the blank gives the prospective employer a test as to how quickly the applicant thinks and acts.

The data serve the employer in the investigation of references submitted by the applicant; these investigations should be made.

The importance of investigating the obligations and indebtedness of the applicant will be recognized.

* Read before Section on Commercial Interests, A. Ph. A., New York meeting, 1919.

The question of "How many cigarettes are smoked?" is often replied to with a smaller number than afterward admitted.

The author credits the Retail Credit Company of America with coöperation in framing the application and in improving the personnel of his several stores in Atlanta.

The application form follows:

APPLICATION FORM.

Fill out in your own handwriting and return in person or by mail.

Date.....19....

1-A Name.....

1-B Address.....

Street and Number.....City.....State.....Phone.....

2-A Name of person with whom you reside?..... B-What relation?.....

3-Born at..... B-Age.....

4-In what places have you lived?.....

5-Married or single?..... 6-Religious affiliation?.....

7-Who is dependent upon you for support?.....

8-Give father's name..... B-His occupation.....

9-What position do you now hold?.....

B-Name of company or employer?.....

C-How long so engaged?..... D-Salary?.....

10-Why do you wish to change?.....

11-What is it your ambition to be?.....

12-What are you doing in self-development to reach that aim?.....

13-Give record of previous employment:

Company or employer: Address: Length of Service: Salary: Reason for leaving:

14-Name schools or colleges you have attended.....

B-What grade or class did you finish?.....

C-Do you operate a typewriter?.....

D-Are you registered?..... Date..... State.....

15-Name some of the books you have read in past six months?.....

B-What magazines do you read regularly?.....

16-To what social, athletic, religious or military organizations do you belong?.....

17-Have you a hobby?..... B-If so, what?.....

18-What exercises, recreation or amusements do you have?.....

19-Are you:

Careful?..... Patient?..... Thoughtful?..... Nervous?.....

Optimistic?..... Orderly?..... Active?..... Calm?.....

20-What illness have you had in past three years?.....

21-Is your eyesight or hearing defective?.....

21-A What is your height?..... Weight?.....

22-How many cigars do you smoke daily?..... B-How many cigarettes?.....

23-Have you any income other than your salary?.....

24-What is the approximate amount of obligations you now owe?.....

25-Give name and address of 3 references not related to you and by whom you have not been employed:

26-Tell in a general way what plans you have for the future, and why you think you are adapted to our line of work?
