

2012 PROFESSIONAL PLACEMENT SERVICE

Welcome to the on-line placement service provided through a partnership of the **American Economic Association (AEA)** and the **Illinois Department of Employment Security (IDES)**. The placement service introduces employers and job seekers to each other through a new self-service online tool with staff assistance follow-up, using **Illinois JobLink (IJL)**, by listing and matching employment, training and education requirements and talents via the Internet. **Illinois JobLink** is open 24/7, at no cost to recruiters or candidates, allowing you to keep your information available and updated on a year-round basis. Placement Center hours in Chicago, IL will last four full days, January 5th through 8th from 8:00 a.m. to 5:00 p.m. in the State & Grand Ballrooms of the Palmer House Hilton. The new IJL system is now **LIVE**. You are encouraged to register in IJL even if you have already registered in the old Illinois Skills Match (ISM) system. **We sincerely apologize to all of you who already registered in ISM this year for the timing of the system upgrade in the middle of the recruiting season.** But IJL will be more rewarding in both quality and quantity of matches, and there will be plenty of time to register and make contact to arrange interviews prior to arriving in Chicago. Here is how it works for both employers and job seekers:

Illinois JobLink for Employers: Highlights and new instructions for this year.

- Allows employers to advertise their job openings globally for an unlimited amount of time at no cost.
- Allows employers to post their job orders up to the last minute and match immediately to qualified candidates.
- Allows employers to select qualified candidates after viewing their attached resumes and contact them directly for interview appointments and employment consideration.
- Allows employers to suppress their identity if they wish, while still having the ability to conduct searches.

When you register your company with Illinois JobLink prior to the Annual Meeting, you will have to allow for a two (2) business day approval process (Does not apply when registering on site at the placement center). Because this is a new system, please read this year's user guide with attached ASSA descriptive codes carefully. It is recommended that you print out the guide to use whenever you wish to go back into the system to revise your job order or open a new one. The guide is printed in a checklist format making it much easier to follow the steps to complete your **Illinois JobLink** registration and candidate search. It will help if you have your job order written out (or available on line) so that you can transfer/cut and paste its contents to your job posting while also selecting the definitive ASSA descriptive codes. For the employer self-service user guide link, go to www.ides.illinois.gov/assa and select employers. **For expeditious assistance, we ask that you send us an e-mail to jay.oconnor@illinois.gov so we can track your job order(s) after you have entered it/them to make sure you have entered everything to your matching advantage.** In your e-mail, please identify yourself as: 1.) Employer, 2. your name, 3.) the name of your business or institution, 4.) business address, city, state & country, 5.) phone number and 6.) e-mail address where you wish to be contacted . A blank 4-day schedule is available upon request for recruiters to pencil in their scheduled interviews at the same e-mail address. Then you only need to agree on dates, times and locations with your qualified candidates. It is best to schedule all your interviews well in advance of your arrival in Chicago. In fairness to candidates, we ask you to post your job orders by **Wednesday, December 28th**, but you may also post on site at the meeting or even after.

To communicate in Chicago with candidates or ASSA constituents, use the new online hotel directory at www.vanderbilt.edu/AEA. To have your name and hotel where you will be staying listed in the ASSA printed hotel directory, you must register for housing through the official housing company by **Thursday, December 1st**. There will be limited copies of the printed hotel directory at the ASSA registration desk. Anyone registering for a room through the official housing company between December 2nd and December 14th will be listed in the online hotel directory. Online hotel directory listings for those who register after December 14th can be added by emailing assa@vanderbilt.edu.

Employment Interview Tables and Disclosure Codes at the ASSA Meetings

The AEA is responsible for organizing interview tables at the January 2012 ASSA Meetings. Employers only may reserve an **interview table(s)** by e-mailing your request to bonita.g.anderson@vanderbilt.edu with 1.) your company name, 2.) recruiter(s) name(s), 3.) state or country the position is located in, and 4.) the days you will need the interview table. If you plan to interview in a hotel suite, disclosure codes will be available online in mid September. You must apply for a new disclosure code each year; you cannot use last year's disclosure code. If you have questions contact Gwyn Loftis at gwyn.p.loftis@vanderbilt.edu. **All employers must pay the registration fee for the ASSA Meetings in order to access the interview tables.**

Illinois JobLink for Job Seekers: Highlights and new instructions for this year.

- X Allows job seekers to avail themselves globally to the job market for an unlimited amount of time at no cost.
- X Allows job seekers to attach their resumes and papers and match to employers' prerequisites for being hired.
- X Allows job seekers to contact employers directly to request interview opportunities for employment.
- X Allows job seekers to suppress their identity if they wish, to prevent current employers from recognizing their availability in the job market.

This year's new Job Seeker instructions with attached skills checklist on how to use **Illinois JobLink** for this placement service can be obtained at the same Web site the employers are using. For the job seeker self-service user guide, go to www.ides.illinois.gov/assa and select jobseekers. It is recommended that you print out these instructions and use them as a guide whenever you wish to go back into the system to revise your profile. The guide is printed in a checklist format making it much easier to follow the steps to complete your **Illinois JobLink** registration and job search. **For expeditious assistance, we ask that you send us an e-mail to jay.oconnor@illinois.gov so we can track your profile to make sure you have entered everything correctly to your matching advantage.** In your e-mail, please identify yourself as: 1.) Job Seeker, 2.) your name, 3.) address, 4.) phone number and 5.) e-mail address where you wish to be contacted. Please remember that employers generally post their job orders later than job seekers post their profiles. So don't panic if you don't match to any jobs right away if you register early. Just keep going back into the system all the way up through the convention to check for new matches. Employers are being encouraged to post their orders by **Wednesday, December 28th**. A blank 4-day schedule is available for penciling in your scheduled interviews. Just ask for one at the same e-mail address. Then you only need to agree on dates, times and interview locations with your potential employers.

It is best to request interview consideration with employers well in advance of your arrival in Chicago. Details can be found on the last page of the **Illinois JobLink** instructions. To communicate in Chicago with employers or ASSA constituents, use the new online hotel directory at www.vanderbilt.edu/AEA. To have your name and hotel where you will be staying listed in the ASSA printed hotel directory, you must register for housing through the official housing company by **Thursday, December 1st**. There will be limited copies of the printed hotel directory at the ASSA registration desk. Anyone registering for a room through the official housing company between December 2nd and December 14th will be listed in the online hotel directory. Online hotel directory listings for those who register after December 14th can be added by emailing assa@vanderbilt.edu. **All job seekers must pay the conference registration fee for the ASSA Meetings in order to access the interview tables.**