

# **ACS Career Fair Tips**

## **Step 1: Creating an Account:**

All attending recruiters' name(s) must purchase a badge and be entered into the ACS Career Fair database.

## **Step 2: Posting Jobs:**

- To "Add" a representative go to your "My Account" tab and click on "Create a New User" and follow the required steps. The cost to add an additional representative is \$300 if you purchased the \$1,000, \$1,300 or \$1,200 package; if you purchased the \$2,300 or \$2,900 package the cost is \$60. Please note that you must check the "Welcome" box to send your recruiter an email. The recruiter must open the email and click on the link and select "Purchase Career Fair Package NOW" and pay for the additional badge(s).

## **Step 3: Adding Additional Representatives:**

- To post a job, log into your account, click on "Post a Job" and make sure you select the box to indicate that your job posting is for the ACS Career Fair. Please note that you unlimited job posting access.

## **Step 4: Interview Scheduling:**

- Please schedule your interviews as far in advance as possible. Doing this gives the job seeker ample notification to attend the interview. Afternoon appointments should be scheduled by 11:00 a.m. that day. Morning appointments should be scheduled by 4:00 p.m. the previous day. There is a "Schedule Interview" link in each job seekers profile that is attending the Career Fair.
- Log into your account and click on the "Messages" to see how many job seekers have responded to your job posting
- Click on each job seekers name to view their cover letter and resume.
- Click on the "Schedule Interview" link
- Select the date and time and click "Schedule Interview" (a message will be sent to the job seekers account with the appointment).
- Scheduling Interviews with two offices/tables: Recruiter #1 should post the jobs that he/she would like to schedule interviews for under his/her login; Recruiter #2 would post jobs under his/her login and password and post jobs for which he/she would like to schedule interviews.
- Scheduling Interviews with Head Recruiter's Name on Both Offices/Tables: Recruiter #1 would post all jobs under his/her account, print out the list of applicants that they would like to interview and give this list to the second recruiter who would then log into his/her own account and conduct a search by names on the list and schedule the interview (in this event, the interviews would be scheduled in the second office/table).
- For those recruiters also staffing booths in the Exposition Hall, please do not ask job seekers to meet you in the ACS Career Fair. All interviews must be scheduled through the ACS Career Fair database.

## **Step 5: Responding to Job Seekers:**

- Please make every effort to respond to all job seekers that have requested an interview by checking your messages on your "My Account" page frequently.
- Note: It is possible for you to receive requests from your job postings in your work email as well as your ACS Career Fair account. The only job seekers

you are required to respond to are the requests that come through the ACS Career Fair database. Because we share our database with the ACS "year-round" ACS Careers, job seekers who are not registered for the meeting can also see your job posting and may respond to your work email. It is at your discretion to respond to the job seekers who are not participating in the national meeting career fair.