

AALAS Career Center

This self service room provides a place to post resumes and job openings. Please see instructions and posting specifications below.

JOB SEEKERS - *Positions Wanted* bulletin boards

- Post resumes for employers to review (*Velcro or tacks provided in the room*).
 - Bring plenty of resumes for employers to take, and to replenish the board.
 - Don't want your resume/CV removed? Prominently note this on the top of your resume/CV.
 - Include a cell phone/contact number to assist with scheduling a brief on-site interview.
 - Check the room frequently for employer messages or business cards for you.

- **Position Wanted** forms
 - Don't have a resume on hand? Post this form on the **Positions Wanted** bulletin board to convey your qualifications to potential employers.
 - Interested employers will attach an "**Employer Message**" or business card to your form to initiate contact.
 - Check the room often for responses.

- **Position Open** forms
 - Employers may post these forms to advertise open positions and schedule brief on-site interviews.
 - Place an "X" in the blank space to the right of the time you wish to meet with the interviewer.
 - Interviews are scheduled in 15-minute blocks.

- Check out the **Open Positions** bulletin boards to find that dream job.
 - Do **not** remove the posted Open Positions ads.

EMPLOYERS – *Positions Open* bulletin boards

- Post job openings, not to exceed 11 x 17 inches (*Velcro or tacks provided*).
- Use the **Position Open** forms to schedule brief interview times.
 - Cross out times that you are not available for interviews
 - Interviews are scheduled in 15-minute blocks.
- Do **not** remove singly posted resumes/CVs. Use the "**Employer Message**" card, or attach your business card, to contact applicants who do not provide a cell phone/contact number.

- Check out the **Positions Wanted** bulletin boards to find the perfect candidate.
 - Interested in a job seeker? Attach an "**Employer Message**" or business card to the résumé or **Position Open** form to initiate contact.
 - Do **not** remove the posted Open Positions ads.