

## **Career Connection© SACES 2018 Conference**

### **Hello Job Seekers:**

Welcome to Career Connection to be held at the SACES 2018 conference in Myrtle Beach, SC on October 12-13! We are glad that you have decided to participate in what we see as a wonderful opportunity and exciting event.

As you know, the conference is just around the corner, so the Career Connection Committee wanted to provide you with some brief information.

1. **Qualtrics Pre-Connection Job Seeker Survey:** On the SACES 2018 Conference Career Connection webpage, there is a link to a Qualtrics survey. The data will be used by the committee only to understand who is participating this year.
  
2. **Qualtrics Follow-up Job Seeker Survey:** A follow-up survey will be emailed to you closer to the conference when we have a large number of university postings in our virtual drive, and you will be able to indicate “interest” in the university postings. Our committee will send the employers a list of the job seekers who expressed specific interest in their job posting. Employers may elect to follow up with interested parties, or they may not. We hope that this effort will help make connections between employers and job seekers.
  
3. **Job Seeker CVs:** This process is fairly simple. After completing the Pre-Connection Job Seeker Survey, email a 2-page PDF attached to an email to the Career Connection committee using the file title format and email address indicated below. Email subject line should be “CV Submission [lastname].” Abbreviated CVs will be made available in virtual drive accessible by employers also participating in Career Connection. **CVs will NOT be available to hiring institutions unless pre-connection Qualtrics survey is completed and submitted.**

CV file format: LastnameFirstname\_CV.pdf.

Example: SmithJohn\_CV.pdf

Email to: [careerconnection.saces@gmail.com](mailto:careerconnection.saces@gmail.com)

Subject line: CV submission Smith

4. **University Postings:** All positions will be posted in a virtual drive as they are received by the Career Connections committee, and job seekers will receive a secure link to access this drive. At the conference, all positions will also be posted on bulletin boards at the Career Connection. It is not unusual for universities to receive approval to advertise a position up until the last minute before the conference or during the

conference, so job seekers are encouraged to check the drive frequently before the conference and the bulletin board at the conference for any new positions.

5. **Important Note:** Confidentiality cannot be guaranteed. By agreeing to participate in Career Connection, all job seekers' CVs can be viewed by all participating universities.
6. **What do universities do if they are interested in a job seeker?** Search committee or other university faculty who are advertising positions with Career Connection will use the contact information on job seekers' CVs to contact them directly.
7. **Job Seekers interested in job postings:** Career Connection is using a Qualtrics Follow-up Survey for Job Seekers for job seekers to indicate "interest" in positions. **Indicating "interest" through Career Connection is not a substitute for completing the unique formal application process for positions as described in each job posting.** University representatives will receive a personalized list of job seekers who indicated interest in their position [fill in date].
8. **What will happen at the Career Connection area at the conference?** The Career Connection committee will be located in the Dunes Ballroom on Friday, October 12, 8am-5pm and Saturday, October 13, 8am-2pm. We will have devices with access to the virtual dropboxes as well as a bulletin board with hard copies of all job postings. There will be space for mingling and meeting for job seekers and employers. If you have questions or would like to discuss your job search process, committee members welcome engaging in conversations with job seekers!
9. **It is recommended that you bring 15-20 comprehensive CVs.** Although these meetings between job seekers and universities are not formal interviews, they do provide an opportunity for face-to-face interaction where first impressions are important. Career Connection cannot photocopy or print, so what job seekers bring will be important. A suggestion is that job seekers bring a supply of business cards.

Thank you for your interest in the Career Connection at SACES 2018. We wish you much success in your pursuit of an academic position! See you Friday, October 12th.

Sincerely,  
The Career Connection Committee  
Dr. Margaux H. Brown, Co-chair  
Dr. Christian D. Chan, Co-chair  
Dr. Jane Rheineck, Consultant  
Dr. Catherine Roland, Consultant