

Career Connection© SACES 2018 Conference

Hello University Representatives:

Welcome to Career Connection to be held at the SACES 2018 conference Myrtle Beach, South Carolina, October 12-13! We are excited to facilitate such an event and assist in connecting you with potential candidates for your advertised position. Thank you for deciding to participate in a wonderful opportunity and very 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. **A Brief Qualtrics Survey.** Career pre-connection will take place online by filling out a brief Qualtrics 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. **Position Description.** After completing the Qualtrics survey, please email a shortened (1-page) version of your posting to the email address below. The position description will be made available to job seekers who participate in Career Connection. Send the position description as a PDF attachment titled in this format: Universityname_Rank.pdf.

Example: StateUniversity_AssistantProfessor.pdf.

Send to: careerconnection.saces@gmail.com

3. **University Postings:** All positions will be posted in a virtual drive as they are received by the Career Connection 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, which will be located in the Dunes Ballroom and staffed Friday, October 12, 8am-5pm, and Saturday, October 13, 8am-2pm. It is not unusual for universities to receive approval to advertise a position up until the last minute before or during the conference, so job seekers are encouraged to check the virtual drive frequently before the conference and check the bulletin boards at the conference for any new positions. University postings will be accepted throughout the conference; university representatives who receive approval to advertise during the conference must provide two hard copies to the Career Connection committee to add to the bulletin board. The Career Connection committee will provide computer access and technical assistance at the conference to assist university representatives in posting virtually and browsing job seeker CVs.
4. **Job Seekers' CVs:** The process is fairly simple for university representatives to access job seeker CVs. All 2-page curriculum vitas will be uploaded into a virtual drive as they

are received by the Career Connection Committee, and Universities will receive a secure link to access this drive.

5. **What do universities do if they are interested a potential job seeker?** A search committee chair or its representative who is advertising positions with Career Connection will use the contact information provided in CV to contact the potential job seeker directly.
6. **Job Seekers interested in job postings:** Career Connection is using a Qualtrics Follow-up Survey for Job Seekers in which they 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].
7. **Important Note:** Confidentiality cannot be guaranteed. By agreeing to participate in Career Connection, university representatives acknowledge that position descriptions can be viewed by all participating job seekers. **Career Connection does not include scheduling meetings or spaces for such among job seekers and universities. University Representatives must provide hard copies of any materials that they plan to share with job seekers.**

Thank you for your interest in Career Connection at SACES 2018. We wish you much success in your pursuit of a colleague at your institution! 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