

SACES

Career Connection©

Hello Job Seekers:

Welcome to the SACES 2016 Career Connection to be held at the SACES conference in New Orleans, October 7-8! We are glad that you have decided to participate in what we see as 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. **Qualtrics Pre-connection Job Seeker Survey:** On the SACES 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 and to assess and improve our event going forward.
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 curriculum vita to sacescareerconnection2016@gmail.com as an attachment in this format: LastnameFirstname_CV.pdf. Example: SmithJohn_CV.pdf. Your abbreviated CV will be made available to employers who participate in Career Connections. Your CV will NOT be available to recruiting universities unless pre-connection Qualtrics survey is completed and submitted. Thank you for understanding.
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, your CV can be viewed by all participating universities.
6. **What do universities do if they are interested in me?** Search committee or other university faculty who are advertising positions with Career Connection will use the contact information on your CV to contact you directly.

7. **How do I contact universities with positions that I'm interested in?** Universities cannot be contacted directly by candidates, which is why we are using a Qualtrics Follow-up Survey 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.**
8. **What will happen at the Career Connection area at the conference?** The Career Connection committee will be located in the Grand Gallery on Friday, October 7, 8am-5pm and Saturday, October 8, 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 meetings where first impressions are important... so be prepared! We can't help photocopy anything, so what you bring will be important. A suggestion is also that you bring a supply of note cards for any other correspondence.

Thank you for your interest in the SACES Career Connection. We wish you much success in your pursuit of an academic position! See you Friday, October 7th.

Sincerely,

The SACES 2016 Career Connections Committee

Dr. Margaux Brown, Co-Chair

Dr. Marcela Kepic, Co-Chair

Mr. Christian Chan

Mr. Joshua Littleton

Mrs. Tanya Lorenzi

Dr. Verna Oliva

Dr. Jane Rheineck

Dr. Catherine Roland, Consultant