



ALD/ALE 2023 Career Center

July 24-26, 2023, Hyatt Regency Bellevue, Bellevue, Washington

The ALD/ALE 2023 Career Center is **open to all attendees** and will provide an opportunity for employers to find qualified applicants for job openings and for job seekers to network and interact with potential employers during the Conference.

Career Center Location and Hours

Grand Ballroom Foyer, Second Level (at Registration)

Monday	July 24	9:00 a.m. – 7:00 p.m.
Tuesday	July 25	8:00 a.m. – 7:00 p.m.
Wednesday	July 26	8:00 a.m. – 1:30 p.m.

For questions about the ALD/ALE 2023 Career Center please contact Heather Korff, heather@avs.org, 530-896-0477. For year-round career resources visit the AVS Online Career Center at <http://careers.avs.org>, 301-209-3189; jobs@avs.org

Employers

Depending on the option selected below, employers may post your job(s) on the bulletin board, review résumés, and, optionally, conduct interviews in a semi-private interview room. Résumés will be available electronically for employers to review and interview appointments will be scheduled via e-mail messaging. Services include collecting job postings/résumés, timecards, scheduling/coordinating interviews and providing a message board. Interviews may be scheduled Monday through Wednesday.

Employer Participation Options:

Career Center Registration (\$125 for 1-3 Postings or \$100 for 4+ Postings): Includes job postings on the Career Center bulletin board with the ability to review résumés and, optionally, host interviews in a semi-private room.

Résumé Files Only (\$75): After the ALD/ALE 2023 Conference you will receive an electronic copy of all job seeker résumés/CVs.

Employer Registration Instructions:

Before the Conference:

- [Complete the Employer Registration Form](#)
- Submit job postings (preferably in advance) to heather@avs.org.
 - Include "Job Posting Type" (Industry, Academia, Government/Laboratory, or Non-profit)

During the Conference:

- Complete a timecard at the beginning of the week at the Registration Counter.
- Check for messages from interested applicants (regularly each day).
- Review résumés.
- Reply to messages (i.e., interview, regrets, etc.).
- Schedule/conduct interviews (onsite and informal).

Job Seekers

As a Job seeker you will be able to review job postings and network and interact with potential employers during the Conference.

Job Seekers Registration Instructions:

Before the Conference:

- E-mail your résumé (preferably in advance) to heather@avs.org.
 - If you are presenting a talk/poster, please list the program #, day, time, and location on your resume.

During the Conference:

- Complete a timecard at the beginning of the week at the Registration Counter.
- Review job boards daily.
- Leave messages for employers/check e-mail for interview appointments ***(frequently each day)***.
- Be available for onsite/informal interviews.
- Bring **EXTRA** clean copies of your résumé/CV to hand out as needed.

Your résumé/CV will be included in an electronic file available for review by potential employers. When you leave a message slip of interest for an employer, you will receive an e-mail message if they wish to schedule an interview. *It is important to check your e-mail often each day, so you do not miss any interview opportunities.*