

How Placement Services Works!



Pre-conference:

1. Determine whether you are a "job applicant" for a position or if you represent an organization announcing a "position vacancy."
2. Select either the *Position Announcement* or the *Position Applicant* link from the website to download the appropriate forms, follow the instructions to complete the forms (note the page limits for additional pages), enclose the completed *order form* with your application and a check for the appropriate amount (please double-check your math) and mail to the Placement Services Director. (NOTE: we do not need the instruction sheet mailed back to us . . . we have plenty!) Allow at least six days for the postal service to deliver your submission. If you wish to receive a copy of either the pre-conference or post-conference listings or both, please indicate this on your *order form* and add the proper amount to your total charge. Our **tax-exempt number is 58-1295483**, should you need it for your organization to supply a check.
3. If you feel there is insufficient time for delivery, I recommend using the USPS Express mail service rather than FedEx or UPS since their delivery to a post office box number will incur additions charges and likely delay your submission. Placement Services uses my personal address. Also, the P.O. Box is checked only once or twice per week, so **please do not send your submission with a return signature required** – this may delay delivery by up to a week.
4. Please note that Placement Services does not accept credit cards at this time, nor does SMA Placement Services operate an on-line employment web site – we do not wish to compete with the Academy of Management's web site.
5. If you requested a pre-conference packet, you should receive it approximately one week before the conference is scheduled to begin.
6. Review the packet, select any organization or individual you wish to meet with and contact them to arrange a meeting at the conference. Either the organization representative or the applicant should feel free to initiate this contact. Be sure to arrange a method of contact at the conference. Finally, since the distribution-box service has been discontinued, you may wish to consider having a cell phone available for the conference. If you don't already have one, a disposable cell phone should work fine.

At the conference:

1. Come to Placement Services on Wednesday evening **only** if you are submitting a packet. **This time is not for review of positions or applicant files; rather, the time is for late submission (at conference) only.**
2. On Thursday and Friday, visit Placement Services and review the position and/or applicant files. Historically over half of the entries are entered at the conference. The pre-conference entries in the notebooks are usually on colored paper and conference entries are on white paper.
3. **Please note that we will not be operating a message center this year.** Therefore, you must provide a contact number (usually a cell phone) on your position or application materials. If you do not have a cell phone, then stop by Placement and update your forms with your hotel information. E-mail addresses may be used; however, be aware that many people will not be using their e-mail at the conference. If you leave a voice message at their contact number or with the hotel, be sure to indicate a contact method or a place and time for a meeting.
Do not place résumés or job announcements on the Placement Services tables, there is insufficient room and if laid loose on the tables, they are seldom read and rapidly become litter. Save your résumés for your interviews.
4. Placement Services provides a meeting area on a first-come, first-service basis. This area is normally separate from the file reviewing area. **Please do not use the large tables in the review area for interviews.** The interview area may be a separate room but will always have small two to four person tables available. Please do not set up "permanent shop" in the interview area or use the tables for socializing.
5. Follow the standard rules for interviews just as if the meeting is being conducted at an organization's location. "Dress for success" whether you are an applicant or an interviewer. First impressions may be critical for either party.

Post-conference:

1. Whether you collect names and forms at the conference or receive a post-conference listing, you should make contact after the conference for a "thank you" if you interviewed with someone or if you missed them at the conference and wish to pursue a position or applicant further. Sometimes, conferences are the primary, or maybe only, method a school uses to seek out applicants. Some schools do not list their positions in the *Chronicle*!
2. Additional position listings may be found through the *Chronicle of Higher Education* <<http://chronicle.com/jobs/>> and on the Academy of Management's Career Center <<http://www.aomonline.org/aom.asp?ID=5>> for their members or for an annual fee.