

# 2008 PROFESSIONAL PLACEMENT SERVICE

Welcome to the on-line placement service provided through a partnership of the **American Economic Association** (AEA) and the **Illinois Department of Employment Security** (IDES). The placement service introduces employers and job seekers to each other through self-service with staff assistance follow-up, using **Illinois Skills Match (ISM)**, by listing and matching employment, training and education requirements/skills via the Internet. **ISM** is open 24/7, free of charge, allowing you to keep your information available and updated on a year-round basis. Placement Center hours in New Orleans, LA will last four full days, January 3<sup>rd</sup> through 6<sup>th</sup> from 8:00 a.m. to 5:00 p.m. in the Grand Ballroom of the New Orleans Marriott. Here is how it works from both an employer and job seeker perspective:

## **Illinois Skills Match for Employers: Highlights and new instructions this year.**

- Allows employers to advertise their job openings for an unlimited amount of time at no cost.
- Allows employers to select potential job seekers based on the skills job seekers have developed through past employment, training and education, and to contact them directly for employment consideration.
- Allows employers to suppress their identity if they wish, while still having the ability to conduct searches.

If you registered your company with ISM in previous years, you don't have to go through the two (2) business day approval process again. Simply pull up your closed job order from last year, copy it to a new job order and make whatever changes are necessary. However, you still need to read this year's new instructions when selecting your skills and experience level requirements. If you are registering for the first time, you should have your job order written out so that you can transfer its contents and convert it to the necessary skills used by AEA. Employer instructions for 2008 can be obtained at <http://www.ides.state.il.us/ASSA/employers/>. It is recommended that you print out these instructions and use them as a guide whenever you wish to go back into the system to revise your job order or open a new one. **Even if you have used ISM before, you must send us an e-mail again this year at [jay.oconnor@illinois.gov](mailto:jay.oconnor@illinois.gov) so we can track your job order(s) after you have entered it/them to make sure you have entered everything to your matching advantage.** Type: Employer, followed by your name, the name of your business or institution, address, phone # and e-mail address. A blank 4-day schedule is available upon request for recruiters to pencil in their scheduled interviews at the same e-mail address. Then you only need to agree on dates, times and locations with your qualified candidates. It is best to schedule all your interviews well in advance of your arrival in New Orleans. To communicate in New Orleans with candidates, use the ASSA on-site hotel directory. To have your name and hotel listed in the directory, you must register for housing through ASSA by **Monday, November 19<sup>th</sup>** (see housing info page).

## **Employment Interview Tables and Disclosure Codes at the ASSA Meetings**

The AEA is responsible for organizing interview tables at the January 2008 ASSA Meetings. To reserve your **free interview table** e-mail your request to [bonita.g.anderson@vanderbilt.edu](mailto:bonita.g.anderson@vanderbilt.edu) with 1.) your company name, 2.) recruiter(s) name(s), 3.) state or country the position is located in, and 4.) days you will need the interview table. If you plan to interview in a hotel suite, AEA will provide disclosure codes. Go to the AEA website at [www.vanderbilt.edu/AEA](http://www.vanderbilt.edu/AEA) and click on disclosure codes. If you have any questions regarding disclosure codes, contact Gwyn Loftis at [gwyn.p.loftis@vanderbilt.edu](mailto:gwyn.p.loftis@vanderbilt.edu) no later than **Friday, December 28<sup>th</sup>**. **All employers must register for the ASSA Meetings in order to access the interview tables.**

## **Illinois Skills Match for Job Seekers: Highlights and new instructions for this year.**

- Allows job seekers to avail themselves to the job market for an unlimited amount of time at no cost.
- Helps job seekers match to employer's prerequisites for being hired.
- Allows job seekers to contact employers directly to offer themselves for employment.
- Allows job seekers to suppress their identity if they wish, to prevent current employers from recognizing their availability in the job market.

If you already registered last year, you should go back and update your information at any time. Job Seeker instructions on how to use **ISM** for this placement service can be obtained at the web site <http://www.ides.state.il.us/ASSA/jobseeker/>. It is recommended that you print out these instructions and use them as a guide whenever you wish to go back into the system to revise your profile. It makes it much easier to keyboard your way through **ISM**. **Even if you have used ISM before, you must send us an e-mail again this year at [jay.oconnor@illinois.gov](mailto:jay.oconnor@illinois.gov) so we can track your profile to make sure you have entered or updated everything to your matching advantage.** Type: Job Seeker, followed by your name, address, phone # and e-mail. Please remember that employers generally post their job orders later than job seekers post their profiles. So don't panic if you don't match up to any jobs right away if you register early. Just keep going back into the system all the way up through the convention to check for new matches. Employers are being encouraged to post their orders by **December 28<sup>th</sup>**. A blank 4-day schedule is available for penciling in your scheduled interviews. Just ask for one at the same e-mail address. Then you only need to agree on dates, times and locations with your potential employers.

It is best to request interview consideration with employers well in advance of your arrival in New Orleans. Details can be found on the last page of the ISM instructions. To communicate on site with employers use the ASSA hotel directory. To have your name and hotel listed in the directory, you must register for housing through ASSA by **Monday, November 19<sup>th</sup>** (see housing info page). **All job seekers must register for the ASSA Meetings in order to access the interview tables.**