

LSA Job Interview Service

The following provides an overview of the LSA Job Interview Service. If you have any questions, please contact David Robinson, Director of Membership and Meetings, at drobinson@lsadc.org or 202-835-1714.

The Employer

- Submits a job listing and payment to the LSA Secretariat by 3 December, 2012.
- Provides the Secretariat by December 3, 2012 with a list of date(s) and time(s) when they will be conducting interviews.
- Brings three copies of any last-minute job listings to the Job Information Area at the Annual Meeting. If the institution has not already paid for another job listing, payment is due at this time.
- Stops by the Jobs Information Area periodically, if desired, to pick up any applicant CVs which have been left for them.
- Reviews CVs submitted onsite and contact any applicant(s) they wish to interview.
- Contacts the Job Interview Service to determine if space is available for interviews arranged onsite. If it is not, arranges to meet applicant in other suitable space (hotel lobby, restaurant, etc.)

The Applicant

- Scans job listings on the LSA web site or other sources.
- Agrees to be interviewed at the Annual Meeting, provided the employer will be using the Job Interview Service and wishes to interview the applicant.
- Stops by the Job Information Area to peruse the job listings binder, which lists all available job announcements, including those submitted onsite.
- Leaves copies of CV (with local contact information such as cell phone number or hotel room number) for those employers by whom the applicant would like to be interviewed.
- If contacted by an employer for an interview, follows up directly with the employer.

The LSA Secretariat

- Accepts job listings for the Job Interview Service from employers through December 3, 2012.
- Posts these listings (updated weekly) in the Jobs Center on the LSA web site; employers who will be conducting interviews at the Annual Meeting have their listing flagged as such.
- Arranges professional meeting room space for interviews as notified by employers before the December 1, 2012 deadline.
- Prepares three Job Listings Binders including all job listings submitted by December 3, 2012.
- At the Meeting, accepts last-minute job listings from employers and adds them to the Job Listings Binder.
- Accepts applicant CVs and places them in employers' binders.
- Passes CVs on to employers who request them.
- Schedules meeting space, if available, for interviews arranged onsite.

**LSA 87th Annual Meeting
3-6 January 2013
Boston, Massachusetts**

Job Interview Service – Employer Job Listing Form

Institution Information

Please check **one**.

_____ We will interview at the 2013 Annual Meeting in Boston.

_____ We will not interview at the 2013 Annual Meeting, but a representative will collect CVs at the Job Information Center adjacent to the registration area.

Name: _____

Address: _____

Job Opening Information

1. Institution: _____

2. Position: _____

3. Please send your job announcement **no later than December 3, 2013** as a .pdf or Word attachment to David Robinson, Director of Membership and Meetings, at drobins@lsadc.org.

4. **By December 3**, please provide a list of the date(s) and time(s) you wish to have reserved for interviews at the Annual Meeting to David Robinson, Director of Membership and Meetings, at drobins@lsadc.org. If the names of specific candidates are not available at this time, please provide them as soon as possible.

5. Please check here ___ if your job ad already appears on the LSA website (if it is, you will be charged only the \$75 fee for providing interview rooms. If your ad does not already appear on the LSA website, please contact Rita Lewis (rlewis@lsadc.org) to make the appropriate arrangements.

December 1 is the final deadline for requesting time for interviews at the Meeting. Space for interviews arranged at the Meeting will be limited, and will be made available on a first-come first-served basis.

The fee for a job listing is \$75 in addition to the fees for posting an online job ad (\$100 for 200 words or less; additional \$50 for longer ads) per position. This covers: placement of ad on the web site, inclusion of ad in Job Listings Binder available to applicants at the Meeting, private space for candidate interviews, and assistance with scheduling of interview space on-site.

Payment

Please select **one** option.

1. MasterCard ___ VISA ___ Card Number _____ VIN: ___

Expiration Date _____

Name on Card _____

Address to which Credit Card Bill is sent _____

2. Please send invoice to: