



**USE HEARCAREERS TO PREPARE FOR AUDIOLOGYNOW!
Employer Instructions: Contact Candidates and Schedule Job Interviews**

THE HEARCAREERS EMPLOYMENT CENTER

The HEARCareers Employment Center is the live incarnation of the Academy’s year-round job posting service. If you are looking to hire, use your HEARCareers account to contact candidates and reserve interview space at AudiologyNOW!

**POSTINGS FROM EMPLOYERS WHO HAVE DESIGNATED THEIR JOB AS A
HEARCAREERS EMPLOYMENT CENTER POSTING WILL REMAIN ACTIVE AND
AVAILABLE TO VIEW UNTIL THE END OF AUDIOLOGYNOW!**

THE EARLIER YOU REGISTER THE MORE EXPOSURE YOUR POSTING WILL RECEIVE!

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Set-up Your HEARCareers Account



- If you already have a HEARCareers account, login to your existing account.
- If you **do not** have a HEARCareers account, you will need to create one:
 - » Go to www.hearcareers.org and click on Employers.
 - » Create a profile for your organization. Go to “Create Account” under the MY ACCOUNT tab. (NOTE: this is not your job posting)
- To navigate your HEARCareers account:
 - » Use the tabs (HOME, MY ACCOUNT, POST A JOB, etc.) across the top of the screen.
 - » If you’re not sure where to find something, the MY ACCOUNT tab displays most common functions. When in doubt -- go to MY ACCOUNT!

Register as an AudiologyNOW! Attendee

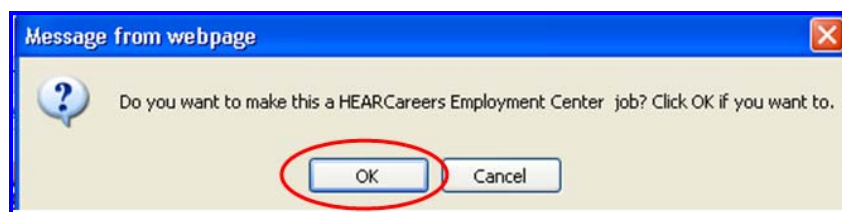


HEARCAREERS EMPLOYMENT CENTER

[Register NOW!: Click Here to Post as an Attendee of AudiologyNOW!](#)

- From the MY ACCOUNT tab, click “Register NOW!”
- Purchase an AudiologyNOW! job posting package and complete the payment process.
- A scheduling and messaging system will automatically be incorporated into your account.
- Use this system to check messages, set up your calendar, contact candidates and set up interviews prior to AudiologyNOW!

Post an AudiologyNOW! Job



- Click on POST A JOB (from pay screen, the MY ACCOUNT or POST A JOB tabs)
- Select “Ok” when asked if you would like this to be a HEARCareers Employment Center job then complete the online job posting form.
- **HINT:** To re-post a previous job listing:
 - » Under the POST A JOB tab, click “Manage Jobs.”
 - » Select from “Manage Current Job Postings” or “Manage Deleted Job Postings.”
 - » When the list of jobs is displayed, click on the copy icon (📄) beside the job you want to post for the career fair.


Categories: Clinical Service Provider
 Administration
 Research
 Education
 Manufacturing
 Hold the Ctrl key and click to select more than one.

Type: Full Time Contract Temp to Full Time Part Time

Level: Entry Level Internship Experienced

- HINT:** To ensure your job is seen by the right candidates, select more than one category if relevant. Up to three categories can be used per job. Hold the "Ctrl" key during selection.

Calendar: Availability



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Active Postings: 1 job(s)

Messages: 0 total / 0 not viewed

Calendar: No interviews scheduled

[Mark Unavailable time on your calendar](#)

Interview Location: Room 1, Room 2, Room 3, Room 4

Onsite Contact Name: Vanessa Test

Onsite Contact Cell Phone: N/A

- To block off time that you are unavailable for interviews go to the MY ACCOUNT tab and select "Mark Unavailable Time on Calendar."
- Hold down the "Ctrl" key and click on times you wish to make unavailable.
- Unavailable times will be highlighted in blue. Scheduled interview times will be highlighted in yellow.
- Your calendar can be updated anytime and scheduled interviews will automatically be posted to your calendar.
- To delete or reschedule an interview, you will need to return to the main "Calendar."

Thursday	Friday	Saturday
08:00 - 08:30 am	08:00 - 08:30 am	08:00 - 08:30 am
08:30 - 09:00 am	08:30 - 09:00 am	08:30 - 09:00 am
09:00 - 09:30 am	09:00 - 09:30 am	09:00 - 09:30 am
09:30 - 10:00 am	09:30 - 10:00 am	09:30 - 10:00 am
10:00 - 10:30 am	10:00 - 10:30 am	10:00 - 10:30 am
10:30 - 11:00 am	10:30 - 11:00 am	10:30 - 11:00 am
11:00 - 11:30 am	11:00 - 11:30 am	11:00 - 11:30 am
11:30 - 12:00 pm	11:30 - 12:00 pm	11:30 - 12:00 pm
12:00 - 12:30 pm	12:00 - 12:30 pm	12:00 - 12:30 pm
12:30 - 01:00 pm	12:30 - 01:00 pm	12:30 - 01:00 pm
01:00 - 01:30 pm	01:00 - 01:30 pm	01:00 - 01:30 pm
01:30 - 02:00 pm	01:30 - 02:00 pm	01:30 - 02:00 pm
02:00 - 02:30 pm	02:00 - 02:30 pm	02:00 - 02:30 pm
02:30 - 03:00 pm	02:30 - 03:00 pm	02:30 - 03:00 pm
03:00 - 03:30 pm	03:00 - 03:30 pm	03:00 - 03:30 pm
03:30 - 04:00 pm	03:30 - 04:00 pm	03:30 - 04:00 pm
04:00 - 04:30 pm	04:00 - 04:30 pm	
04:30 - 05:00 pm	04:30 - 05:00 pm	
05:00 - 05:30 pm	05:00 - 05:30 pm	
05:30 - 06:00 pm	05:30 - 06:00 pm	

Search Professional Profiles and Resumes

Professional Profile Search

Keywords: Search [Reset] [Saved Searches] [Save] [Print]

ADVANCED [Down Arrow]

Keywords: Search [Reset] [Saved Searches] [Save] [Print]

Max Desired Salary: \$ /yr Profile Age: All [Down Arrow]

Only show HEARCareers Employment Center attendees.

Current Student Interested in Entry-level Interested in Internships

Only show candidates willing to relocate. Only candidates authorized to work in the US.

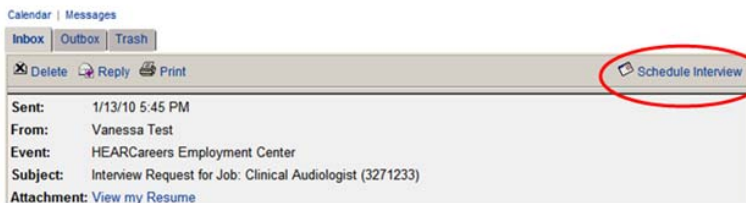
Resides in State: [+] All Categories: [+] All Education: [+] All Interested In: [+] All

After adding your filters, hit the Search button for results.

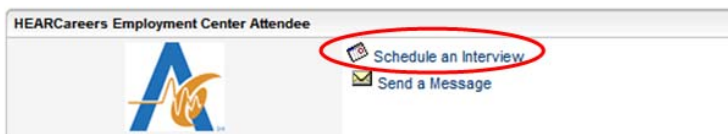
HIDE [Down Arrow]

- Click on the SEARCH PROFILES tab and do an “Advanced” search.
- Check the box with the AudiologyNOW! icon to only view candidates that will be attending AudiologyNOW!
- Some individuals may be planning to attend, but have not yet registered – you can still contact these individuals with a general search, but you will not be able to schedule interviews until they register.
- Click the “Save” link at the top of the list of resumes to save search criteria and create a resume search agent. This feature will email you when new candidates matching your preferred criteria post to HEARCareers.

Schedule Interviews Months Before AudiologyNOW!



SCHEDULE AN INTERVIEW FROM A CANDIDATE REQUEST



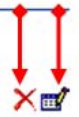
SCHEDULE AN INTERVIEW FROM A SEARCH FOR ATTENDING CANDIDATES

- There are two ways to identify a candidate with whom you would like to interview:
 - » The candidate has requested an interview with you via the messaging system. From MY ACCOUNT you can find these requests under “Messages”.
 - » You find a candidate in the resume database.
- Candidates CANNOT schedule time on your calendar – check your HEARCareers message center often to monitor interview requests from interested candidates.

- Click on the "Schedule Interview" link from either the candidate's message or from their professional profile.
- During scheduling, the system will display the times that both you and the candidate are available per your calendars and the rooms that are available for reservation.
- Select the day and time you would like to meet and click "Schedule Interview."
- Interviews are posted to your calendar and to the candidate's calendar. Your room reservation is now complete and will be conducted in the HEARCareers Employment Center.
- **HINT:** Although you have scheduled an interview, that does not guarantee the candidate has confirmed -- **request a confirmation.**

Calendar: Your Interview Itinerary

Thursday, Apr 15	
8:00 AM - 11:30 AM	Unavailable
11:30 AM - 12:00 PM	Free
12:00 PM - 12:30 PM	Vanessa Test (Room 1)
12:30 PM - 3:00 PM	Free



- In MY ACCOUNT select "Calendar" to check your schedule. Print out your schedule before you leave for San Diego.
- The "Calendar" shows your availability and with whom and when you have scheduled an interview.
- Click on an interview to see the candidate's profile information and interview details.
- To cancel or reschedule an interview, click on either the delete ("x") or reschedule (calendar icon) links next to that interview and follow the prompts.

Check Messages



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Active Postings 1 job(s)

Messages 0 total / 0 not viewed

Calendar No interviews scheduled

- To access candidate emails go to the MY ACCOUNT tab and click "Messages."
- Interview requests will be received here and will allow you to schedule interviews and stay in contact with potential candidates.