



USE HEARCAREERS TO PREPARE FOR AUDIOLOGYNOW!

Job Seeker Instructions: Contacting Employers and Requesting 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 for a job, use your HEARCareers account to contact employers and request job interviews at AudiologyNOW!

**AUDIOLOGYNOW! IS THE LARGEST GATHERING OF
STRICTLY AUDIOLOGISTS IN THE WORLD**

**THE EARLIER YOU POST YOUR PROFESSIONAL PROFILE AND RESUME
THE MORE EXPOSURE YOU WILL RECEIVE!**

Contents

Set-up Your Account and Professional Profile -----	2
Register as an AudiologyNOW! Attendee -----	2
Find Employers Attending AudiologyNOW! -----	3
Calendar: Availability -----	3
Request Interviews -----	4
Calendar: Your Interview Itinerary -----	4
Check Messages -----	5

Set-up Your Account and Professional Profile

HEARCareers



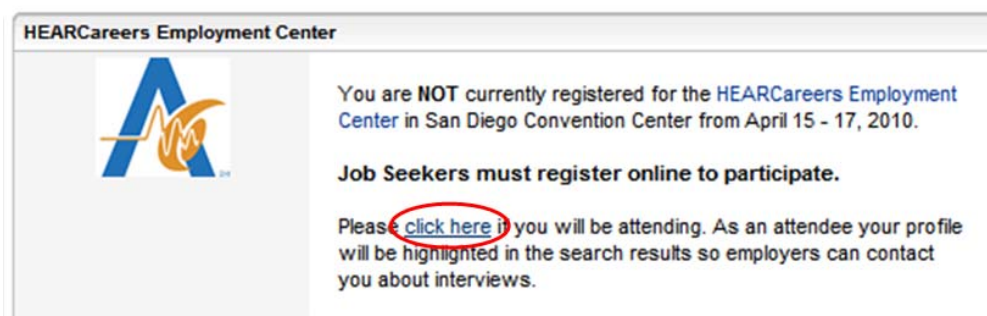
- To navigate your HEARCareers account:
 - » Use the tabs (HOME, MY ACCOUNT and JOBS) across the top of the screen.
 - » If you're not sure where to find something, the MY ACCOUNT tab displays most common functions. When in doubt -- go to MY ACCOUNT!
- If you already have a HEARCareers account, login 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 Job Seekers.
 - » Go to "Create Professional Profile" under the MY ACCOUNT tab. This is a brief description of your qualifications.
 - » You can upload up to five documents and chose the level of confidentiality you would like for your professional profile and documents.
 - » To ensure your profile is easily searched by the right employers, select more than one career category if relevant. Hold down the "Ctrl" key during selection.
- From MY ACCOUNT, under "Shortcuts" there is a link to "Edit Professional Profile" if you wish to make any changes or upload additional documents to your profile.

+ Career Categories:



Hold the Ctrl key and click to select more than one.


Register as an AudiologyNOW! Attendee





- From MY ACCOUNT go to the "HEARCareers Employment Center" section and select "click here" to indicate your attendance.
- Your HEARCareers account will now have a scheduling and messaging system. Use this system to check messages, set up your calendar and request interviews with employers prior to attending AudiologyNOW!

Find Employers Attending AudiologyNOW!

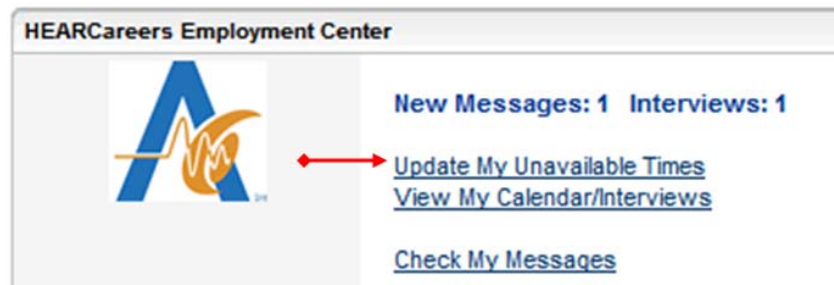


Event:  Only show HEARCareers Employment Center jobs.

- Go to the JOBS tab and click on “Advanced Search.”
- Check the box next to the AudiologyNOW! icon if you only want to view attending employers. The number of AudiologyNOW! attendee jobs will only increase, so check back often.
- Click “Job Agent” at the bottom of your search to save your search criteria and create a specific job alert. This feature will email you when new employers matching your preferences post to HEARCareers.
- You can also “view all” or “browse” jobs of those not attending. This search is also available in “Shortcuts” under the MY ACCOUNT tab.
- Within the search results, jobs posted by employers attending AudiologyNOW! will be identified with an AudiologyNOW! icon.
- Some employers may be planning to attend, but have not yet registered – you can still apply to these jobs, but you can not request interviews.

POSTED ▼	JOB TITLE	COMPANY	LOCATION	SAVE
Jan. 12, 2010	 Clinical Audiologist	Test ENT	US - Nationwide	<input type="checkbox"/>
Jan. 12, 2010	 Tester	Nonmember Employer	US - MN	<input type="checkbox"/>
Oct. 28, 2009	Audiologist - Sales - Trainer	Personified	US - Nationwide	<input type="checkbox"/>

Calendar: Availability



- To block off time that you are unavailable for interviews, go to the MY ACCOUNT tab and select "Update My Unavailable Times"
- Click on any “Free” spot in your itinerary to view your availability schedule.
- Hold down the "Ctrl" key and click on each time you wish to make unavailable then click “Update/Confirm Schedule” when finished.
- Unavailable times will be highlighted in blue and scheduled interviews will be highlighted in yellow.
- To delete an interview, you will need to return to the main “Calendar” screen.

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	

Request Interviews Months Before AudiologyNOW!

Job Summary		Clinical Audiologist		POSTED: Jan 12
Salary:	Open	Location:	United States	
Employer:	Test ENT	Type:	Full Time - Entry Level	
Categories:	Clinical Service Provider, Manufacturing, Research	Preferred Education:	Doctorate	

You are requesting an interview at the HEARCareers Employment Center

- After you have opened the job of an attending employer, click on “Request an Interview.”
- You will be taken through the online application, which allows you to submit a cover letter and any documents stored in your professional profile.
- You will be able to preview your application as an employer would see it.
- If the employer wishes to schedule a time to interview, they will book time on your calendar and you will receive an email in the “Check My Messages” section in MY ACCOUNT.
- Requesting an interview does not guarantee an appointment.
- As a courtesy, **confirm all appointments** prior to AudiologyNOW! or send an employer a message saying you do not wish to keep the interview.

Calendar: Your Interview Itinerary

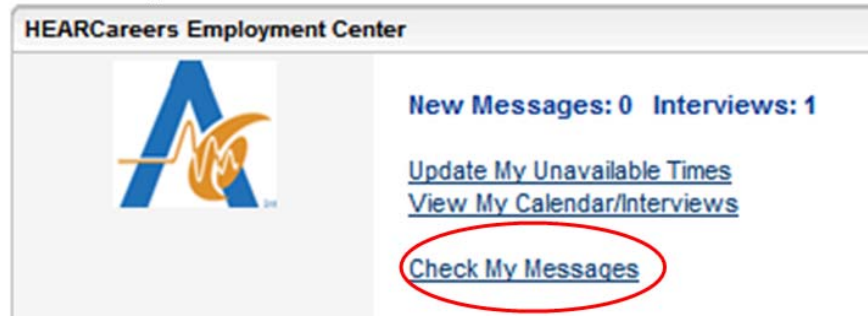
Thursday, Apr 15	
▶ 8:00 AM - 11:00 AM	Unavailable
11:00 AM - 12:00 PM	Free
12:00 PM - 12:30 PM	Room 1: Test ENT
12:30 PM - 6:00 PM	Free



- In MY ACCOUNT select "View My Calendar/Interviews" to check your schedule. Print out your schedule before you leave for San Diego.
- This shows your availability and with whom and when you have a scheduled interview.

- Click on an interview to see the employer and interview details
- To decline an interview, click on the delete (“x”) icon next to that interview and follow the prompts to contact the employer and remove that interview from your schedule.

Check Messages



- To access candidate emails go to the MY ACCOUNT tab and click “Check My Messages.”
- Scheduled interviews will be received here, along with other emails between you and interested employers.
- If your resume is posted, employers can schedule interviews on your calendar if they are interested. Be sure to check your messages often.