

AOCS PLACEMENT SERVICE

IN CINCINNATI, OHIO

Plans have been formalized for the AOCS Placement Center which will be at the AOCS Fall Meeting at the Netherlands Hilton Hotel, Cincinnati, Ohio, September 28–October 1, 1975.

The Placement Center is designed to bring together employers and job applicants in the fields of fats, oils, lipids, and other areas served by the Society. Both applicants seeking positions and employers with job openings are encouraged to register and use the Center.

Applicants are asked to submit resumes on the standardized format which appears in this issue. In cases where applicants desire, applicants' names and addresses will be deleted from the confidential resumes placed on open file. These resumes will be assigned code numbers and will be made available in book form to employers attending the Cincinnati Meeting. It will not be necessary for applicants to attend the Cincinnati Meeting to use the service. However, attendance obviously will enhance an applicant's opportunity to find appropriate employment.

Likewise, employers also are asked to complete a stan-

dardized job description form which appears in this issue. These forms will be posted at the Placement Center. As with the resumes, a coding system will be established to ensure confidentiality when desired. Employers who are unable to have interviewers present at the Cincinnati Meeting are encouraged to send job listings. Resumes of interested applicants will be mailed to those employers after the meeting.

Applicants and employers who wish to register for the Placement Center should complete the standardized forms and return them by September 22, 1975, to: AOCS Placement Service, 508 S. Sixth St., Champaign, Ill. 61820. There is no charge to AOCS members and students who register before September 22, 1975; nonmembers will be charged \$10.00. Those attending the Fall Meeting may register for the Placement Service at Cincinnati; however, the cost for registering at Cincinnati will be \$5.00 for students and AOCS members and \$15.00 for nonmembers. Employers with available positions will not be assessed a fee.

Detailed instructions for both applicants and employers follow.

INSTRUCTIONS TO APPLICANT

General Information

Registration is not limited to applicants attending the Cincinnati Meeting; however, applicants present at Cincinnati must register for the meeting to have access to the Placement Center. No one will be admitted to the Center without a meeting registration badge.

Registering

General: Applicants are advised to register early to ensure proper handling of resumes. The deadline date for early registration is September 22, 1975. Applicants also may register at the Cincinnati Meeting.

Early registration: Early registration can be accomplished by completing a standard resume form (a form is enclosed with this issue). Resumes should be completed with as much information as possible and should clearly indicate whether the resume is "confidential" or "open." Applicants also should indicate whether or not they plan to attend the Cincinnati Meeting. Resumes of applicants who are unable to attend the Cincinnati Meeting cannot be confidential. These resumes will be placed in the open file and copies will be made available to employers requesting them. Resumes, with appropriate fees (see "Fees" section below), should be mailed to: AOCS Placement Center, 508 S. Sixth St., Champaign, Ill. 61820.

Cincinnati registration: On arrival in Cincinnati, those who have registered for the Placement Center early, will register for the meeting and check for the location of the Placement Center. They then should report to the Placement Center where they will complete a placement registration card and an interview scheduling card, indicating the times they will *not* be available for interviews. Applicants who have not registered early will be requested to complete a resume form and pay all appropriate Placement Center fees at the time of their arrival in Cincinnati.

Interview Scheduling

Employer initiated interview: Applicant interview scheduling cards will be posted at the Center. Employers wishing to contact applicants will make contact by filling in their names or code numbers on the applicant's interview scheduling card. Applicants must check their own cards often to determine if employers wish interviews. The Placement Center staff will not schedule interviews nor will they attempt to contact applicants about prospective interviews.

Applicant initiated interview: Applicants wishing to contact employers may do so by completing a request-for-interview form which will be available at the Placement Center. The card, with a copy of the applicant's resume attached, will be kept at the Placement Center for the employer who then will contact the applicant. Requests for interviews with those employers who are not attending the meeting will be mailed to the employers along with copies of an applicant's resume.

Hours

Registration: Sunday, September 28, 1:00-6:00 p.m. Monday, September 29, 8:00 a.m.-noon and 1:30-6:00 p.m. Tuesday, September 30, 8:00 a.m.-noon and 1:30-6:00 p.m. Wednesday, October 1, 8:00 a.m.-noon.

Placement Center interview room: Monday, September 29, 1:30-6:00 p.m. Tuesday, September 30, 8:00 a.m.-noon and 1:30-6:00 p.m. Wednesday, October 1, 8:00 a.m.-noon.

Applicant Fees

Early registration (resumes reaching AOCS by September 22, 1975): Students and AOCS members, no charge. Nonmembers, \$10.00.

Meeting registration: Students and AOCS members, \$5.00. Nonmembers, \$15.00.