

# Spring Meeting to feature Placement Center

Plans have been formalized for the first AOCs Placement Center which will be inaugurated at the AOCs Spring Meeting at the Statler Hilton Hotel, Dallas, Tex., April 27-30, 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 Dallas Meeting. It will not be necessary for applicants to attend the Dallas 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 standardized 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 Dallas 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 April 21, 1975, to: AOCs Placement Service, 508 S. Sixth St., Champaign, Ill. 61820. There is no charge to AOCs members and students who register before April 21, 1975; nonmembers will be charged \$10.00. Those attending the Spring Meeting may register for the Placement Service at Dallas; however, the cost for registering at Dallas 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 Dallas Meeting; however, applicants present at Dallas 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 April 21, 1975. Applicants also may register at the Dallas 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 Dallas Meeting. Resumes of applicants who are unable to attend the Dallas 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.

*Dallas registration:* On arrival in Dallas, 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 Dallas.

### 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, April 27, 1:00-6:00 p.m. Monday, April 28, 8:00 a.m.-noon and 1:30-6:00 p.m. Tuesday, April 29, 8:00 a.m.-noon and 1:30-6:00 p.m. Wednesday, April 30, 8:00 a.m.-noon.

*Placement Center interview room:* Monday, April 28, 1:30-6:00 p.m. Tuesday, April 29, 8:00 a.m.-noon and 1:30-6:00 p.m. Wednesday, April 30, 8:00 a.m.-noon.

### Applicant Fees

*Early registration (resumes reaching AOCs by April 21, 1975):* Students and AOCs members, no charge. Nonmembers, \$10.00.

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

## INSTRUCTIONS TO EMPLOYER

### General Information

Registration for the AOCS Placement Center in Dallas is not limited to those firms having representatives at the meeting. All descriptions of available positions provided by interested employers will be listed. However, access to the Placement Center in Dallas will be limited to employer representatives who have registered for the meeting.

### Registering

*General:* To register with the Placement Center, an employer should complete the standardized job description form (a form is enclosed with this issue). The form should be completed with as much information as possible and should indicate whether the listing is to be "open" or "confidential" and whether or not a representative will be available for interviews at Dallas. Confidential listings will have the firm's name and address deleted before posting. All job descriptions will be posted in the Placement Center for viewing by applicants. Job description forms should be mailed to: AOCS Placement Center, 508 S. Sixth St., Champaign, Ill. 61820. A form should be completed for each position opened. Additional forms are available from the above address.

*Dallas arrival:* Company representatives using the Placement Center must register for the meeting. Then, they should report to the Placement Center where they complete a registration form and submit any new job descriptions for posting. They also check resumes to find prospective interviewees.

### Interview Scheduling

*Employer initiated interview:* Each applicant will have completed an interview scheduling card which will be posted at the Placement Center. When an employer has determined by reading the resume that he wishes to interview a particular applicant, he simply writes his name in the appropriate time slot on the applicant's card. Employers are advised to allow adequate time for the applicant to check his card. Once an interview has been scheduled, the employer may obtain a copy of the applicant's resume from the Placement Center. Resumes are not to be removed from the open books. For employers who are unable to send representatives to the Dallas Meeting, resumes of interested applicants will be mailed to them on or before May 7, 1975.

*Applicant initiated interview:* Applicants may respond to posted job descriptions by requesting interviews with a particular employer. These applicants will complete a request-for-interview form. The Placement Center staff will attach a copy of the applicant's resume to the form and will hold it in the Placement Center for the employer. Employers periodically should check the Placement Center for these request-for-interview forms. Once the employer has evaluated the applicant's resume, he can schedule interviews by using the applicant's schedule card or by making direct contact with the applicant.

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### Employer Fees

There is no charge for listing job descriptions with the Placement Center.

