

# Information for Candidates



## **AALL Annual Meeting Placement Office**

Welcome to the Placement Office! We hope these services will be useful to you in your search for a law library position. The following information will help you make the best use of the office.

### **Registering Your Resume**

You can pre-register your resume on the [AALL Career Center](#). You must first [create an account](#), and then you'll be able to post your resume, browse jobs, and set up job agents so you are notified of open positions that fit your criteria. Resumes may be kept confidential, and only employers who have posted a job position on the Career Center will have access to the resumes.

If you did not pre-register, bring your resume in an electronic format to the office as soon as you can, and you will be able to access the Career Center on computers in the Placement Office.

Be sure to note on your resume that you'll be attending the AALL Annual Meeting and available for interviews. Please remember to write your local contact information on your resumes. You should also bring paper copies of your resume for potential employers.

### **Placement Office Folders**

The Placement Office maintains a folder for each position registered on the Career Center. If you do not choose to register your resume on the Career Center, you may still drop off resumes in these folders.

Some employers may have a sign-up sheet allowing interested candidates to sign up for interviews during specified times, while some contact candidates they wish to speak to directly. Again, please make sure you bring enough extra copies of your resumes so that you can leave a copy in the folders of all positions in which you are interested. Not all employers will look through the resume on the Career Center, so it is a good idea to leave your resume in the folders as well.

### **Positions Available on Career Center**

Employers provide full job descriptions for positions they are advertising on the [AALL Career Center](#). These job descriptions are available for you to look at on the computers in the Placement Office or through any computer with an internet connection.

Shorter job announcements will be posted on the bulletin boards in the office arranged by job type. Please come to the Placement Office daily to look at the bulletin boards or check the Career Center as employers may be registering new positions each day. All new positions will be listed at the top of the Career Center.

You may also set up an RSS feed to be notified automatically when new jobs are posted on the Career Center. Copy the following link into your RSS reader:  
<http://careers.aallnet.org/search/results/index.cfm?&ss=1&display=rss>.

### **Interviews**

Employers may plan to conduct interviews at the Annual Meeting. An employer who is interviewing may wish to use our available interview rooms, or other locations around the convention center and hotel. Four interview rooms will be available Sunday through Tuesday. Employers may initiate

contacts from the resumes they receive in their folders, or they may allow interested candidates to sign up for an available time slot. There will be a message board in the Placement Office where you can leave employers messages or they can leave messages for you.

It is essential that you provide information on how you can be contacted on your resume if you wish to have interviews at the Annual Meeting. If you receive an interview, please be sure to note the name, contact phone, time, and location for your interview, as offsite interviews are not coordinated through the Placement Office.