



## **Instructions for applicants planning to attend the Employment Center**

Applicants planning to attend the January Employment Center should familiarize themselves with the program at this site:

<http://www.ams.org/emp-reg/>

so they understand what will happen before and during the program, and learn how to prepare, what to bring, when to arrive, and what to expect.

To register for the Employment Center, go to this site:

<http://eims.ams.org>

Here are the steps needed to get yourself registered, and utilize the scheduling functions.

### **SET UP AN ACCOUNT**

At [eims.ams.org](http://eims.ams.org), under Job Seekers, go to the Main Job Seeker page. You will be prompted to set up a Professional Profile, please do that. As part of your professional profile, in addition to answering some questions, you can upload up to five documents for storage on the system. If you had already built an account in the system, you should be able to log in and use that for the Employment Center.

Once you have a Professional Profile in place, logging on will bring you to this screen:

 **My Account**

▶ Wayne State University <a href="#">Assistant/Associate/Full Professor</a> DETROIT, MI	▶ Metron, Inc. <a href="#">Analyst</a> RESTON, VA	▶ Lebanon Valley College <a href="#">Assistant Professor of Mathematical Sciences</a> ANNVILLE, PA
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**Featured JOBS**

**Shortcuts**

-  [Edit Professional Profile](#)
-  [Job Agent](#)
-  [Manage Saved Jobs](#)
-  [Browse Jobs](#)
-  [View All Jobs](#)

**2010 Mathematical Sciences Employment Center**



You are **NOT** currently registered for the [2010 Mathematical Sciences Employment Center](#) in Joint Mathematics Meetings, Moscone Convention Center, San Francisco, CA from January 13-16, 2010.

**Job Seekers must register online to participate.**

Please [click here](#) if you will be attending.

**My Contact Information**

The box in the center with the EC logo is telling you that you have not indicated your EC attendance plans. Simply click the “click here if you will be attending” button – that will switch your account to an Employment Center account.

## SET YOUR EC AVAILABILITY

Now the EC box on your My Account screen will look like this:

**Featured JOBS**

**2010 Mathematical Sciences Employment Center**



**New Messages: 0 Interviews: 0**

[Update My Unavailable Times](#)

[View My Calendar/Interviews](#)

[Check My Messages](#)

Initially, the system will mark you as available during all open EC hours. Due to talks, previously arranged interviews, and arrival and departure plans, you may need to mark some segments of time as “unavailable”. To

do so, select “Update My Unavailable Times”. This brings you to this screen:

HOME	MY ACCOUNT	JOB
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## Calendar

### 2010 Mathematical Sciences Employment Center

CALENDAR: [Toggle Full View](#)



\*\*\* Click on any Free time slot to update your UNAVAILABLE times for the week.

#### Wednesday, Jan 13

▶ [9:00 AM - 7:00 PM](#) [Free](#)

#### Thursday, Jan 14

[8:00 AM - 10:15 AM](#) [Unavailable](#)

[10:15 AM - 7:00 PM](#) [Free](#)

#### Friday, Jan 15

[8:00 AM - 7:00 PM](#) [Free](#)

Clicking on “Free” or “Unavailable” will bring up the slots for all time periods:

### 2010 Mathematical Sciences Employment Center

Please indicate below the times and dates that you are **UNAVAILABLE** for an interview by holding down the CTRL key and clicking with the mouse. Employers will be able to view only your available times in order to schedule an interview with you.

Times highlighted in yellow designate scheduled interviews. Selecting these times will have no impact.

Wednesday Jan 13	Thursday Jan 14	Friday Jan 15	Saturday Jan 16
09:00 - 09:15 am	08:00 - 08:15 am	08:00 - 08:15 am	09:00 - 09:15 am
09:15 - 09:30 am	08:15 - 08:30 am	08:15 - 08:30 am	09:15 - 09:30 am
09:30 - 09:45 am	08:30 - 08:45 am	08:30 - 08:45 am	09:30 - 09:45 am
09:45 - 10:00 am	08:45 - 09:00 am	08:45 - 09:00 am	09:45 - 10:00 am
10:00 - 10:15 am	09:00 - 09:15 am	09:00 - 09:15 am	10:00 - 10:15 am
10:15 - 10:30 am	09:15 - 09:30 am	09:15 - 09:30 am	10:15 - 10:30 am
10:30 - 10:45 am	09:30 - 09:45 am	09:30 - 09:45 am	10:30 - 10:45 am
10:45 - 11:00 am	09:45 - 10:00 am	09:45 - 10:00 am	10:45 - 11:00 am
11:00 - 11:15 am	10:00 - 10:15 am	10:00 - 10:15 am	11:00 - 11:15 am
11:15 - 11:30 am	10:15 - 10:30 am	10:15 - 10:30 am	11:15 - 11:30 am
11:30 - 11:45 am	10:30 - 10:45 am	10:30 - 10:45 am	11:30 - 11:45 am
	10:45 - 11:00 am		

and you will follow the instructions to select all of your UNAVAILABLE slots. Be sure and hit the Update/Confirm Schedule button at the bottom. This returns you back to the overview screen for your schedule.

## FIND JOBS AND INDICATE WILLINGNESS TO INTERVIEW

Back on your My Account screen, use the JOBS tab in gray to access the job listings. Use the Advanced search to select only EC jobs, or just choose View All Jobs and locate the tiny EC logo next to those jobs that will be available for Employment Center interviewing.

For instance, Westminster College is an EC employer on this list:

HOME

MY ACCOUNT

JOBS

[BROWSE JOBS](#) • 
 [VIEW ALL JOBS](#) • 
 [SAVED JOBS](#) • 
 [ADVANCED SEARCH](#)

THIS-IS-A TEST [LOG OUT](#)

**Search Results**

207 jobs found    Posted Within All Active Jobs
View: Quick | [Summa](#)

[New Search](#) • 
 [Refine Search](#) • 
 [Make This Search a Job Agent](#)

POSTED ▼	JOB TITLE	COMPANY	LOCATION	SAVE
Oct. 15, 2009	<a href="#">Postdoctoral Position in Number Theory</a>	Number Theory Group at the U of Lethbridge	CAN - AB - Lethbridge	<input type="checkbox"/>
Oct. 15, 2009	<a href="#">Assistant Professor of Mathematics</a>	University of Wisconsin-Stout	US - WI - Menomoneie	<input type="checkbox"/>
Oct. 15, 2009	<a href="#">Assistant Professor of Mathematics</a>	Westminster College	US - PA - New Wilmington	<input type="checkbox"/>
Oct. 15, 2009	<a href="#">Visualization Developer</a>	Wolfram Research, Inc.	US - IL - Champaign	<input type="checkbox"/>
Oct. 14, 2009	<a href="#">Faculty Position in Mathematical Biology</a>	The Ohio State University	US - OH - Columbus	<input type="checkbox"/>
Oct. 14, 2009	<a href="#">Postdoctoral Positions</a>	Hausdorff Center for Mathematics, Bonn University	DEU - Bonn	<input type="checkbox"/>
Oct. 14, 2009	<a href="#">Assistant Professor of Mathematics, tenure-track</a>	Roosevelt University	US - IL - Chicago	<input type="checkbox"/>

Clicking on a job name brings up this screen:

## Job Detail

Job Summary			
<b>Assistant Professor of Mathematics, tenure-track</b>			POSTED: Oct 14
Job Code: 0600371			
Salary:	Open	Location:	<a href="#">Chicago, Illinois</a>
Employer:	<a href="#">Roosevelt University</a>	Type:	Full Time
Sector:	Academic	Subject Area:	Mathematics
Specialties Sought:	Open	Category:	Tenured or Tenure-Track Faculty
Required Education:	Doctorate		

[< Back](#)    [Email Job](#)    [Save Job](#)    [Request an Interview](#)

 You are requesting an interview at the [2010 Mathematical Sciences Employment Center](#)

If the job is something you would like to interview for, use the “Request an Interview” button. That brings up a Request Interview screen that shows the job description, and allows you to upload a cover letter:

**Application**

+ Cover Letter:

Max Length: 8000 | Remaining:

+ Work Status:

- I am authorized to work in the US for any employer.
- I am authorized to work in the US *for my present employer only.*
- I require sponsorship to work in the US.

[Previous Step](#)    [Save & Continue >](#)

When you continue, you will get a chance to select some documents for perusal by this employer (that you previously uploaded to your account, or, you may do so now):

## Request Interview

Upload Resume  **Documents**  Preview  Finished

*Fields marked with a + are required*

### Upload Documents

Upload Documents:

Upload additional documents you would like stored with your profile. You will be able to select which documents you would like to make searchable.

Files must be 2MB or less. You may upload up to 5 files. [Allowed document types.](#)

### Attach Documents To Your Job Application

Check Documents to Attach:



[Diane-resume.pdf](#)

Uploaded: 10/15/2009 04:31 PM (0 days ago) Size: 90.4 KB Searchable

[X]

[list-of-ref.pdf](#)

Uploaded: 10/15/2009 04:31 PM (0 days ago) Size: 90.4 KB Searchable

[X]

[publ-list.pdf](#)

Uploaded: 10/15/2009 04:31 PM (0 days ago) Size: 90.4 KB Searchable

[X]

[teaching-stmt.pdf](#)

Uploaded: 10/15/2009 04:31 PM (0 days ago) Size: 90.4 KB Searchable

[X]

The next screen allows you to preview your submission and submit it. The final screen in the request submission process should look like this:

## Request Interview

Upload Resume  Documents  Preview  **Finished**

Thank you.

Your interview request has been sent.

## KEEP UP YOUR REQUESTS, AND MONITOR ANY RESPONSES

You can keep up with new EC jobs coming into the system by making a “Job Agent” from your My Account screen, or by logging in regularly and viewing the employer list. Keep making your requests throughout the fall, the earlier the better; **NO EMPLOYER can schedule with you in the system until you make an interview request for that particular job.** There is no limit on the number of jobs for which you can request an interview.

After you have requested the interview, the employer may or may not respond. If the employer wishes to schedule an interview (and many may not decide about interviews until close to the date of the Employment Center), they will be able to access your schedule screen and fill themselves in for one or more slots. Once taken, those slots become unavailable to other employers. It's important to keep your schedule updated if any of your time becomes unavailable for personal or other reasons.

You can view your calendar, and check your system messages from your My Account screen.

## **AFTER ARRIVING**

When you arrive at the Employment Center in San Francisco, there will be computer work stations available for use in the EC area. The web pages will be the same as what you have been seeing all along from home; there will be no paper messaging or other special communication on site.

**YOU MUST HAVE A MEETING BADGE TO ENTER THE ROOM AT ANY TIME.** A meeting badge is obtained by paying a meeting registration fee; see the EC overview at the beginning of this document for links and directions, and for the specific location of the Employment Center room. This is not a new policy, but will be enforced at the door this year (previously, it was enforced during the registration process).

Staff are available in advance or on site to answer questions:

Steve Ferrucci  
American Mathematical Society  
[sxf@ams.org](mailto:sxf@ams.org)  
800-321-4267, ext, 4113 or 401-455-4113.