

2014 EAS EMPLOYMENT BUREAU

Applicant Instructions

- When you arrive, please check-in at the symposium registration area for the exact location of the Employment Bureau.
- Advance registration for the 2014 EAS Employment Bureau is NOT permitted. DO NOT send any resume to EAS in advance of the symposium. You MUST bring your resume to the Employment Bureau Applicant Registration desk when you arrive at the symposium.
- The Employment Bureau will operate from 9:00 a.m. until 4:00 p.m. on Monday and Tuesday. On Wednesday, the hours will be 9:00 a.m. to 1:00 p.m. Job postings will be available for applicant review beginning at 11:00 a.m. on Monday morning. Interviews will not be scheduled until 12:00 noon on Monday. Job postings are continually updated during EAS and applicants are expected to visit the Job Posting bulletin boards on a regular basis.
- When you arrive at the Employment Bureau, check-in at the Applicant Registration desk. You will receive your Applicant identification number at this time. This number will be used for all communications with prospective employers as well as the Employment Bureau.
- You must supply the Employment Bureau with one (1) copy of your resume. **Your resume should be no longer than TWO (2) pages in length.** Your resume will be assigned an Applicant ID#.
- Postings of current job openings will be available for your review in the Job Posting Area. Access to these postings will be limited to applicants registered with the Employment Bureau.
- If you wish to contact an employer regarding a job posting, you may leave a note for that employer using the Employer ID# that appears on the posting. Notes should be placed in the appropriate envelope on the bulletin board labeled, "**MESSAGES FOR EMPLOYERS**" in the Employer Message area.
- Check for responses or other communications from prospective employers in the Applicant Message area. Messages will be labeled with your Applicant ID# and can be found on the bulletin board labeled, "**MESSAGES FOR APPLICANTS.**"
- If you wish, you may purchase a copy of the 2014 EAS Employment Bureau Job Postings for \$20. Please inquire at the Employment Bureau Registration desk. The Job Postings will be mailed after the close of EAS.

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Employer Instructions

- When you arrive, please check-in at the symposium registration area for the exact location of the Employment Bureau.
- Advance registration of employers is permitted for the EAS Employment Bureau. Please complete the Employer Registration and Job Opening forms and forward them no later than November 7, 2014 to:
Lee Craven
21 Field St.
Bridgewater, NJ 08807
- The Employment Bureau will operate from 9:00 a.m. until 4:00 p.m. on Monday and Tuesday. On Wednesday, the hours will be 9:00 a.m. to 1:00 pm. Job postings will be available for applicant review beginning at 11:00 a.m. on Monday morning. Interviews with prospective applicants cannot be scheduled until 12:00 noon on Monday. Employers wishing to conduct interviews with prospective applicants can schedule these at the Employment Bureau's Employer Registration desk.
- When you arrive at the Employment Bureau, check-in at the Employer Registration desk. You will receive your Employer identification number at this time. A number will be assigned for each job opening. These numbers will be used for all communications with prospective applicants, as well as with the Employment Bureau. Job postings may be submitted on your Company stationery or by filling out the EAS Job Opening form. If advance submission of Job openings is not possible, these may be submitted after you register with the Employment Bureau on site.
- Resumes of prospective applicants will be available for your review in the Resume Area. Access to resumes will be restricted to employers with job openings registered with the Employment Bureau.
- If you wish to contact an applicant regarding their qualifications, you may leave a note for that applicant using the Applicant ID# that appears on their resume. Notes should be placed in the appropriate area on the bulletin board labeled, "**MESSAGES FOR APPLICANTS**" in the Applicant Message area.
- Check for responses and other communications from prospective applicants in the Employer Message area. Messages will be labeled with the Employer ID# for the specific job opening desired. These messages can be found in the appropriate envelopes on the bulletin board labeled, "**MESSAGES FOR EMPLOYERS.**"
- If you wish, you may purchase a copy of the 2014 EAS Employment Resume book. The cost for the Resume book will be \$200. Please inquire at the Employment Bureau Registration desk.

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EMPLOYER ID # _____

2014 EMPLOYER REGISTRATION

Company Name: _____

Name of Representatives in Attendance: _____

Business Address: _____

City: _____ State: _____ Postal/Zip Code: _____

Business Telephone: _____ Mobile Phone: _____

Dates in Attendance at EAS: _____

Initials

This job posting may be reproduced in a book for purchase by applicants

Initials

This job posting may NOT be reproduced in a book for purchase by applicants

Initials

Please send me a copy of the EAS Employment Bureau Resume Book (A \$200 fee must accompany this form. Checks can be made payable to "EAS".) This service is only available to employers that have registered and paid the full registration fee. The resume book will be mailed at the conclusion of EAS.

