

ACP Job Placement Center Guidelines

1. Job Placement Center Access Rule

The ACP Job Placement Center provides physicians with a casual environment to search for new career opportunities. Physicians may submit a Job Seeker's Profile (Mini CV) for employment and review numerous job postings as well as materials of interest to their careers. Accordingly, employers' access to the Center is limited to interviews or picking up the daily updated Job Seeker's Profile booklet.

2. Interview Booths

There are interview booths available in the Job Placement Center that can be reserved once an employer has confirmed an interview appointment. Booths can be booked up to 1 hour per interview. Please note that exhibit booths cannot be left unattended.

For additional Job Placement Center information contact Vera Bensch at 215-351-2630, Marian Tison 215-351-2728, or by e-mail at jobplacementcenter@acponline.org.

3. Job Posting

Job postings may include multiple job openings and must fit on a single one-sided 8.5×11 sheet. **Double sided postings will be charged the fee of 2 postings and both sides will be displayed on the board.** There is no limit to the number of postings an exhibiting company, sponsor, or attending physician may place. Postings can be either full color or black and white. ACP requires that prospective employers include a minimum of 75 copies when submitting their job posting. It is the employers' responsibility to check their supplies at the end of each day and replenish as necessary.

Job postings submitted by a physician **must** include his name and contact during the meeting. Appropriate wording is as follows:

During Internal Meeting 2012 contact Dr. Joe Smith at (list cell phone number or email address). After the meeting contact (list person's name and contact information at the office)

Job Posting Fees:

\$250—Premeeting (Deadline March 30, 2012)

For job posting order form, go to www.acponline.org/jobpostingorderform

\$500—On Site

Job posting will be accepted on site at the ACP Job Placement Center, Booth #430, in the New Orleans Ernest N. Morial Convention Center's Exhibit Hall between the hours of 9:00–11:00 a.m. daily.

For additional information on submitting job postings contact Margaret Gardner at 215-351-2768 or Maria Fitzgerald at 215-351-2667.