



# Career Center Instructions

## Job seekers and Employers

- Go to [www.asms.org](http://www.asms.org)
- Select “Career Center” tab
- Login with your ASMS username and password
- Register for the Career Fair – it is FREE and lets people know you are at the conference.
  1. Select “Job Seekers” or “Employers” and click “Register today”
  2. Click “Buy” – it is \$0.00 (FREE) to ALL during the annual conference.
  3. You will be directed back to “My account” page.
- Select desired functions from the tabs.
- Be sure to check for messages and other options on your “My account” page
- *NOTE: If you are not an individual member of ASMS OR if you have trouble entering the online Career Center with your ASMS credentials, simply select the option for “I’m not an individual member...” you will be prompted to create a profile on the Career Center site and you will have free access to all features during the annual conference.*

## Job Seekers

- Post resume online
- Search employment postings
- Use online Career Fair to connect with potential employers.

## Employers

- Jobs may be entered online or posted to poster boards in Career Center.
- Reserve interview time slots on sign-up sheets next to the interview booths.
- Use online Career Fair to search resumes and contact candidates.