

Advertising Positions and Sharing Materials for EEA Job Market

EEA's partner organization EconJobMarket.org (EJM) handles the search listings (job advertisements), the transmission of applications and letters of recommendation, and interview scheduling. Therefore, it is used by students who are on the Job Market (hereinafter "Job Market candidates") and institutions (hereinafter "recruiters") interviewing for available positions.

All Job Market candidates who have not yet used EJM should register and establish applicant accounts at <https://econjobmarket.org/register>. All features are free for candidates. Be sure to specify which Job Market meetings you will be attending.

Information for recruiters:

1. EEA strongly encourages all recruiters who don't already have EconJobMarket accounts to establish accounts soon and post their job openings at EconJobMarket.org. To establish a recruiter account, first register as a user at <https://econjobmarket.org/register> and then request the "recruiter" role. Recruiters new to the system can post their first job advertisement for free. For recruiters not posting for the first time, a list of costs and the system overview can be found at <https://econjobmarket.org/pages/info>.

2. When posting a job advertisement, be sure to specify that you will be interviewing at the EEA Job Market meetings in December. Basic information about these meetings is already in the EJM system. (Note that you can also specify whether you will be interviewing at the ASSA meetings in January. EJM is used for both meetings and you can make arrangements for the two meetings independently in the system.)

3. Recruiters are strongly encouraged to accept applications, or at least letters of recommendation, via the EconJobMarket system. When creating a job posting, there are options to collect all application materials through EJM, letters only through EJM, or all application materials through a different channel outside of EJM.

4. The application form that is received through EJM is entirely customizable (including questions and documents to be submitted). There are also templates for standard job searches (junior faculty search, senior faculty search, etc.).

5. Recruiters can easily search and view applications in the EJM system, as well as download spreadsheet files of the applicant data and complete application packets. You can also arrange to transfer application data to a separate review system, such as HiRE, Head Hunter, or your own internal personnel system.

6. If you want to go the Job Market but do not want to advertise a position, EJM will provide a feature that allows you to see the profiles of candidates who will attend and choose to make basic information available.

7. EJM will also help you schedule your interviews for the EEA job-market meeting. The interview scheduler allows you to specify interview slots for various specialty fields and select

the candidates that you want to interview, and then it automatically emails the selected candidates and lets them pick interview slots within your constraints.

8. For more information, please see the information pages at EconJobMarket.org or contact admin@eeassoc.org.