



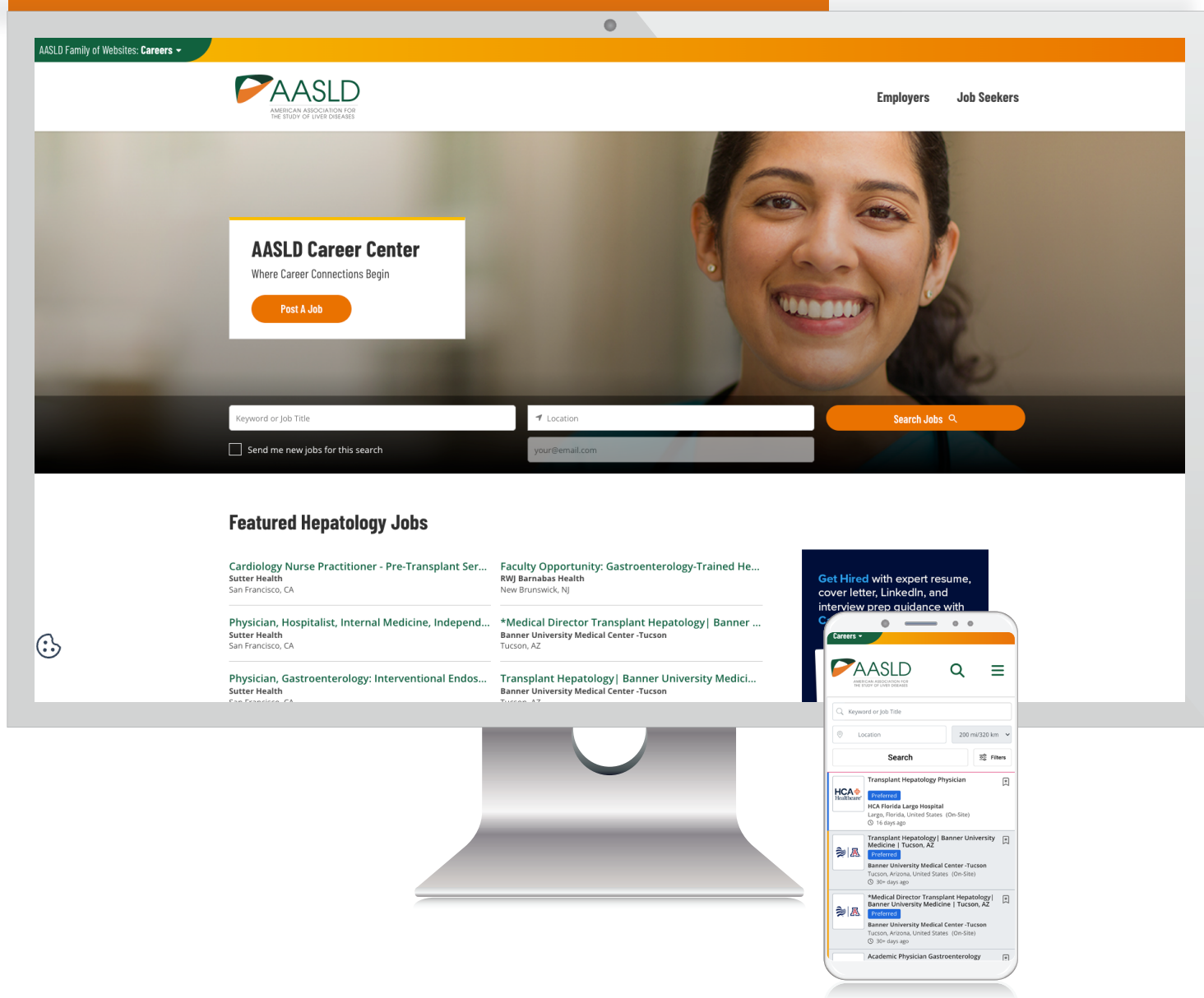
CAREER CENTER **JOB SEEKER MANUAL**



ymc **Careers**
POWERED BY MOMENTIVE

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Welcome to the AASLD Career Center

The AASLD Career Center connects hepatology, liver disease, gastroenterology, transplant hepatology, research, and healthcare professionals with meaningful career opportunities across clinical care, academic medicine, research, and related healthcare settings.

JOB SEEKER BENEFITS

CREATE JOB ALERTS

Receive curated opportunities in hepatology, liver disease, gastroenterology, transplant care, research, and related healthcare fields that match your experience, interests, and career goals.

CONTROL YOUR VISIBILITY

Maintain privacy and choose when employers can contact you about relevant opportunities.

USE SMART MATCHING TOOLS

Quickly evaluate how well job opportunities align with your experience, clinical interests, research background, and long-term career goals.

UPLOAD YOUR RESUME OR CV

Make your profile visible to employers actively seeking qualified physicians, scientists, researchers, trainees, advanced practice providers, and liver care professionals.

EXPLORE OPPORTUNITIES IN HEPATOLOGY AND LIVER CARE

Discover roles aligned with your expertise in hepatology, gastroenterology, transplant hepatology, liver disease research, clinical practice, and academic medicine.

ACCESS CAREER RESOURCES

Explore career content designed to support professionals advancing liver health, patient care, research, leadership, and practice development.

Creating Your Job Seeker Account

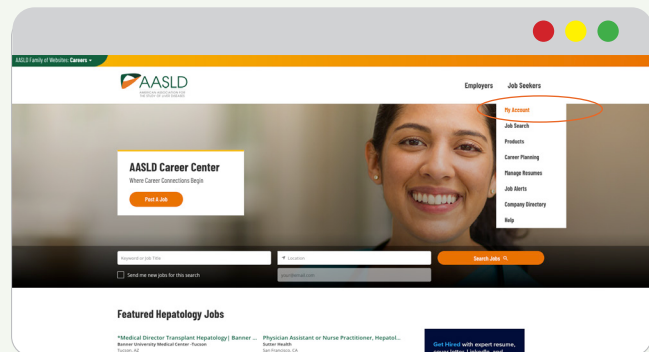
<https://careercenter.aasld.org/account/>

Your account allows you to set up job alerts, apply for top jobs in the industry, publish your resume, and access other functions that require your login.

1. On the careercenter.aasld.org homepage under the job seeker section, click on the My Account link.
2. Login and enter your details under the Create a New Account section.
3. Enter all required information.
Tip 1 - All required fields are marked with an asterisk.
Tip 2 - Keep your login credentials in a secure place. You will need these to log in later.
4. You'll then arrive at your primary account homepage, which is displayed each time you log in.

ACCESSING YOUR ACCOUNT

Maximize your account: track applications, check messages, and get a FREE resume review!



Your My Account page includes several options:



SETTINGS

allows you to update personal information that was entered when the account was created.



MY MESSAGES

holds a welcome message that introduces you to your account and the functionality of the board. It also contains notifications and contact requests from employers.



MY JOB APPLICATIONS

organizes the job applications you've sent to employers and recruiters.



MY SAVED JOBS

contains jobs you've saved to review later or apply to at another time.

Job Alerts

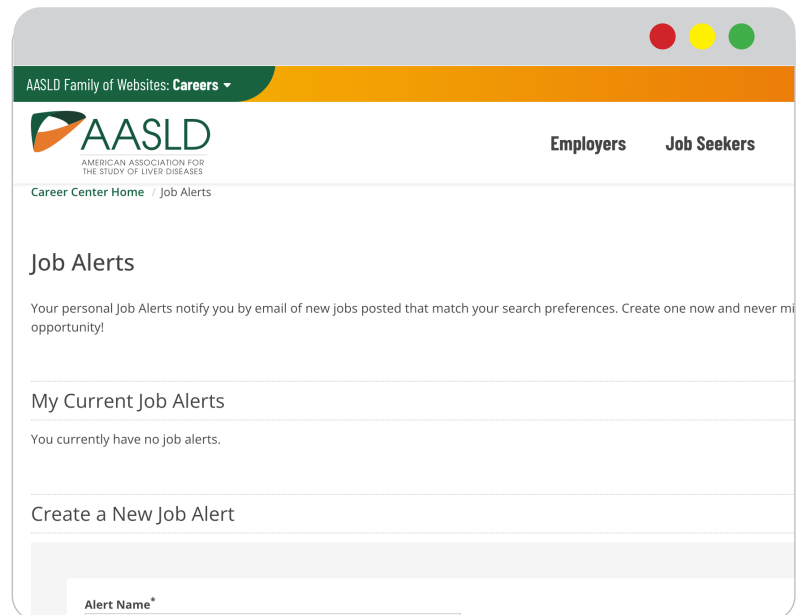
<https://careercenter.aasld.org/job/alerts/>

Sign up for our Job Alerts and have any jobs matching your criteria sent straight to your inbox. There are 2 ways to sign up for a job alert:

1. From your account.

To create a job alert, set the desired criteria by using the fields under **"Create a New Job Alert."**

(Note: You'll only get a job alert when jobs with those exact job functions, industries, and locations are selected.)

A screenshot of a web browser showing the AASLD Career Center Job Alerts page. The browser window has a grey title bar with three colored window control buttons (red, yellow, green) on the right. The page has a green header bar with the text "AASLD Family of Websites: Careers" and a dropdown arrow. Below the header is the AASLD logo, which includes the text "AASLD" and "AMERICAN ASSOCIATION FOR THE STUDY OF LIVER DISEASES". To the right of the logo are two links: "Employers" and "Job Seekers". Below the header is a breadcrumb trail: "Career Center Home / Job Alerts". The main content area is titled "Job Alerts" and contains the text: "Your personal Job Alerts notify you by email of new jobs posted that match your search preferences. Create one now and never miss an opportunity!". Below this is a section titled "My Current Job Alerts" with the text: "You currently have no job alerts.". At the bottom is a section titled "Create a New Job Alert" with a form field labeled "Alert Name*".

2. From "Search Jobs" page.



Search for jobs on careercenter.aasld.org and apply filters to view only jobs relevant to you.



When job results appear, enter your email address in the pop-up window.



Once completed, you will receive an email asking you to activate the job alert.

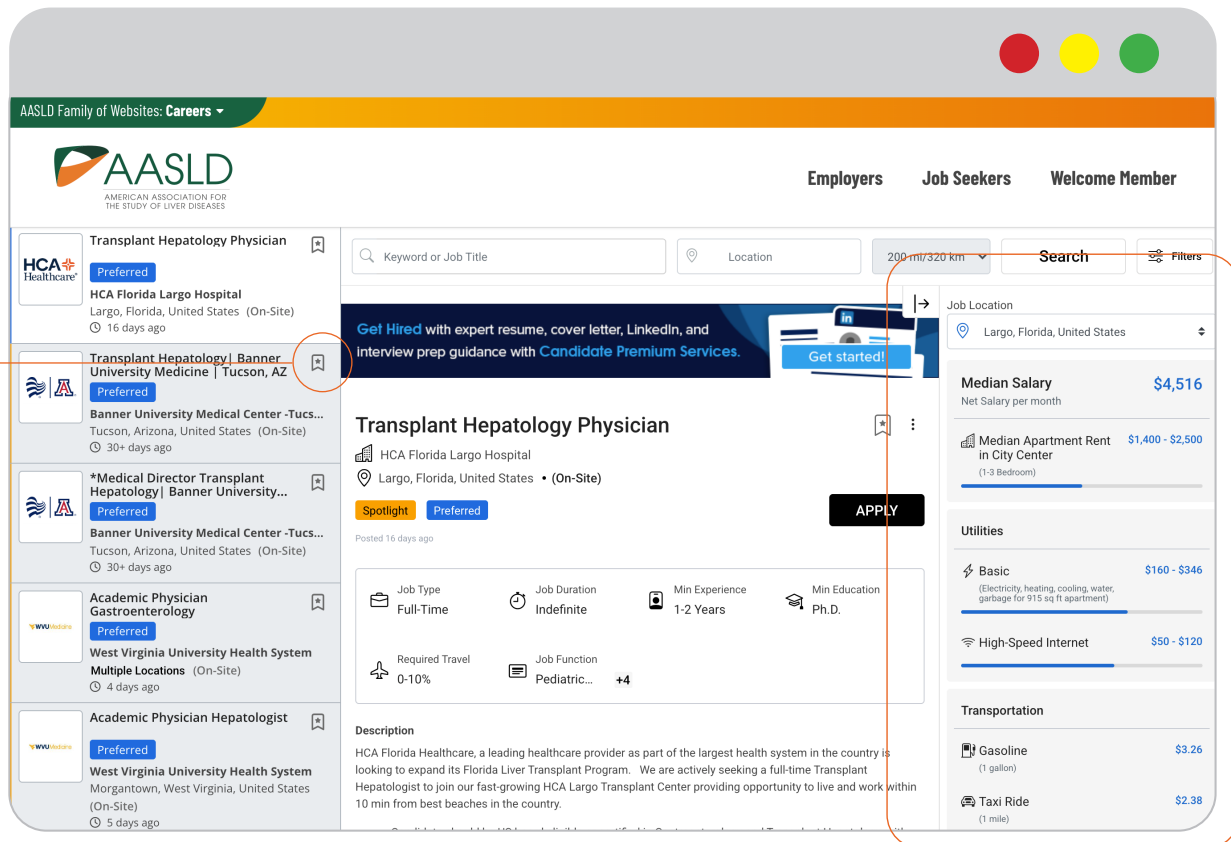


Click the activation link to start receiving job alert emails that match your criteria.

Searching and Viewing Jobs

<https://careercenter.aasld.org/jobs/>

SEARCH JOBS



From here, you can “**Bookmark Jobs**” and “**Receive Alerts for this Search**”.

To bookmark jobs, click the “**star**” icon next to the preferred job and a pop-up window will appear to notify you that your job has been saved to your account.

To receive alerts for your search, toggle the alert option, click ‘Create Alert’ in the pop-up window, and enter your email address.

WHAT'S NEW

Streamlined Job Search with Tailored Location Insights:

With global data on salary, safety, cost of living, and more, this tool simplifies your job search and helps you confidently decide when to apply for your dream job.

VIEW JOBS

The screenshot displays the AASLD Career Center interface. At the top, there's a navigation bar with 'AASLD Family of Websites: Careers', the AASLD logo, and links for 'Employers', 'Job Seekers', and 'Welcome Member'. Below this is a search bar with fields for 'Keyword or Job Title', 'Location', and a radius selector set to '200 mi/320 km'. A 'Search' button and a 'Filters' icon are also present.

On the left side, a list of job results is shown. The first result is for 'Transplant Hepatology Physician' at 'HCA Florida Largo Hospital' in 'Largo, Florida, United States' (On-Site), posted 16 days ago. It is marked as 'Preferred'. Other results include 'Transplant Hepatology | Banner University Medicine | Tucson, AZ' and '*Medical Director Transplant Hepatology | Banner University...'.

The main content area features a detailed view of the 'Transplant Hepatology Physician' job at 'HCA Florida Largo Hospital'. It includes a 'Get Hired' banner, a 'Get started!' button, and an 'APPLY' button. The job details are summarized in a table:

Job Type	Job Duration	Min Experience	Min Education
Full-Time	Indefinite	1-2 Years	Ph.D.

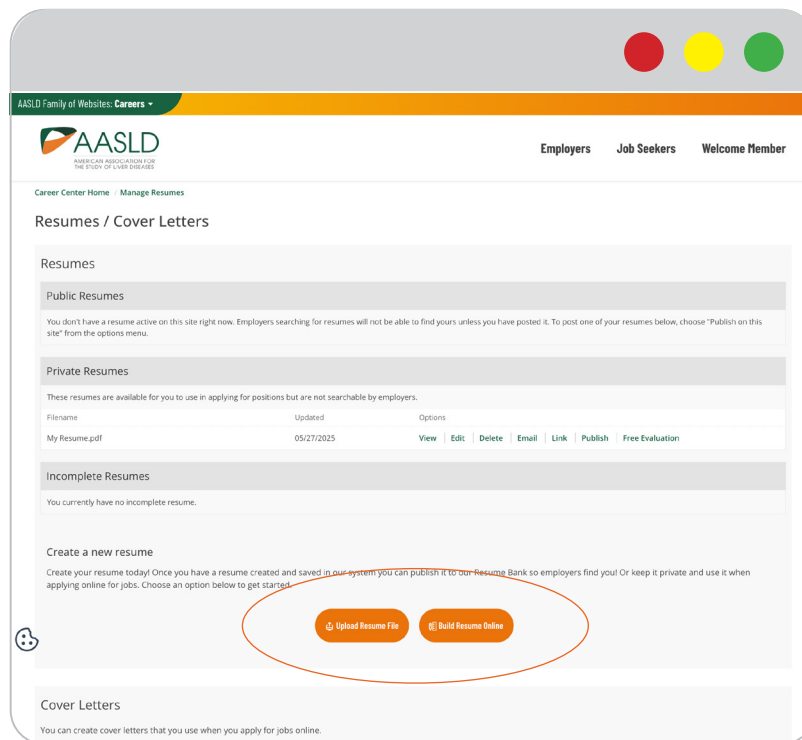
Additional details include 'Required Travel: 0-10%' and 'Job Function: Pediatric... +4'. The job description states: 'HCA Florida Healthcare, a leading healthcare provider as part of the largest health system in the country is looking to expand its Florida Liver Transplant Program. We are actively seeking a full-time Transplant Hepatologist to join our fast-growing HCA Largo Transplant Center providing opportunity to live and work within 10 min from best beaches in the country. Candidate should be US board eligible or certified in Gastroenterology and Transplant Hepatology, with...'

On the right side, a 'Job Location' section shows 'Largo, Florida, United States'. Below this, a 'Median Salary' of '\$4,516' (Net Salary per month) is displayed. Other cost-of-living metrics include 'Median Apartment Rent in City Center' (\$1,400 - \$2,500 for 1-3 bedrooms), 'Utilities' (Basic: \$160 - \$346, High-Speed Internet: \$50 - \$120), and 'Transportation' (Gasoline: \$3.26 per gallon, Taxi Ride: \$2.38 per mile).

Spend less time searching and more time applying to relevant positions with the immersive “**Job Search**” page. The layout allows you to view job search results and job details on one screen, making searches faster.

Resume Career Profile

<https://careercenter.aasld.org/resumes/>



You have two options on how to build your profile on the Job Board.

1. Upload an existing document (DOC, PDF)
2. Build online resume

You can store multiple resumes on your account, but you'll need to select one to be published to the resume bank for employers to view. By default, your resume stays anonymous until an employer submits a contact request, which will then allow them to reach out to you directly.

YM Careers uses a third-party parsing software to pinpoint specific contact information in a document and hide it from an employer's view. While the parsing is accurate, we provide users with steps to double-check their work before saving the final version of the resume.

UPLOAD AN EXISTING DOCUMENT

AASLD Family of Websites: **Careers** ▾

AASLD
AMERICAN ASSOCIATION FOR
THE STUDY OF LIVER DISEASES

Employers **Job Seeker**

Career Center Home / Manage Resumes / Upload Resume

Upload Your Resume Document

Choose file* No file selected

Upload Resume

Submit my resume for a free evaluation from a trusted resume expert at TopResume ☐ NO

* Required field

We accept resumes in both DOC and PDF format.

To upload, browse for the file to upload, then click on the "Upload Resume" button.

Websites: **Careers** ▾

AASLD
AN ASSOCIATION FOR
THE STUDY OF LIVER DISEASES

Employers **Job Seekers** **Welcome**

Home / Manage Resumes / Upload Resume

Your Resume Document

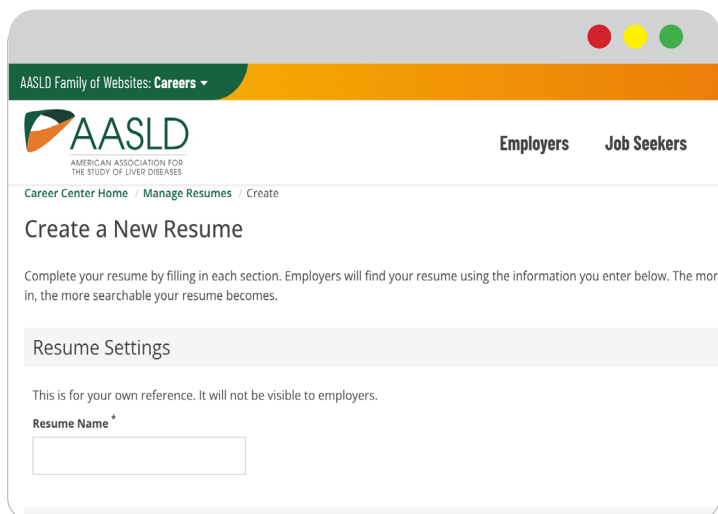
Choose file* No file selected

Upload Resume

Submit my resume for a free evaluation from a trusted resume expert at TopResume ☒ YES

You also have an option to submit your resume for FREE evaluation from a trusted resume expert at TopResume.

BUILD AN ONLINE RESUME



Once you have reviewed the information and are ready to proceed, click the “Save and Continue” button at the bottom of the screen. This is also where you can choose to immediately publish your resume in the resume bank.

A few things to keep in mind or note about this setup:

- All fields with the * (asterisk) are required. A user cannot move forward without filling them.
- Any information not filled in, but is required, is flagged if the user tries to upload information. The user must go back, then fill in the missing information field indicated with the red flag.
- The summary highlights your profile and is the section employers see when browsing the resume bank. This section is limited to 200 characters.

RESUME OPTIONS

VIEW – This allows you to view the resume. Contact information is included. As the job seeker, you see your information.

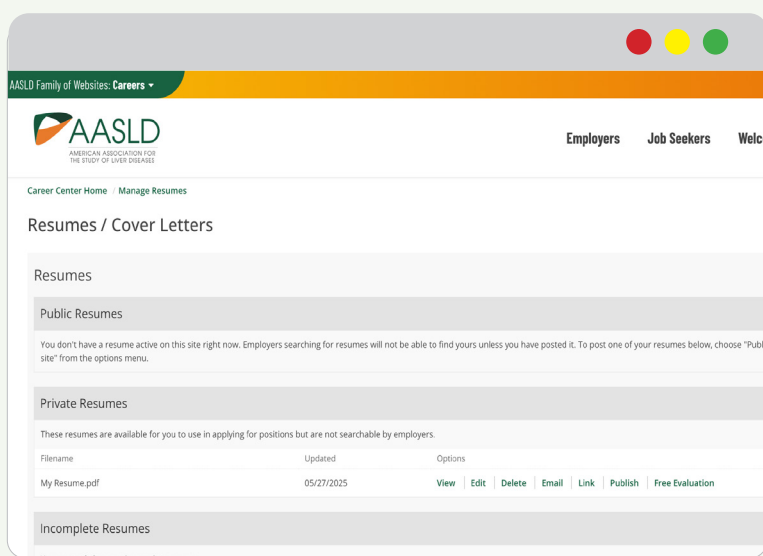
EDIT – Go back at any time and edit or update any of the information you previously added to the site.

DELETE – Remove the resume completely from your account.

E-MAIL – This allows you to directly e-mail a resume to an address that's typed into the field.

PUBLISH – This allows you to make your resume searchable by employers. When you click “Publish” & confirm, your resume will be publicly available for recruiters to find.

FREE EVALUATION – This option provides a professional review of your resume. Clicking on it will submit your resume for feedback, and you will receive suggestions on how to improve it.



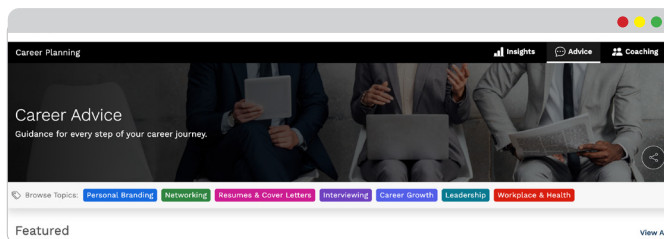
Career Planning Portal

The AASLD Career Center serves as a complete career planning destination where job seekers can access valuable tools and guidance to support their professional growth.

CAREER ADVICE

<https://careercenter.aasld.org/career-advice/>

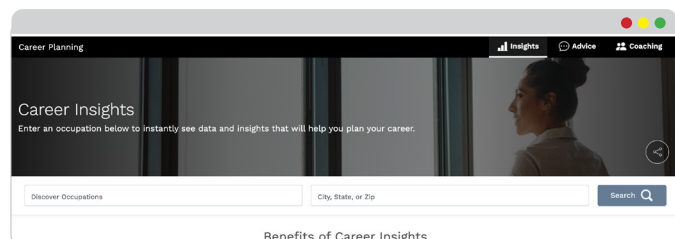
Guidance on job search strategies, CV writing, interview preparation, and navigating clinical, academic, research, and healthcare career paths.



CAREER INSIGHTS

<https://careercenter.aasld.org/career-insights/>

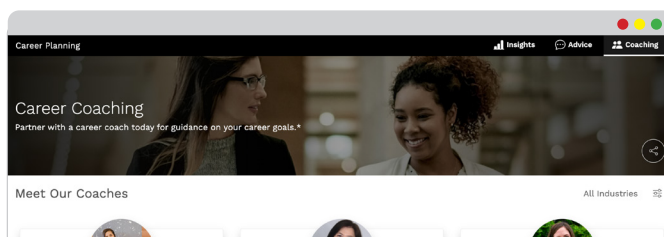
Stay informed on career trends in hepatology, liver disease, gastroenterology, transplant medicine, clinical research, healthcare delivery, and academic medicine.



CAREER COACHING

<https://careercenter.aasld.org/career-coaching/>

Connect with experts who understand healthcare, physician, research, and professional career paths.



Explore a variety of coaches to find the right professional who can guide you toward your next career opportunity.

Job Seeker Premium Services

<https://careercenter.aasld.org/pricing/>

Stand out from the competition. Job Seeker Premium Services on the AASLD Career Center offers you professional writing assistance and interview preparation to capture the attention of potential employers and land your dream role.

AASLD Family of Websites: **Careers**

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THE STUDY OF LIVER DISEASES

Employers **Job Seekers** **Welcome Member**

Job Seeker Premium Services

Level up your career game with confidence

Our top-notch resume, cover letter, and LinkedIn services will make you stand out from the crowd, impress employers, and score those dream job offers. Gain perspective and confidence from the experts, and increase your job search success with a quick turnaround.

Free Resume	Professional Growth	Career Evolution	Career Confidence
Get a free, confidential review from a resume expert.	An expertly written and keyword-optimized resume that sets you apart.	Everything you need to apply to jobs, including a resume and cover letter.	Resume, cover letter, and LinkedIn profile, created by an executive writer.
\$0	\$149	\$219	\$349
Get Started	Buy Now	Buy Now	Buy Now
✓ Reviewed style & organization to make sure your resume is neat and clearly organized. ✓ Writing & mechanics checked to ensure the writing is easy to understand and free of mistakes.	✓ Professionally written by experts that know your industry. ✓ Formatted to get an Employer's attention. ✓ Keyword optimized to pass through Applicant Tracking Systems.	✓ Professionally written by experts that know your industry. ✓ Formatted to get an Employer's attention. ✓ Keyword optimized to pass through Applicant Tracking Systems.	✓ Professionally written by an Executive writer: Top 10% of our network. ✓ Formatted to get an Employer's attention. ✓ Keyword optimized to pass through Applicant Tracking Systems.

Analyzed to help make sure



Personalized CVs for Success.

Get noticed by employers with a tailored CV that showcases your strengths.



Cover Letters to Make an Impact.

Secure more interviews with professionally formatted cover letters.



Interview Prep.

Increase interview readiness with guidance from an expert.



LinkedIn Profiles that Stand Out.

Optimize your profile for job-search success.

Contact Us:

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Momentive Software Customer Service

(860) 437-5700

clientserv@momentivesoftware.com

Association and Membership Information:

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