



AMERICAN ACADEMY
OF COSMETIC SURGERY

CAREER CENTER

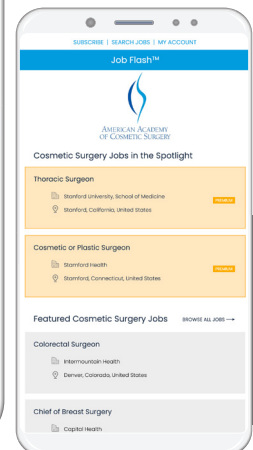
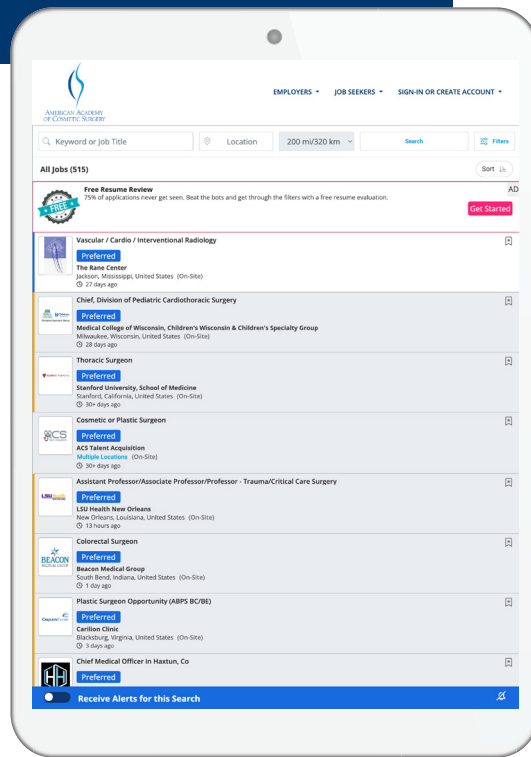
EMPLOYER MANUAL



ymc Careers
POWERED BY MOMENTIVE

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Welcome to the AACCS Career Center

The AACCS Career Center is the premier online destination for cosmetic surgery professionals to advance their careers. It connects employers with highly skilled, qualified candidates dedicated to excellence, innovation, and patient care in aesthetic medicine.



Employer Benefits

The AACS Career Center connects employers with qualified cosmetic surgery and aesthetic medicine professionals across a range of specialties. Create your free employer account today and reach candidates dedicated to advancing patient care, innovation, and excellence in cosmetic surgery.

WHY EMPLOYERS LOVE US

- **Elevate Your Recruitment Strategy.** Post your opportunities on a career center trusted by cosmetic surgery and aesthetic medicine professionals nationwide. The AACS Career Center connects you with highly skilled, board-certified surgeons and qualified specialists actively seeking their next opportunity to grow and excel in patient care.
- **Maximize Outreach and Visibility.** Take advantage of our targeted Jobs Email service to deliver your opportunities directly to thousands of engaged cosmetic surgery professionals—ensuring maximum exposure to the right audience.
- **Find the Right Talent Faster.** Use our advanced Resume Bank filters to quickly identify candidates who match your exact needs, whether you're hiring for surgical roles, non-surgical aesthetic services, or clinical support positions.
- **Simplify Your Hiring Process.** Easily manage job postings and track applicant activity through our streamlined platform, allowing you to focus on selecting the best candidates for your practice or organization.
- **Enhance Your Employer Brand.** Showcase your practice by building a compelling employer profile that highlights your expertise, values, and commitment to excellence in aesthetic medicine—helping you attract top-tier talent.

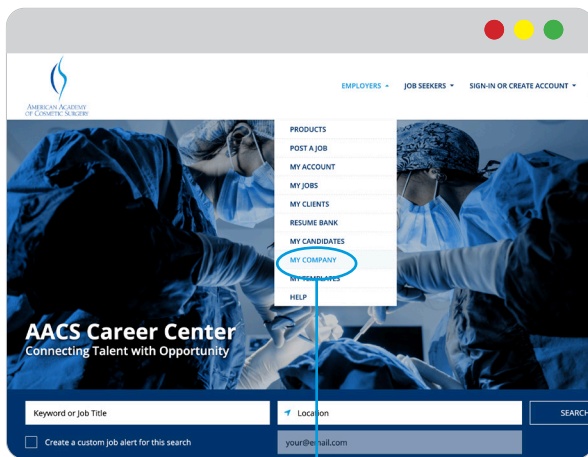
For more support, please visit our Support Center for additional resources.

[CLICK HERE](#)

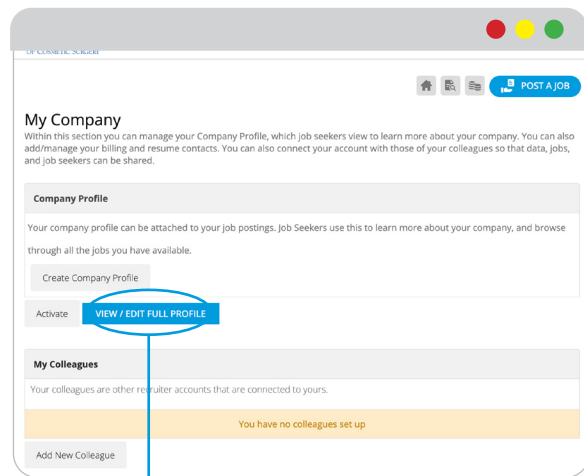
Company Profile

Detailed company profile and logo upload capabilities

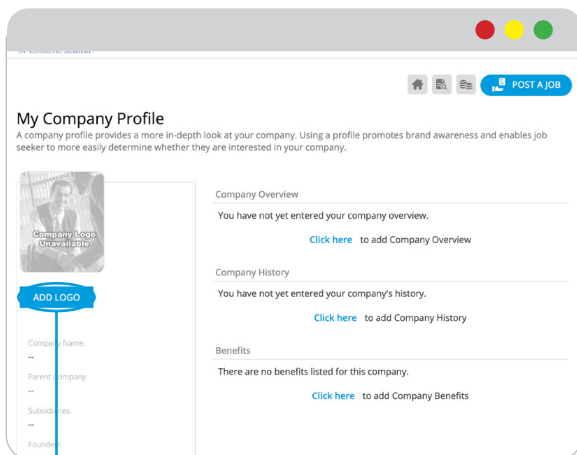
If hiring qualified talent is a top priority for your company, then having a complete and streamlined company profile with a logo can certainly promote your brand. The AACS Career Center offers detailed company profile generation and logo upload capabilities to employers for FREE. With this, job seekers can look for relevant information about your company without leaving the job board.



Employers > My Company

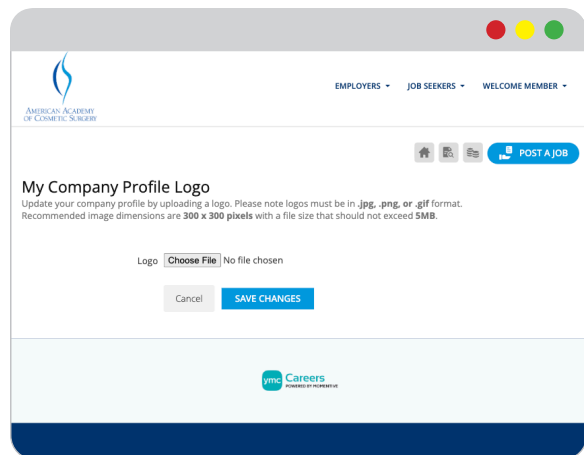


View/Edit Company Profile



Add logo

Logos must be in .jpg, .png, or .gif format.
Recommended:
Dimensions – 300 x 300 pixels.
File size – Should not exceed 5MB



Browse > Save Changes

Post a Job

1. On the main employer account page, under “**Quick Links,**” click “**Post a Job.**”
2. Select “**Type of Job Posting**” and enter job details; click “**Continue.**”
3. Select any additional add-ons or upgrades.
4. Submit payment information.

Post / Create A Job

Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 860-437-5700.

* indicates required field

Type of Job Posting	View complete product list	
Product	Duration	Cost
<input checked="" type="radio"/> (Members) 45 Day Job Posting	45 days	\$149.00
<input type="radio"/> (Non-Members) 45 Day Job Posting	45 days	\$269.00
<input type="radio"/> (Members) 90 Day Job Posting	90 days	\$269.00
<input type="radio"/> (Non-Members) 90 Day Job Posting	90 days	\$489.00
<input type="radio"/> (Members) Practice/Equipment for Sale or Lease	90 days	\$429.00
<input type="radio"/> (Non-Members) Practice/Equipment for Sale or Lease	90 days	\$549.00
<input type="radio"/> (Members) Job Flash™ Package	45 days	\$249.00

Choose the product that fits your current recruitment needs.

Choose How You Want to Receive Applications

You only need to select ONE option. You do not need to enable all three.

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

Applications

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

Allow Online Applications

Member Member

First Name:

Last Name:

Email:

Option 1: Receive Applications Inside the Career Center Candidates apply directly through the career center.

All applications are saved in your employer dashboard where you can review and manage them.

- Applications stay inside your account
- Easy tracking and messaging
- No external systems required

Option 2: Send Applicants to Your Company Website

Add your Apply URL to redirect candidates to your company website. Applications are handled outside the career center.

- Works with your existing hiring system
- Keeps your internal workflow unchanged
- Career center drives candidate traffic

Option 3: Receive Applications by Email

Enter an email address to receive candidate applications directly in your inbox.

- Applications delivered instantly
- Simple and direct
- No dashboard management required

What Job Seekers See When They Apply

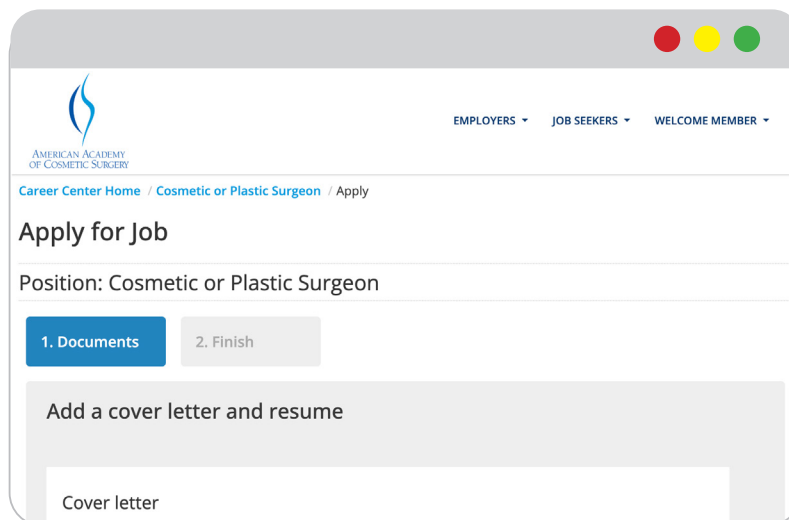
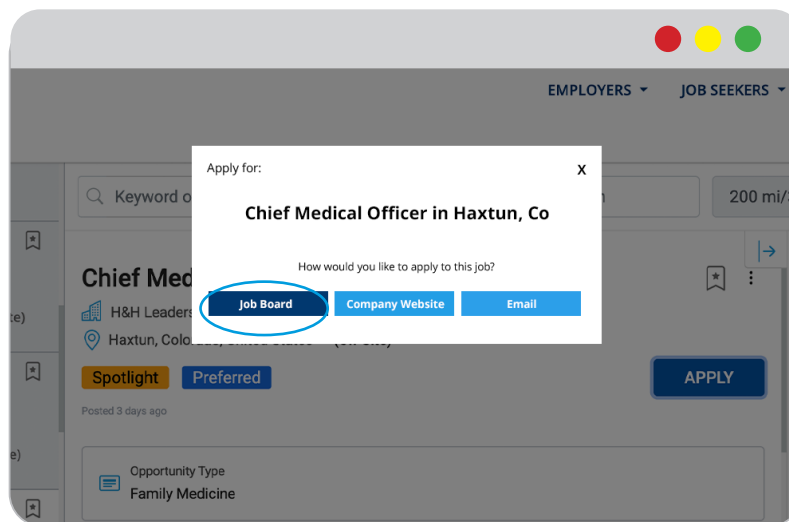
After you choose how to receive applications, job seekers will see the matching apply option when they click “Apply Now.”

The system automatically routes candidates based on the option you selected.

Career Center Applications

If You Chose Career Center Applications

Candidates apply directly inside the career center. Applications are stored in your employer dashboard where you can review, message, and manage applicants.

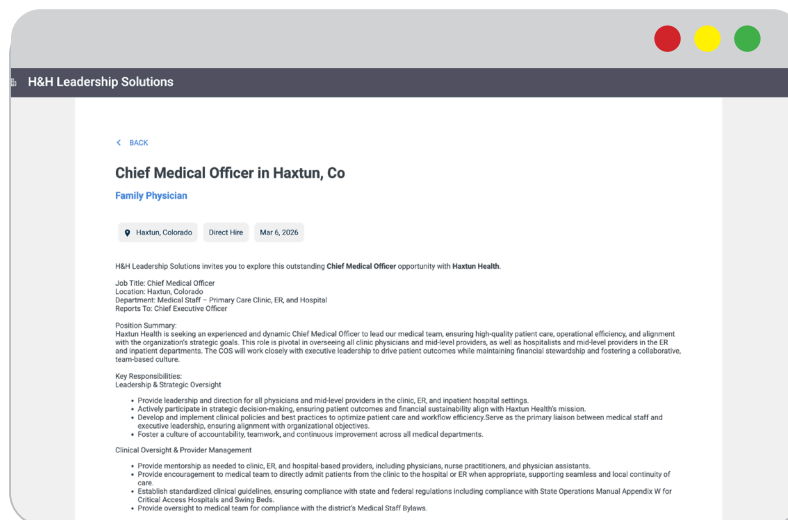
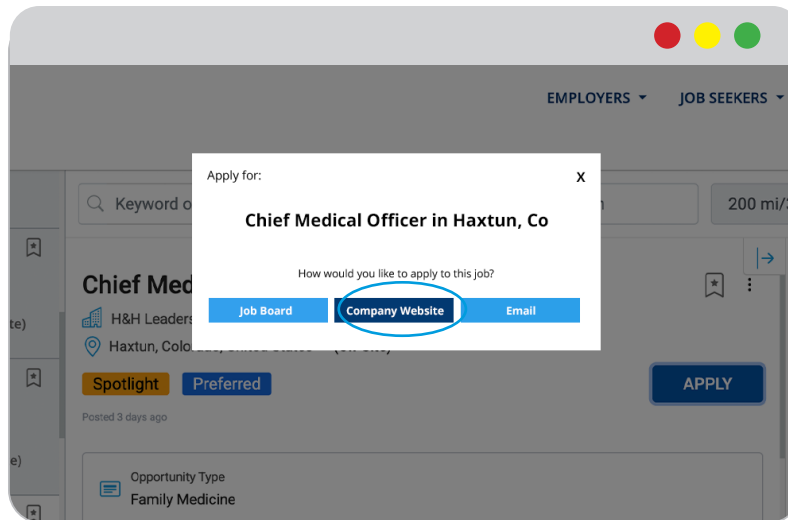


Candidates submit their application inside the career center.

Company Website Redirect

If You Chose Company Website Redirect

Candidates are sent to your company website using the Apply URL you entered. Applications are completed outside the career center.

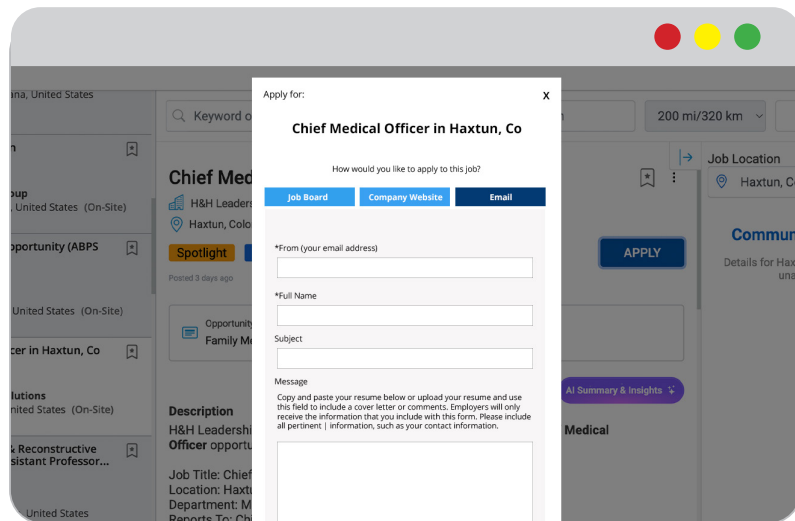
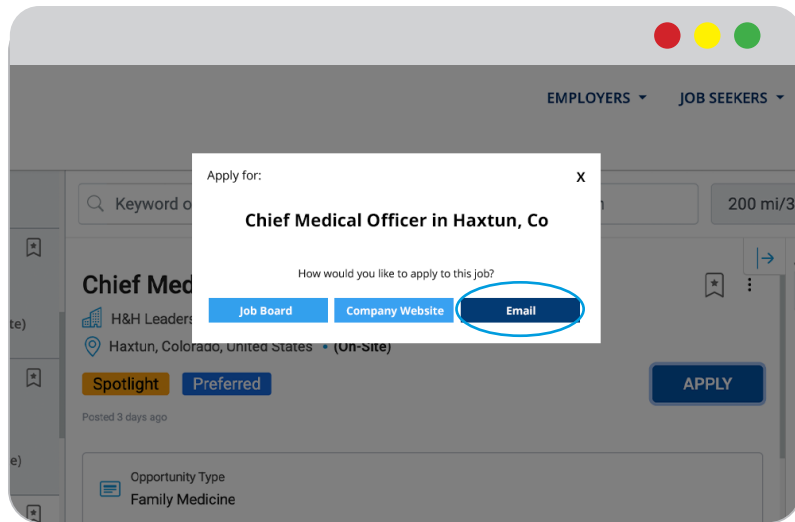


Candidates are redirected to your company's application page.

Email Applications

If You Chose Email Application

Candidates send their application through email to the address you provided. Applications go directly to your inbox.



Applications are delivered to your email.

My Jobs

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EMPLOYERS ▾ JOB SEEKERS ▾ WELCOME MEMBER ▾

POST A JOB

My Jobs

For more information about the My Jobs page, [Click here](#).

Search

Enter keyword to search in Job name, position, description, company name, city or search by Job ID number

Show Advanced Search Options

SEARCH

View OFCCP Data

Viewing 1 - 3 of 3 Jobs

Activate Stop Delete

<input type="checkbox"/>	Position	Location	Start	End	Status	Action
<input type="checkbox"/>	Vascular / Cardio / Interventional Radiology Show Details	Londonderry, New Hampshire, United States	07/14/2021	08/13/2021	Active	 Edit Upgrade View Applicants View Job Settings View Live Job
<input type="checkbox"/>	Chief, Division of Pediatric Cardiothoracic Surgery Show Details	Tampa Bay, Florida, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	Thoracic Surgeon Show Details	Carrollton, Georgia, United States	07/14/2021	08/13/2021	Active	

You can select job postings and activate, stop, or delete them.

You can edit a live posting or repost an expired posting.

Templates

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EMPLOYERS ▾ JOB SEEKERS ▾ WELCOME MEMBER ▾

POST A JOB

My Templates

Templates make your recruitment even easier by allowing you to re-use templates for common tasks.

My Letter Templates

These can be used when drafting emails to candidates, colleagues, and others.

There are no letter templates

Create Letter Template

My Job Templates

These are job templates that you can use to easily build your job postings.

There are no job templates

My Filter Templates

These are pre-screen filter templates that you can use to pre-screen applicants.

There are no screening filter templates

It's likely you will have similar postings, emails, or filters, which you can keep track of here.

Edit Job Postings

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My Jobs

For more information about the My Jobs page, [Click here](#).

Search

Enter keyword to search in Job name, position, description, company name, city or search by job ID number

Show Advanced Search Options

SEARCH

View OFCCP Data

Viewing 1 - 3 of 3 Jobs

Activate Stop Delete

<input type="checkbox"/>	Position	Location	Start	End	Status	Action
<input type="checkbox"/>	Vascular / Cardio / Interventional Radiology Show Details	Londonderry, New Hampshire, United States	07/14/2021	08/13/2021	Active	Edit Upgrade View Applicants View Job Settings View Live Job
<input type="checkbox"/>	Chief, Division of Pediatric Cardiothoracic Surgery Show Details	Tampa Bay, Florida, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	Thoracic Surgeon Show Details	Carrollton, Georgia, United States	07/14/2021	08/13/2021	Active	

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email. The recipients you select will not appear in the ad.

Allow Online Applications

First Last
user.name@email.com

First Name:

Last Name:

Email:

Clear Add Recipient

Previous **Repost Job**

On your "My Jobs" window, find the job you want to edit and hover on the icon under "Action" column, then click "Edit." Fill/edit the info required on the next page and once done, click the "Repost Job" button at the bottom of the page.

Dashboard

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POST A JOB

My Account

Your "My Account" area lets you manage your jobs, candidates, and more. It gives you full control over your recruitment all from one area.

QUICK LINKS

- Post a Job
- Products / Pricing / Specials
- Search Resumes
- Edit Account Settings
- Deactivate Account
- Terms & Conditions
- Privacy Policy

Current Account Status

New Messages:	1 message(s)
Total Applicants: *	0 applicant(s)
Active Jobs:	0 job(s)

Note: Applicants only includes Job Board and Email apply methods.

My Message Inbox

These are messages you have received from candidates.

From	Message	Received	Status	
Admin	Welcome!	Mar 30-26	Unread	view reply delete

New Message | Templates

My Resume Contacts

These are candidates you contacted through the Resume Bank.

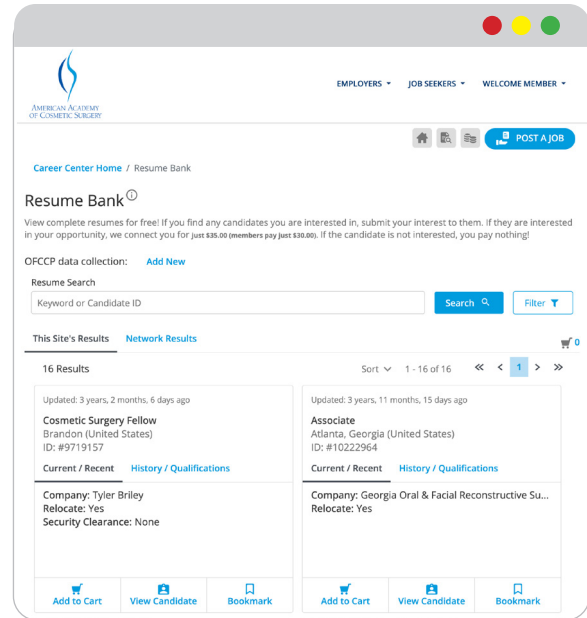
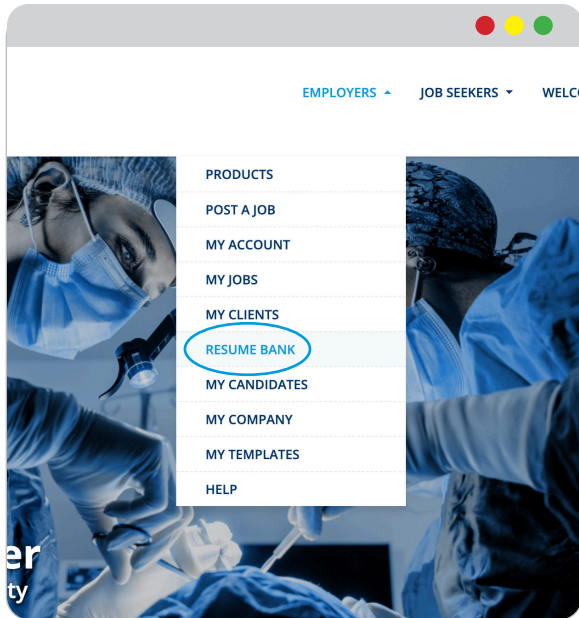
Receive & send messages directly from candidates to your account.

You can track how many applications you received.

Other Ways to View Applicants

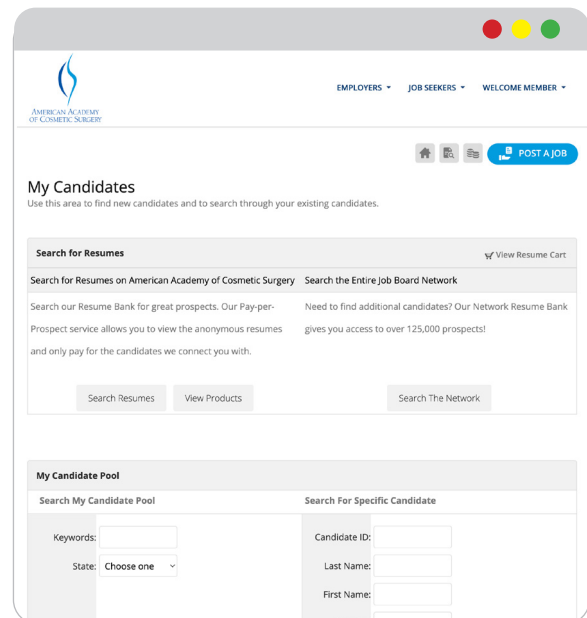
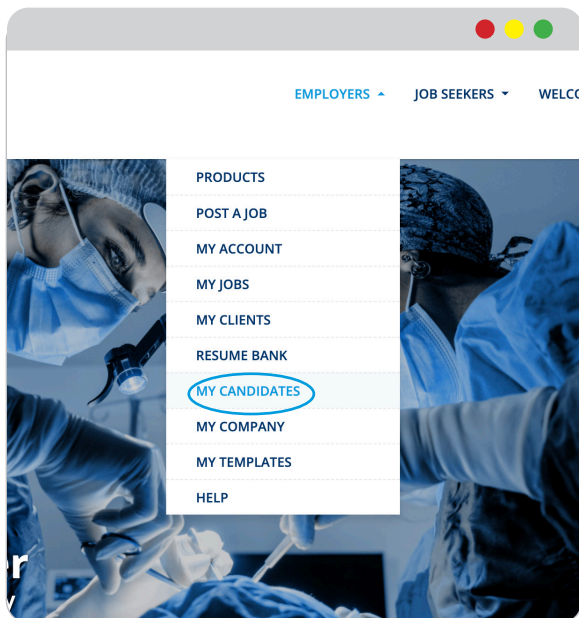
RESUME BANK

View complete résumés for free. If you find a candidate you're interested in, submit your interest directly to them.



My Candidates

Use this section to discover new candidates. Search and manage your existing candidates in one place.



Resume Bank

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EMPLOYERS ▾ JOB SEEKERS ▾ WELCOME MEMBER ▾

POST A JOB

Career Center Home / Resume Bank

Resume Bank ⁱ

View complete resumes for free! If you find any candidates you are interested in, submit your interest to them. If they are interested in your opportunity, we connect you for just **\$35.00** (members pay just **\$30.00**). If the candidate is not interested, you pay nothing!

OFCCP data collection: [Add New](#)

Resume Search

Keyword or Candidate ID

This Site's Results [Network Results](#) 0

16 Results Sort ▾ 1 - 16 of 16 << < 1 > >>

Updated: 3 years, 2 months, 6 days ago	Updated: 3 years, 11 months, 15 days ago
Cosmetic Surgery Fellow Brandon (United States) ID: #9719157	Associate Atlanta, Georgia (United States) ID: #10222964
Current / Recent History / Qualifications	Current / Recent History / Qualifications
Company: Tyler Briley Relocate: Yes Security Clearance: None	Company: Georgia Oral & Facial Reconstructive Su... Relocate: Yes

Search through our resume database for your next great hire.

Use our filters to find the candidates that meet your criteria.

The best way to reach job seekers

Place your open positions where top cosmetic surgery and aesthetic medicine professionals go to advance their careers. Reach qualified candidates with precision through our multi-channel recruitment solutions:

Job Posting Upgrades

Highlighted job remains at the top of search results, and the job is distributed to thousands of recruitment sites or sites that are marketed specifically to attract diverse and/or veteran candidates.



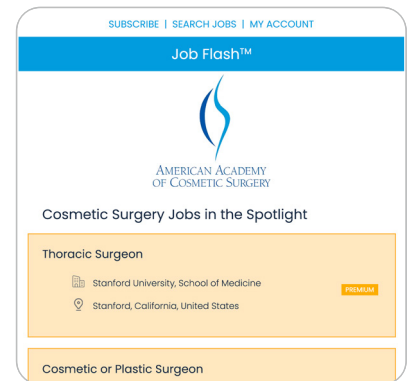
TalentBoost



Diversity/Veterans

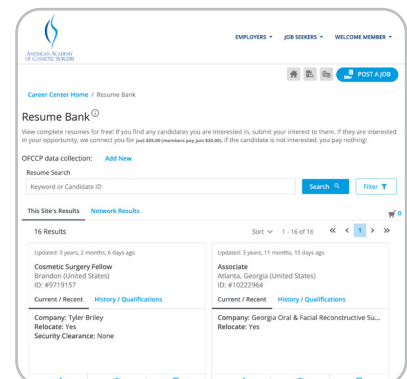
Jobs Email

Our most effective recruitment channel that emails your job directly to the inboxes of thousands of top professionals.

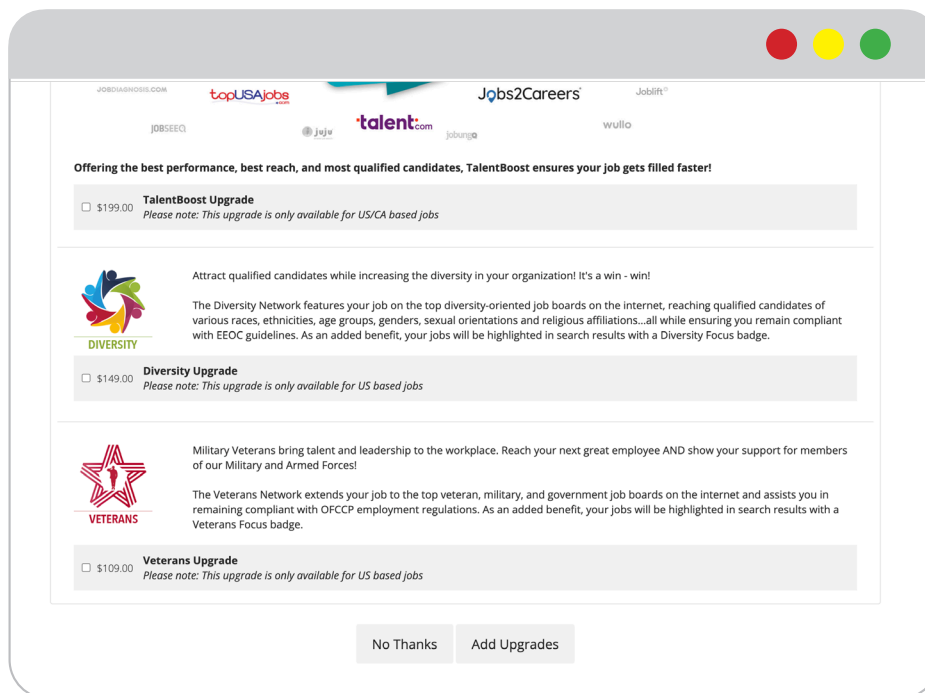


Resume Bank Access

Search, find, and contact the most qualified and relevant candidate for your open position.



Upgrade Your Posting



Spotlight Upgrade

Shine a spotlight on your job and get more candidates! Your job will be highlighted in search results to stand out from the crowd.

Featured Upgrade

When upgrading your job to a Featured Posting, your opportunity is not only highlighted on the AACCS Career Center Job Board. It will also be emailed directly to cosmetic surgery and aesthetic medicine professionals through our Job Flash™ email.

Preferred Upgrade

Preferred jobs are shown at the top of the job listings. There they will be specially highlighted to give you maximum exposure.

TalentBoost Upgrade

Your posting will be distributed through our network of more than 1,000 recruitment sites.

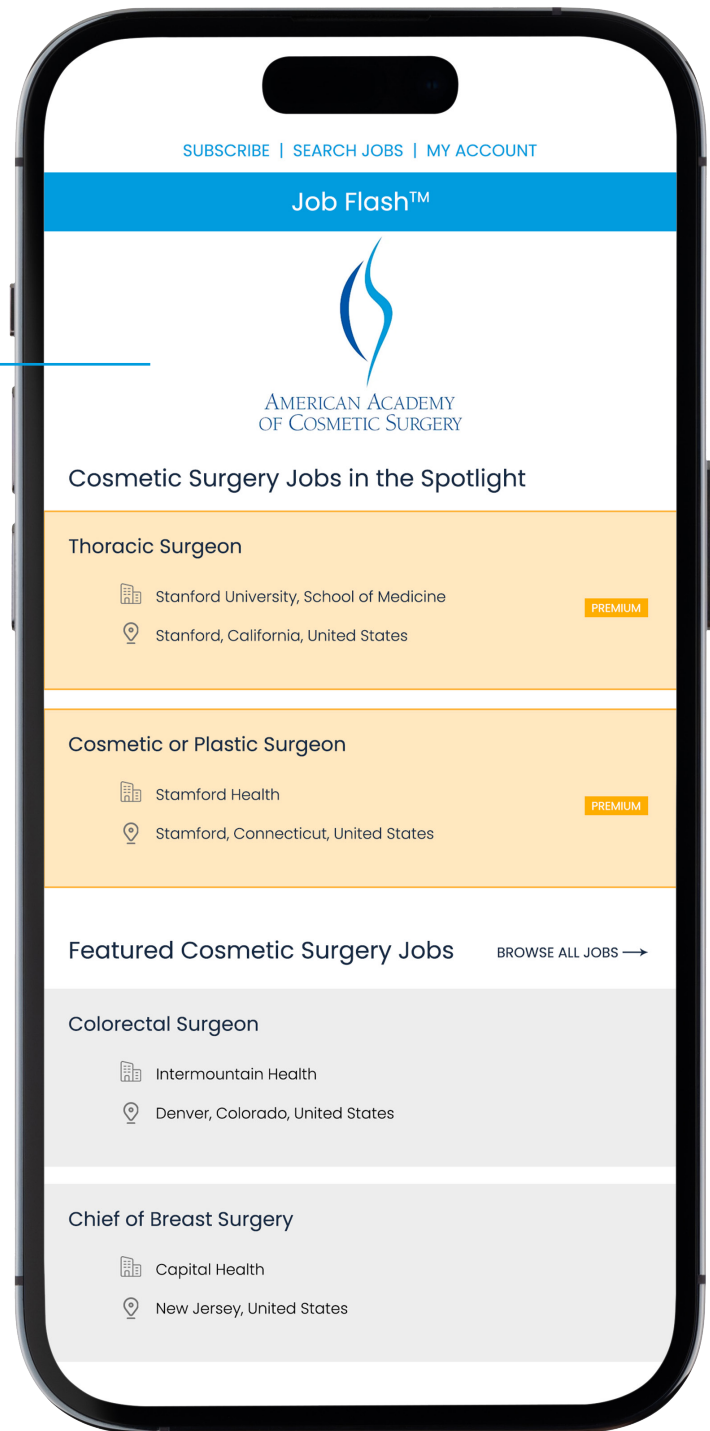
Diversity/Veterans

Your job will be distributed to a collection of sites that are marketed specifically to attract diverse and/or veteran candidates.

Job Flash™ Email

Features

- Branded email featuring top jobs on the AACS Career Center.
- Give your free job posting an added boost by selecting the Featured Upgrade during checkout. Your opportunity will be included in the Job Flash™ email—delivered directly to top cosmetic surgery and aesthetic medicine professionals actively seeking new roles.



Contact Us:

Customer and Technical Support:

Momentive Software Customer Service

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Association and Membership Information:

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careers.cosmeticsurgery.org



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