



CHICAGO, ILLINOIS MARCH 5-9, 2017

## Employment Bureau (EB) **Candidate** Instructions

### EB GENERAL OVERVIEW

---



#### 1. Register with Employment Bureau\*

You must **FIRST** be registered as a Pittcon Conferee or Exhibitor before registering with EB. Then complete the EB Employer registration process as directed, which includes uploading an electronic resume in searchable .pdf or .doc(x) format (detailed instructions below).

\*Register by Friday, February 17 to have your profile available to prospective employers during the two-week preview.

#### 2. Attend Pittcon

You **MUST** be present at Pittcon to participate in the EB service. Check in at the on-site EB to verify your presence.

***On site Employment Bureau***

*West Building of McCormick Place, Room 375d*

Sunday, March 5, 2017

1:00 p.m. – 5:00 p.m.

Monday, March 6 through Wednesday, March 8, 2017

8:00 a.m. – 5:00 p.m.

Thursday, March 9, 2017

8:00 a.m. – 2:00 p.m.

#### 3. Search Available Positions

An online database of available positions is available to Candidates when the on-site EB opens on March 5, 2017. A limited number of computers are available at the on-site EB, but we recommend bringing personal devices for searches. The EB database will remain open, online, until March 31, 2017.

#### 4. Get On-Site Interviews

All interviews are requested by Employers **ONLY** and are scheduled by EB staff. You will receive emails and texts notifying you of any interviews. Please arrive 5 to 10 minutes before scheduled interviews and wait in the "Interview Waiting Area." Although a Candidate can email an employer to express an interest in a position, the employer may not want to interview the Candidate.

#### 5. Land Dream Job

Find your dream job from the hundreds of positions, ranging from bench scientists and technical sales to management, posted with Pittcon's EB, a premier on-site career exchange for laboratory scientists and related fields.

## DETAILED INSTRUCTIONS

---

### A. Pre-Register Online for the Employment Bureau **BEFORE** the Conference Begins

1. Go to [www.pittcon.org](http://www.pittcon.org) Select "Employment Bureau" from the attend Pittcon drop-down menu, click on the "Candidate" button.
2. Create User Account  
At the login screen, Fig. 1, click on "Create User Account" option located at the bottom middle of the screen.
3. At ACCOUNT INFORMATION screen as shown in Fig 2. enter all necessary information and review information entered before click "Submit". A Confirmation with assigned EB Candidate USERNAME will be displayed in Fig. 3. Candidate will receive a confirmation email of their EB USERNAME.

**IMPORTANT:** Please remember this **USERNAME** and your **PASSWORD**, as from this point on, USERNAME and PASSWORD will permit access to information in the EB database. Write them down for future access.

#### 4. CANDIDATE REGISTRATION

On confirmation screen Fig 3, click Employment Bureau link takes you to EMPLOYMENT BUREAU, Fig 4. On left hand navigation list, click My Candidate Registration takes you to CANDIDATE REGISTRATION, Fig 5. Answer the application questions. All questions having an asterisk, "\*", must be answered. Spell check profile entered. This will be used by employer in their candidate search. Upload candidate's electronic resume in searchable PDF or WORD format. Click SUBMIT leads to Candidate CONFIRMATION screen Fig 7 showing candidate's registration number, C-#. Resume can be changed or removed later.

#### 5. Candidate Registration Number C-#

Each candidate registered will receive a Candidate EB registration number, C-#. This number will be used to communicate with Employers via email. Print this page for later EB logins.

6. The Employment Bureau Office opens on Sunday March 5, 2017. After candidates CHECK-IN at the EB office, they will have access to position listings.
7. Having difficulty logging in or setting up an account? Go to [Troubleshooting Section](#).

### B. Candidate Registration **DURING** Conference Week

1. Register online for Pittcon using your computer or other devices, or go to the "Registration Computer Terminals" located in the EB "Registration" area. There will be Employment Bureau staff available to assist you if needed
2. After Pittcon registration, follow the steps listed above to register as an EB Candidate. Each candidate will get a Candidate Registration Number C-#.
3. Employers will not be able to view the Candidate's resume until employers check in.

### C. **DURING** Conference Week

1. On Sunday, March 5, 2017, the EB opens online. To access job positions and descriptions posted at the Pittcon Employment Bureau, candidates use their USERNAME and PASSWORD to activate their EB Candidate account online ([www.pittcon/employment/](http://www.pittcon/employment/)). These positions can be viewed online at the EB portion of the Pittcon website.

#### 2. **Accessing EB Job Information**

Use the candidate EB USERNAME and PASSWORD to log in (Fig. 1, 5, 6 ). For difficulty logging in or if the screen is displayed differently from what is shown, go to Troubleshooting for further help. Once logged in, the following actions can be taken:

- a. View and Modify your profile including deleting your resume and uploading a new resume
- b. Browse all employers and view specific employers and their job positions.
- c. Perform a full Job Search by clicking or choosing the appropriate boxes.
- d. Perform a text search of job openings using operations "**and**" or "**or**."
- e. Send email to an employer.
- f. Respond to an email.
- g. Track your interviews.

### D. **Viewing and/or modifying your Candidate Profile**

Click "My Candidate Registration" to change your information, remove your resume and upload a new resume. When finished, click "SUBMIT" or "SAVE" to keep all changes.

### E. **Browse, Search Employers and Job Positions**

1. Browsing through all real time employer profiles, starting full or detailed (text) searches for job positions are shown in Fig. 5, 6 and 7. Click on the "Employer" tab on the screen left to do a full employer search. You should see a screen similar to Fig 6 or 8.
2. Select **Max Education Level Attained, Areas of Specialization, Work Functions, State and Geographic Regions**. If there are employers who matched your criteria, a list of the search results will be displayed at the bottom of the screen.
3. Click on a particular employer to review their profile and job positions. If very few results were listed, repeat the search by making the search more general, rather than very specific, especially in the Areas of Specialization.
4. There are EB staff available onsite to help you perform full or detailed searches.
5. Helpful Tips
  - a. **Max Education Level Attained** - Employers enter the minimum education level that they require for the position. Therefore, the search will return positions that have a minimum requirement less than your degree. Selecting Exact Match will limit the retrieval to only your degree therefore may

- exclude positions that are suitable for you.
- b. **Areas of Specialization**- Selection is limited to three. This area is ignored in the search if no selections are made.
  - c. **Work Functions** - There is no limit in the number of items that can be selected. This area is ignored in the search if no selections are made.
  - d. **States and Geographic Regions** - Where the job is located. This is the location to which you are willing to relocate. At least one selection must be made in one of these two areas.
6. When employer's jobs match a candidate's selected criteria, a list of search results will be shown at the bottom of the screen. Click on a particular employer or company and review its profile and other listed positions. Make the search more general, especially in the Areas of Specialization, if initial search lists very few job openings.
  7. Candidate can also browse through all the positions by selecting "View all Employers" on Fig 6. Candidate will get a list of all companies that are listed at that particular time as shown on Fig 7. To access a short profile of a company, clicking on the **E** Number. Click on a Job Position will give information about the available job. Candidate can also click on any attachments to view. The attachments are not searchable.
  8. Use the **BACK** button to go back to the previous screen.
  9. New employers and positions are added daily during Pittcon. New employers are added numerically and not alphabetically. Every day keep track of the number of the last employer searched. To save time, search **ONLY** the new listings daily.
  10. When performing a detailed search, candidates are searching for information within the positions only, not the attachments, not information about the company unless that information is part of the position posting.
  11. If web time out error appears, use the "Back" tab or click on Employers before logging off and Logging back in.
  12. **Areas of Specialization** and **Work Functions** are constantly updated electronically as employers are adding new information about their job positions. EB staff is available to help perform job searches.

## F. Emails

1. As displayed in Fig 5, candidates can send emails to employers and respond to their emails. An initial email can be sent from the job information description area. At the top and bottom of the page is a box for sending emails; however, It is advised that this be done sparingly.
2. Most employers want to initiate the interview process and may not respond to emails initiated by candidates. If employers receive too many emails, initiating emails to employers may be terminated.
3. "My Emails" on the left side will show emails you sent or received and allow you to respond.

## G. Interviews

All interviews are requested by employers **ONLY** and scheduled by the EB staff.

1. Clicking on "My Interviews" to track scheduled and completed interviews.
2. When an interview is scheduled, candidate will receive an email (and text if cell number provided). Some employers schedule interviews within a very short timeframe. Check emails (and texts) often. Suggestions are made to

employers to give candidates at least TWO to THREE HOURS between the time when the email is sent and the scheduled interview time. Please remember, it is candidate's responsibility to re-schedule if candidate cannot make the interview. ALWAYS send the employer a confirmation email to let him know if candidate cannot make the interview time.

3. Interview rooms are located in the EB. These rooms are selected on an "as available" basis. Unless an employer has a reserved interview booth, we cannot guarantee an Employer will remain in the same room for consecutive interviews. All interviews are limited to 30 minutes. Please arrive 5 to 10 minutes before scheduled interview and wait in the "Interview Waiting Area."
4. Be aware that although candidate can email an employer and inform him/her of their **interest** in an interview, the employer may not want to interview the candidate. Only the EB staff can schedule an interview upon the request of employers.

### **I. Employer Information Center**

There will be tables along the walls in the Candidate Area of the EB. Employers are encouraged to reserve a table space to place information about their company and their job positions for all candidates to review.

### **J. Troubleshooting**

1. The software has been tested to work with several different laptops, desktops and other devices such as tablets and iPads. However, due to the number of different devices, operating systems and Internet browsers, it is not feasible to test all situations.
2. Having problems logging in using your own device or if screen appears different from the examples shown, try the following:
  - e. Log off any previous operation
  - f. Log in again with USERNAME and PASSWORD. The PASSWORD is case sensitive
  - g. Refresh the screen or close and reopen the Internet browser.
  - h. If necessary, reboot the computer or other device used.
  - i. The EB software searches only the job positions, not attachments.
  - j. Try a different Internet browser.



FIGURE 1: Initial Login Screen

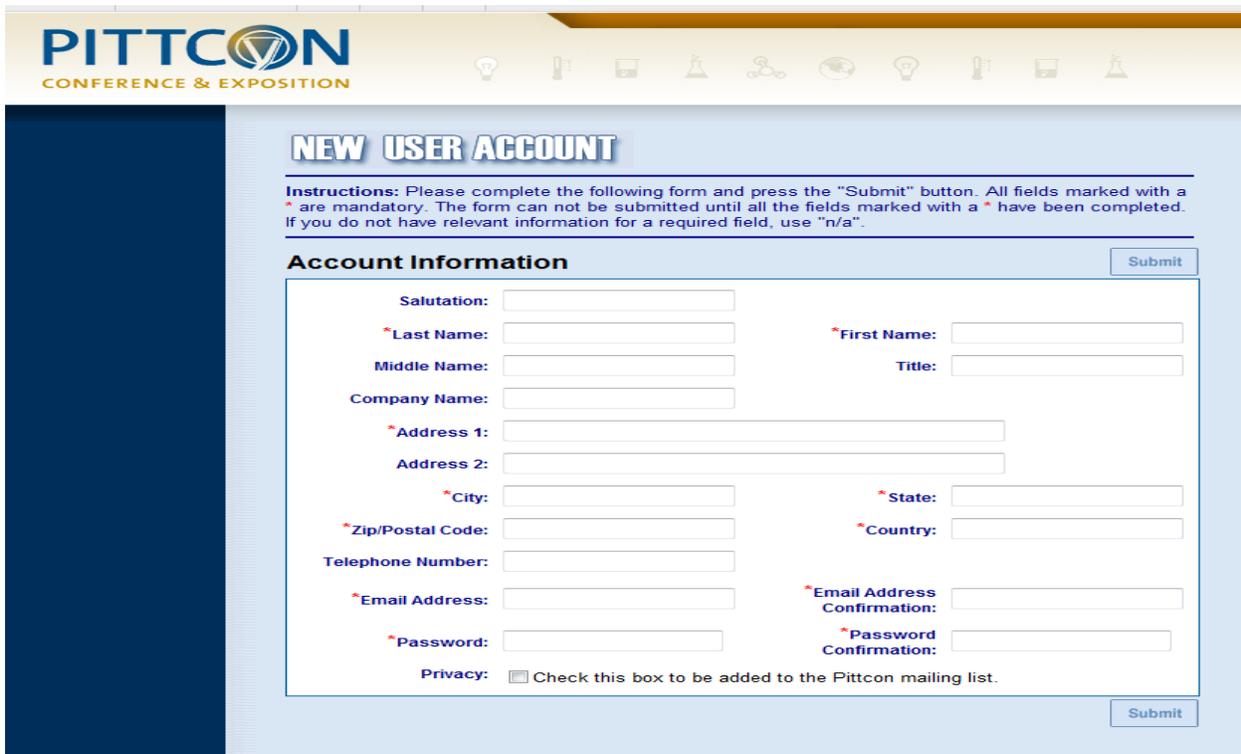


FIGURE 2: New User Account Screen

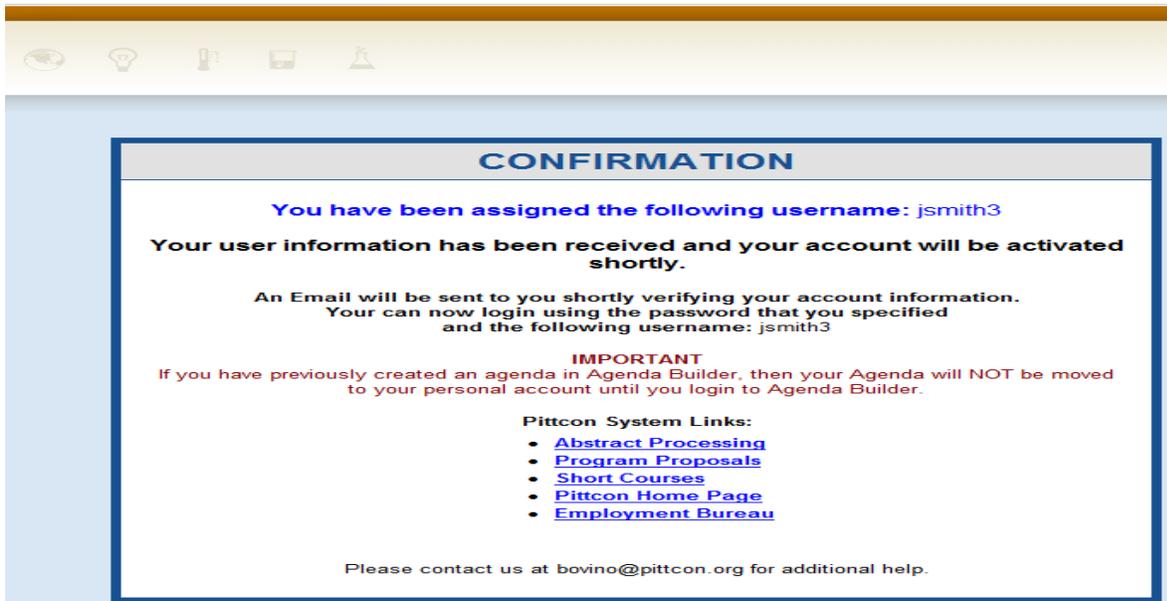


FIGURE 3: Login Confirmation Screen

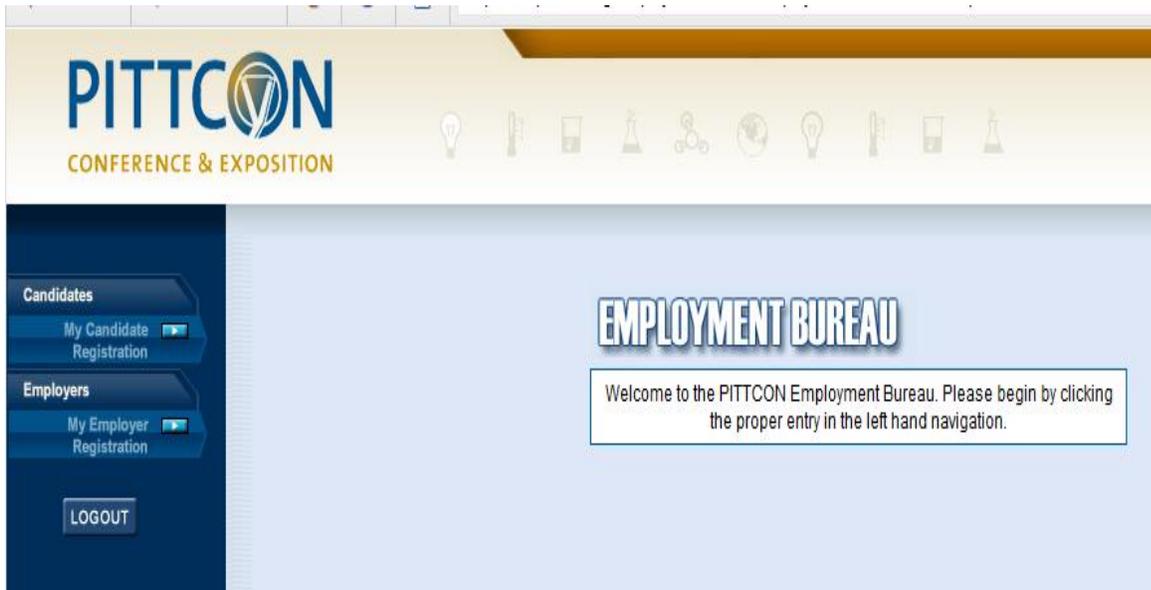


FIGURE 4: Type of Registration Screen

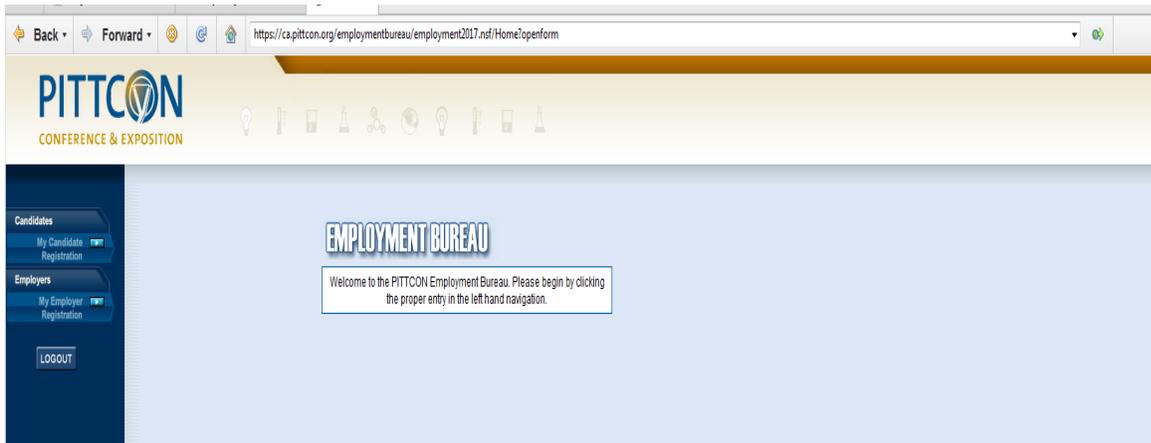


FIGURE 5: Screen for Accessing Searches, Profiles, Emails and Interviews



FIGURE 6: Screen for Accessing Searches, Profiles, Emails and Interviews



FIGURE 7: Candidate Screen for Full Text Searches