PITTCON® CONFERENCE & EXPO 2017

CHICAGO, ILLINOIS MARCH 5-9, 2017

Employment Bureau (EB) Employer Instructions

EB GENERAL OVERVIEW

1. Register Your Position

You must **FIRST** be registered as a Pittcon Conferee or Exhibitor before registering a position. Then complete the EB Employer registration process as directed (detailed instructions below).

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 Candidates*

Online Candidate searching is available to Employers **with posted positions** 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.

*A 2-week preview of the Candidate database is available for a fee. See www.pittcon.org/employment for details.

4. Arrange On-Site Interviews

EB staff will assist you with scheduling interviews with Candidates of interest to you. Complimentary, standard interview rooms are available for interviews during EB hours and are scheduled by EB staff. Reserved interview rooms for exclusive access during conference week are available for a fee and require a room rental contract. See www.pittcon.org/employment for details.

5. **Hire Ideal Employee**
   Find your ideal employee from the hundreds of candidates, with diverse backgrounds and expertise, who register with Pittcon EB, a premier on-site career exchange for laboratory scientists and related fields.

EB DETAILED INSTRUCTIONS

A. Pre-Register Online for Employment Bureau BEFORE Conference Begins:

1. Go to www.pittcon.org Select "Employment Bureau" from the attend Pittcon drop-down menu, click on the "Candidate" button.
2. 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 employer USERNAME will be displayed in Fig. 3. Employer will receive a confirmation email of their EB USERNAME.

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

4. EMPLOYER REGISTRATION
   On confirmation screen Fig 3, click Employment Bureau link takes you to EMPLOYMENT BUREAU, Fig 4. On left hand navigation list, click My Employer Registration takes you to EMPLOYER REGISTRATION, Fig 5. Answer the application questions. All questions having an asterisk,"*", must be answered. Add employer company's job position(s) and upload supplemental attachments for the positions. Additional job positions can be added or removed later. Click SUBMIT takes you to Employer CONFIRMATION screen Fig 7 with your E-#.
5. Employer Registration Number **E-**#
   Each employer registered will receive an Employer EB registration number, E-#. This number will be used to communicate with Candidates via email. Printing this page for later EB logins.
6. The Employment Bureau Office opens on Sunday March 5, 2017. Send a representative from your company to CHECK-IN. Employer will now have access to Candidate listings AND candidates will be able to see your positions.
7. Having difficulty logging in or setting up an account? Go to Troubleshooting Section.

B. Employer EB Registration DURING Conference Week

1. Registered 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 Pittcon Employment Bureau staff available to assist you if needed.
2. After Pittcon registration, follow the steps listed above to register as an EB Employer and to receive an Employer Registration Number E-#.
3. **Print a copy of your registration** and take it to the EB "CHECK IN" area to open your access to candidate profile. **IMPORTANT:** You will not be able to view the Candidate's resume postings nor will they be able to view your various job positions until you check in.

C. Check-In for the Employment Bureau Service.

4. On Sunday, March 5, 2017, the EB Office opens on site. All registered EB Employer must physically check-in at the Pittcon EB office. After **CHECK IN,** Employer will have access to view Candidate profiles and resumes on the EB website.
5. **IMPORTANT:** If pre-registered online, employer **physically MUST report** to the EB to verify your attendance at Pittcon 2017, and, to "CHECK-IN" as outlined above. Candidate profiles will not be available for viewing until the Employer verifies their company's presence and provides credentials to verify their position with the hiring company.
6. **Accessing EB Candidate Information**

   Using the employer 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 Trouble shooting section for further help. Once logged in, the following actions can be taken:

   a. View and Modify Employer Company profile, Add and Delete job positions and Attachments.
   b. Browse all candidates and view specific candidates and resumes.
   c. Perform a Full Candidate Search by clicking or choosing the appropriate boxes.
   d. Perform a detailed or Text Search of Candidate profiles.
   e. Send email to a candidate.
   f. Respond to an email.
   g. Track your interviews.

D. View, Modify Employer Profile, Add, Delete Jobs

- Click "My Employer Registration," to change your information, remove a position, add new position or attachments. Click "SAVE" to keep all changes.

E. Brows, Search Candidates

If NO positions were posted, employer will NOT be able to search the candidate profiles.

7. Browsing through all real time candidate profiles, starting full or detailed (text) searches for candidates are shown in Fig. 5, 6 and 7. Click on the "Candidate" tab on the screen left to do a full candidate search. You should see a screen similar to Fig 8.
8. Select Minimum Education Level Desired, Max Education Level Desired, Major Areas of Specialization, States, Work Functions, Geographic Regions. If there are candidates who matched your criteria, a list of the search results will be displayed at the bottom of the screen.
9. Click on a particular candidate to review their profile and resume. If very few results were listed, repeat the search by make the search more general, rather than very specific, especially in the Areas of Specialization.
10. There are EB staff available onsite to perform full or detailed search.

11. Helpful Tips
    - **Min Education Level Desired and Max Education Level Desired** - Candidates enter their maximum education level. When left blank, it defaults to PhD. Selecting Exact Match will limit the retrieval to only the degree selected in Min Education Level.
    - **Areas of Specialization -** Selections is limited to three. This area is ignored in the search if no selections are made.
    - **Work Functions-** No limit in the number of items that can be selected. This area is ignored in the search if no selections are made.
    - **States** and **Geographic Regions-** Where the job is located. At least one selection must be made.
12. **View all Candidates** To browse through all the candidates, select View all Candidates. A real-time list of all candidates will appear as shown in Fig. 6 and 7. Additional candidates will be listed as soon as they register during the week. Click on the candidate number **C#** to view the Candidate profile, and, to download their resume. To narrow search of candidate profiles, enter keywords in the SEARCH box, and clicking search. Use the BACK button to go back to the Candidates list.
13. New candidates are **added daily and numerically.** Keep track of the last candidate number C# of your daily search as new candidates are added numerically. This will enable you to search ONLY the new listings on a day to day basis.
14. To perform detailed or text searches, use the operators **"and"** or **"or."** Search will be limited to the candidate's profile only.
15. We have EB staff available to perform full or detailed searches. **Areas of Specialization** and **Work Functions** are constantly updated electronically as employers are adding new job information daily.

F. Emails

16. As displayed in Fig 5, employer can send emails to candidates and respond to their emails.
17. Click on "My Emails" on the left side will show the emails you sent or received and allow you to respond.

G. Interview

18. Click “my interviews” to track scheduled and completed interviews

H. Schedule Candidate Interviews during Conference Week:

19. Fill out an "Interview Schedule" form found on any Employer table or at the EB Information Desk.
20. Take the form to the Employer Check-In/Interview Scheduling Computer Station, a Pittcon Employment Bureau staff will schedule an interview.
21. An email verifying the schedule will be sent to Employer.
22. Candidates are encouraged to send an email to employers to ACCEPT the interview

day and time.

23. The same procedure is applicable for rescheduling or cancelling an interview.

I. Interview Locations

1. All interview rooms are located in the EB. Standard Unreserved Rooms are selected on an "as available" basis. These rooms may be more suitable for infrequent interviews.

2. To conduct a large volume of interviews, we recommend reserving an interview room for the week. This guarantees the same room for all interviews and enables the Employer to set up and leave interview material in the same room all week. A few "Deluxe Interview Rooms" are available. This room is twice the size of a standard reserved room plus electrical outlets. The deluxe room is recommended for group interviews, for a quieter and more confidential area, or just simply need more space. Security will be in and around the Employment Bureau Sunday through Thursday of Conference Week.

Interview Room Pricing & Details

- **Standard Unreserved Room :** This room (8 x 8 feet) is available for your interview period. Note: The standard interview room is assigned for one interview. A different room may be assigned for your next interview. Contract not required.

Cost: Free.

- **Standard Reserved Room :** This is a designated standard room (8 x 8 feet) to use throughout the four days of interview periods. A limited number of rooms are available and are reserved on a first come, first serve basis.

Cost if Reserved On or Before February 1, 2017: $520.00

Cost If Reserved After February 1, 2017: $650.00

- **Deluxe Reserved Room :** These rooms are double the size (16 x 8 feet) of a standard room with two tables and 6 chairs and electrical outlets. They are not connected to other rooms and are less susceptible to outside noise.

These rooms are very limited and will be assigned on a first come, first serve basis.

Cost if Reserved On or Before February 1, 2017: $760.00

Cost if Reserved After February 1, 2017: $950.00

K. Reserve an Interview Room:

1. To rent an interview room before the Conference, complete the Room Rental Contract.

2. Please send Room Rental Contract to:

The Pittsburgh Conference

Attn: Employment Bureau

300 Penn Center Blvd., Suite 332

Pittsburgh, PA 15235-5503 United States of America

FAX: 412-825-3224

Email: bovino@pitt con.org

3. Employer will receive an email confirmation and their reserved booth room number. The contract will be sent by email and will also be accessible on your Pittcon/EB login.

For Further Information or Questions:

Please contact the Pittcon Employment Bureau at 412-825-3220, ext. 212 or email support@pittcon.org

L. Employer Information Center

1. There will be tables set up along the walls in the Candidate area of the EB. These tables can be used to display employer company information during the week of Pittcon.

2. Employer literature can be displayed Sunday through Wednesday. Please remove any display information employer wants to keep by 5 pm on Wednesday; otherwise, that information will be removed by the EB.

M. 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 your screen appears different from the examples shown, try the following:

a. Log off any previous operation

b. Log in again with USERNAME and PASSWORD. The PASSWORD is case sensitive

c. Refresh the screen or close and reopen the Internet browser

d. If necessary, reboot the computer or other device

e. The EB software searches only Candidate profiles or the job positions, not resumes.

f. Try a different Internet browser

g. For web time out error, use the "Back" tab or click on Employers before log off and Log back in.

h .If all else fails, use the on-site computers. However, there are only a limited number available and computer time will be limited.

i. Have the EB staff perform searches for you.

FIGURE 1: Initial Login Screen

FIGURE 2: New User Account

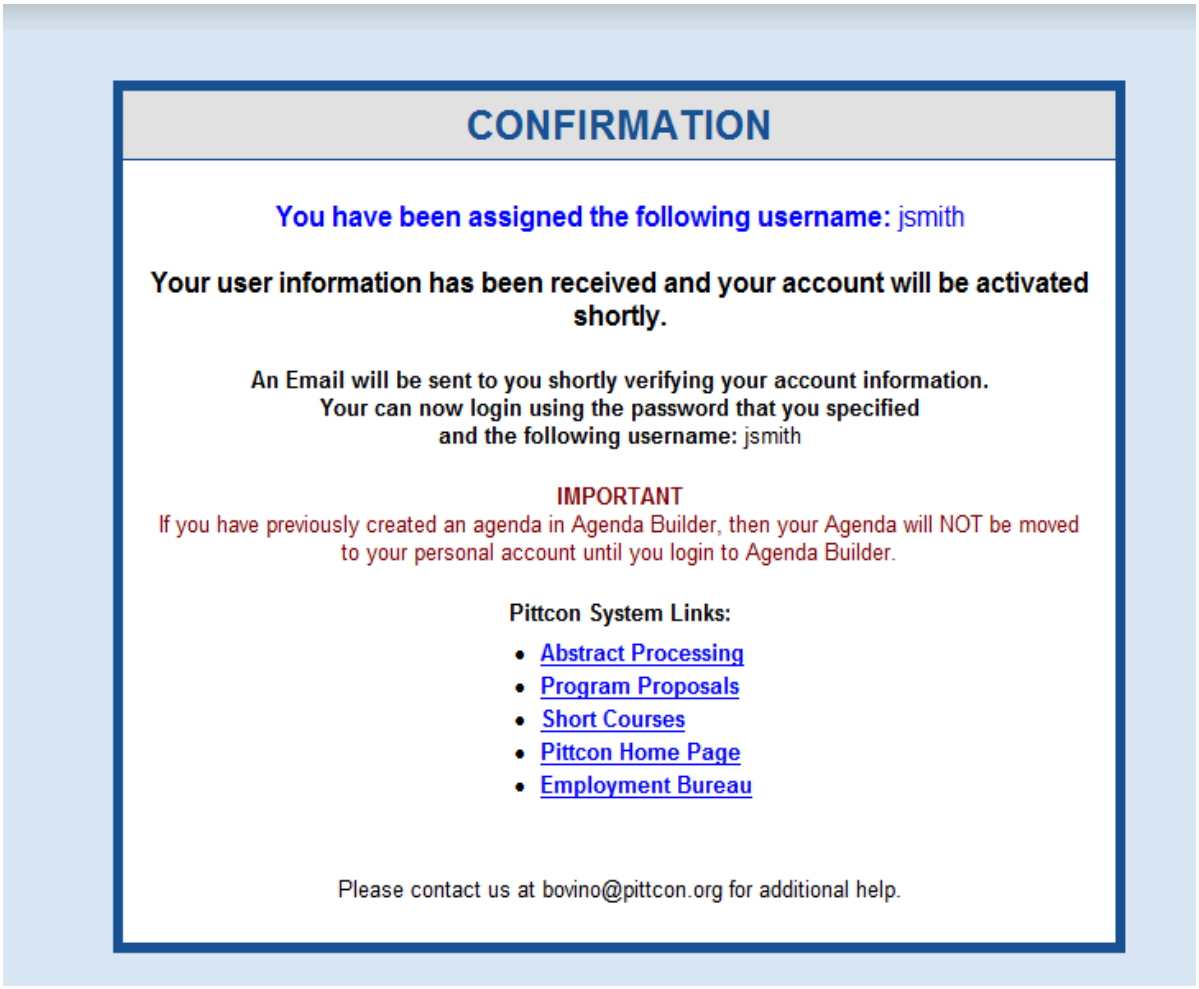

FIGURE 3: Login Confirmation Screen

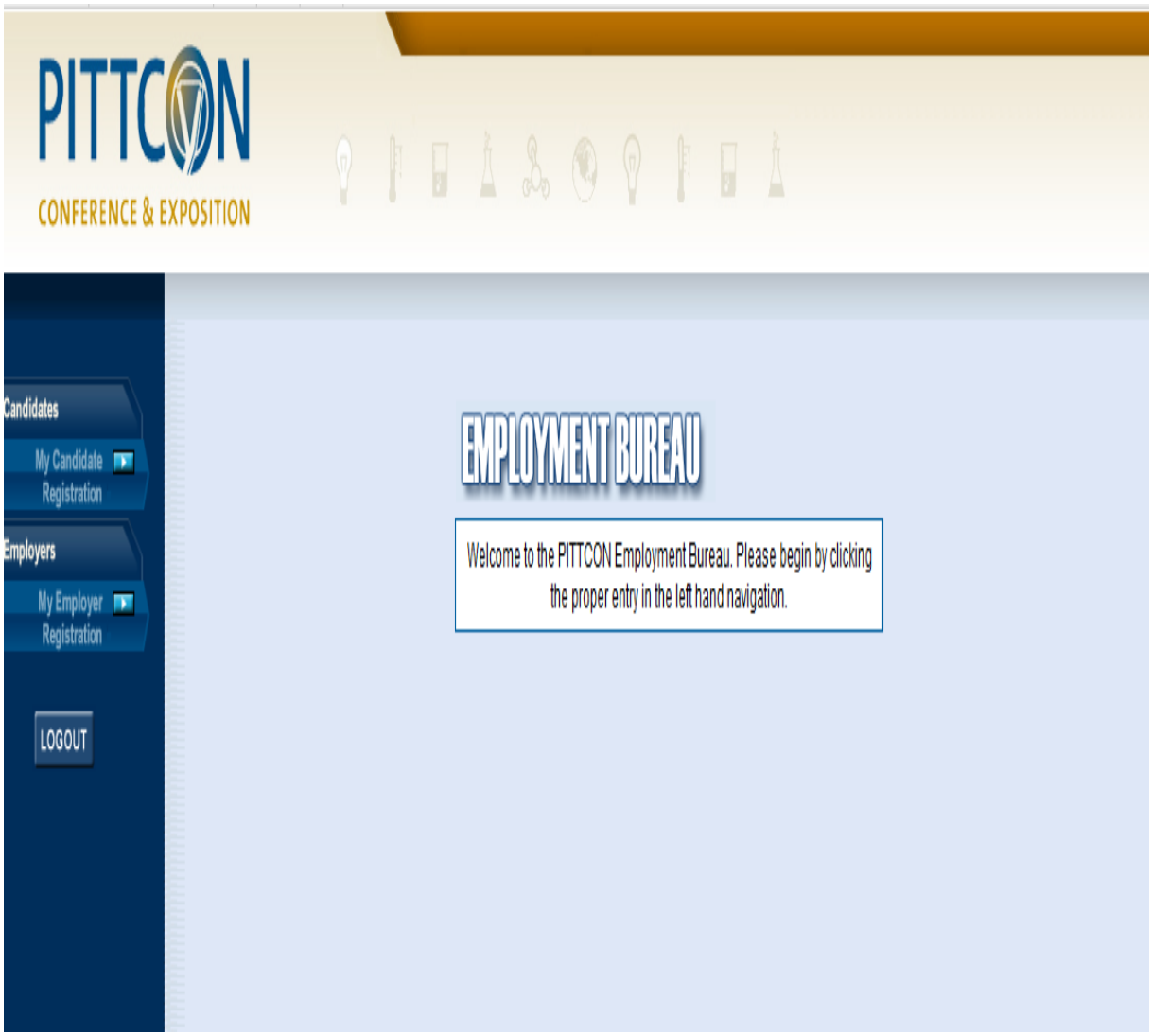

FIGURE 4: Type of Registration Screen

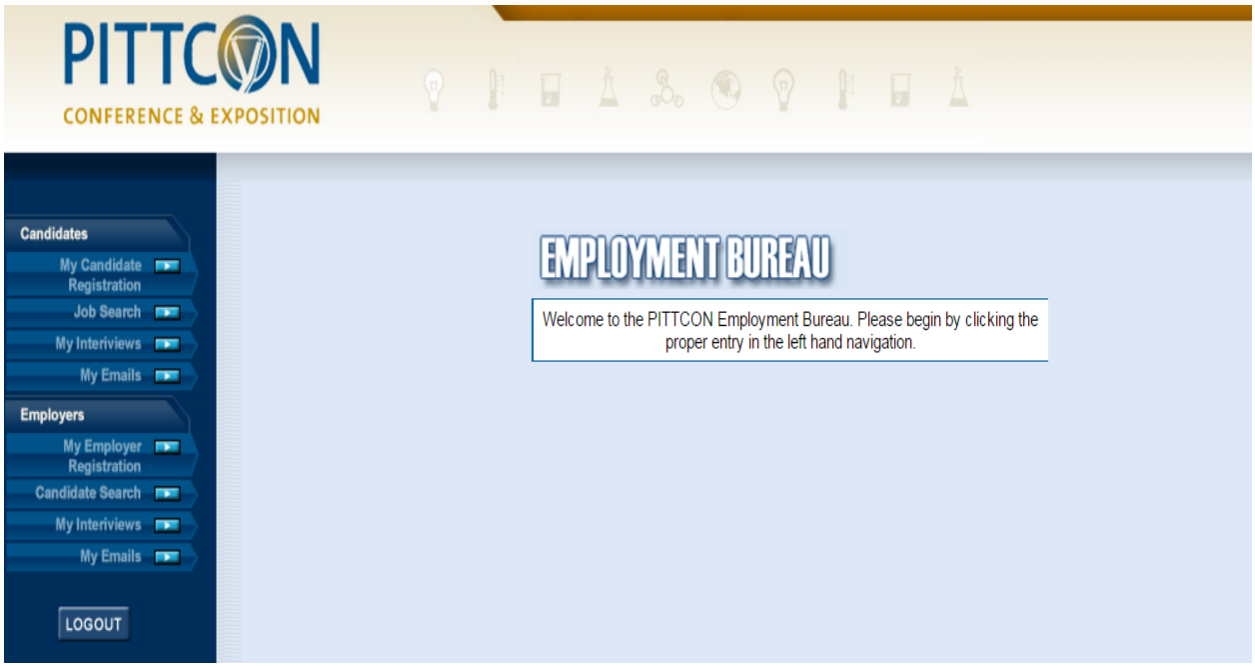

FIGURE 5: Screen for Accessing Searches, Profiles, Emails and Interviews -

FIGURE 6: Employer Screen for Full Candidate Searches (Partial information showing)

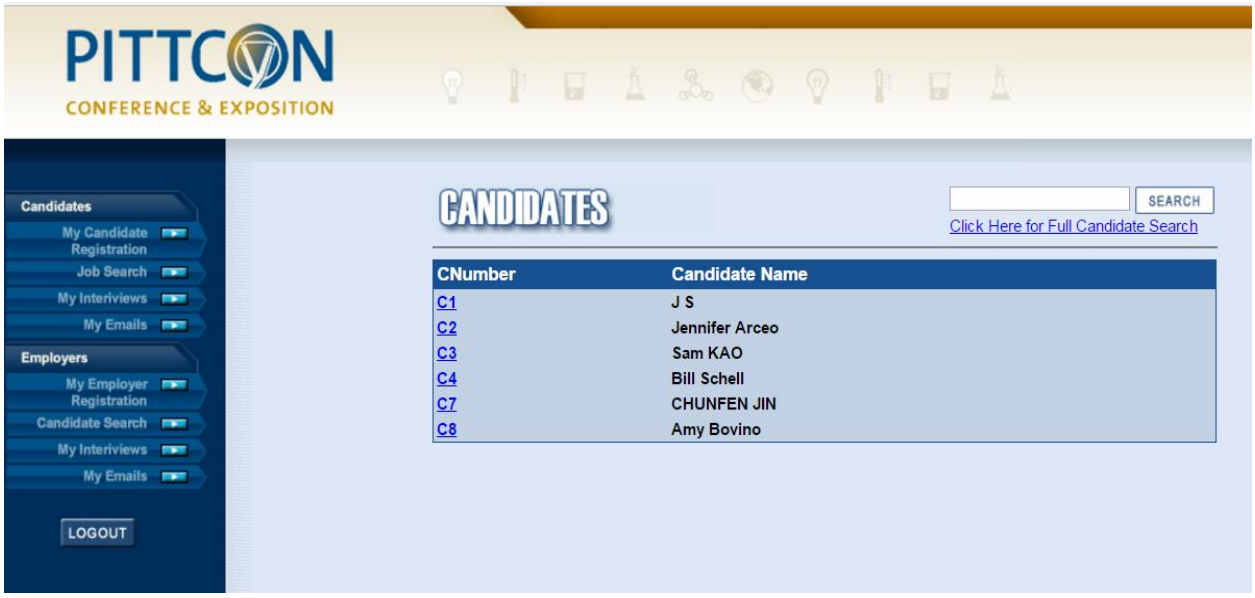

FIGURE 7: Employer Screen for Full Text Searches (Partial information showing)