



CHICAGO, ILLINOIS – MARCH 1 to MARCH 5, 2020

**McCORMICK PLACE**

Employment Bureau (EB) **Employer** Instructions

## EB GENERAL OVERVIEW

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### 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). Free EB online registration begins in mid-January.

### 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

Adjacent to on-site Registration area

Sunday, March 1, 2020, 12:00 p.m. through Thursday, March 5, 2020, 5:00 p.m.

Interviews will start on Sunday at 1:00 p.m. and the last interviews scheduled for Thursday at 4:30 p.m.

### 3. Search Available Candidates\*

Online Candidate searching is available to all Employers **with posted positions** when the on site EB opens on March 1, 2020. A limited number of computers are available at the on-site EB, so we recommend bringing personal devices for searches. The EB database will remain open, online, until March 21, 2020.

\*A **two-week preview** of the Candidate database beginning February 17, 2020 is available for a fee of \$260.00. See [www.pittcon.org/employment](http://www.pittcon.org/employment) for details.

### 4. Arrange On-Site Interviews

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

### 5. Hire Ideal Employee

Find your ideal employee from the many 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

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

(Figures mentioned in these instructions appear at the end of this document.)

1. Go to [www.pittcon.org](http://www.pittcon.org) Select "Employment Bureau" from the "Attend Pittcon" drop-down menu, click on the "Employer" button.
2. At the next 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 will permit you to access the information in the EB database. Pittcon's EB and Pittcon's registration are two separate sets of credentials.

#### 4. EMPLOYER REGISTRATION

On confirmation screen Fig 3, clicking on the Employment Bureau link takes you to EMPLOYMENT BUREAU, Fig 4. On left hand navigation list, click "My Employer Registration" which 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, which takes you to Employer CONFIRMATION screen 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. Remember your E-#.

6. The Employment Bureau Office opens on Sunday, March 1, 2020 at noon. Beginning Saturday, February 29, 2020, EB registered employers will 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. Register online for Pittcon using your own devices, or use the computer in the Employment Bureau area. There will be Pittcon Employment Bureau staff available to assist you if needed.
2. To recap, register for Pittcon then follow steps in A above culminating in your receipt of an E-#.

### C. Check-In for the Employment Bureau Service.

1. On Sunday, March 1, 2020, the EB Office opens on-site at 12:00 p.m.
2. **IMPORTANT:** If pre-registered online, employer **physically MUST report** to the EB to verify your attendance at Pittcon 2020, 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.

### 3. Accessing EB Candidate Information

Using the employer EB **USERNAME** and **PASSWORD** to log in (Fig. 1). (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

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

### E. Browse, Search Candidates

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

1. 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 6.
2. 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.
3. 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.
4. There are EB staff available onsite to perform full or detailed search.
5. 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.
6. **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.
7. 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.

8. To perform detailed or text searches, use the operators "**and**" or "**or**." Search will be limited to the candidate's profile only.
9. We have EB staff available to perform full or detailed searches. **Areas of Specialization** and **Work Functions** are constantly updated electronically as candidates are adding new job information daily.

#### F. Emails

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

#### G. Interview

1. Click "my interviews" to track scheduled and completed interviews

#### H. Schedule Candidate Interviews during Conference Week:

1. Fill out an "Interview Schedule" form found on any Employer table or at the EB Information Desk.
2. Take the form to the Employer Check-In/Interview Scheduling Computer Station, a Pittcon Employment Bureau staff will schedule an interview.
3. An email verifying the schedule will be sent to Employer.
4. Candidates are encouraged to send an email to employers to ACCEPT the interview day and time.
5. 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.
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 also available. This room is twice the size of a standard reserved room and also contains electrical outlets. Security will be in and around the Employment Bureau Sunday through Thursday of Conference Week.

#### Interview Room Pricing & Details

- **Standard Unreserved Room:** This room (5 x 8 feet) is available for your interview period (30 minutes). 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 (5 x 8 feet) with one table and three chairs 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 **2/1/2020: \$500.00**
  - Cost If Reserved After **2/11/2020: \$630.00**
- **Deluxe Reserved Room:** These rooms are larger (16 x 8 feet) of a standard room with two tables and several chairs and electrical outlets.
  - These rooms are limited and will be assigned on a first come, first serve basis.
  - Cost if Reserved On or Before **2/1/2020: \$800.00**
  - Cost if Reserved After **2/1/2020: \$1,000.00**

**J. 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: [employment@pittcon.org](mailto:employment@pittcon.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. 208 or email [employment@pittcon.org](mailto:employment@pittcon.org)**

**K. 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 Thursday. Please remove any display information employer wants to keep by 2:00 p.m. on Thursday; otherwise, that information will be removed by the EB.

**L. 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.

**Employer Advertisements**

For a fee of **\$525.00** employer advertisements will be allowed on the Pittcon.org website.

For further details please contact **Pittcon Employment Bureau at  
412-825-3220, ext. 208 or email [employment@pittcon.org](mailto:employment@pittcon.org)**



Welcome to the Pittcon 2018 User Account log-on screen. This log-on screen is used to access the 2018 Program, Short Course, Conferee Networking, Employment Bureau and/or Agenda Builder feature areas. The first time you access this screen, you will need to complete your individual account registration. This is a one-time process and needs to be repeated annually. You cannot use a password from a previous year. To do this, click on the "Create User Account" button in the middle at the bottom of this screen. Remember your username and password. From that point on, your user name and password will give you access to these secure areas: 2018 Program, Short Course, Conferee Networking, Employment Bureau and/or Agenda Builder.

Authors, Please Note: Even if you were previously given a password by the Program Committee, you will need to complete the User Account screen first. You will then use the Program password given to you along with your original instructions to access your individual abstract.

**Please enter your Username and Password:**

Username:

Password:

For Pittcon Technical Support  
please call: 1-800-825-3221 ext 219  
from 8:30 AM to 4:30 PM Eastern Time

**FIGURE 1: Initial Login Screen**



**NEW USER ACCOUNT**

**Instructions:** Please complete the following form and press the "Submit" button. All fields marked with a \* are mandatory. The form can not be submitted until all the fields marked with a \* have been completed. If you do not have relevant information for a required field, use "n/a".

**Account Information**

Salutation:

\*Last Name:  \*First Name:

Middle Name:  Title:

Company Name:

\*Address 1:

Address 2:

\*City:  \*State:

\*Zip/Postal Code:  \*Country:

Telephone Number:

\*Email Address:  \*Email Address Confirmation:

\*Password:  \*Password Confirmation:

Privacy: ☐ Check this box to be added to the Pittcon mailing list.

**FIGURE 2: New User Account**

## CONFIRMATION

**You have been assigned the following username:** jsmith

**Your user information has been received and your account will be activated shortly.**

An Email will be sent to you shortly verifying your account information.  
Your can now login using the password that you specified  
and the following username: jsmith

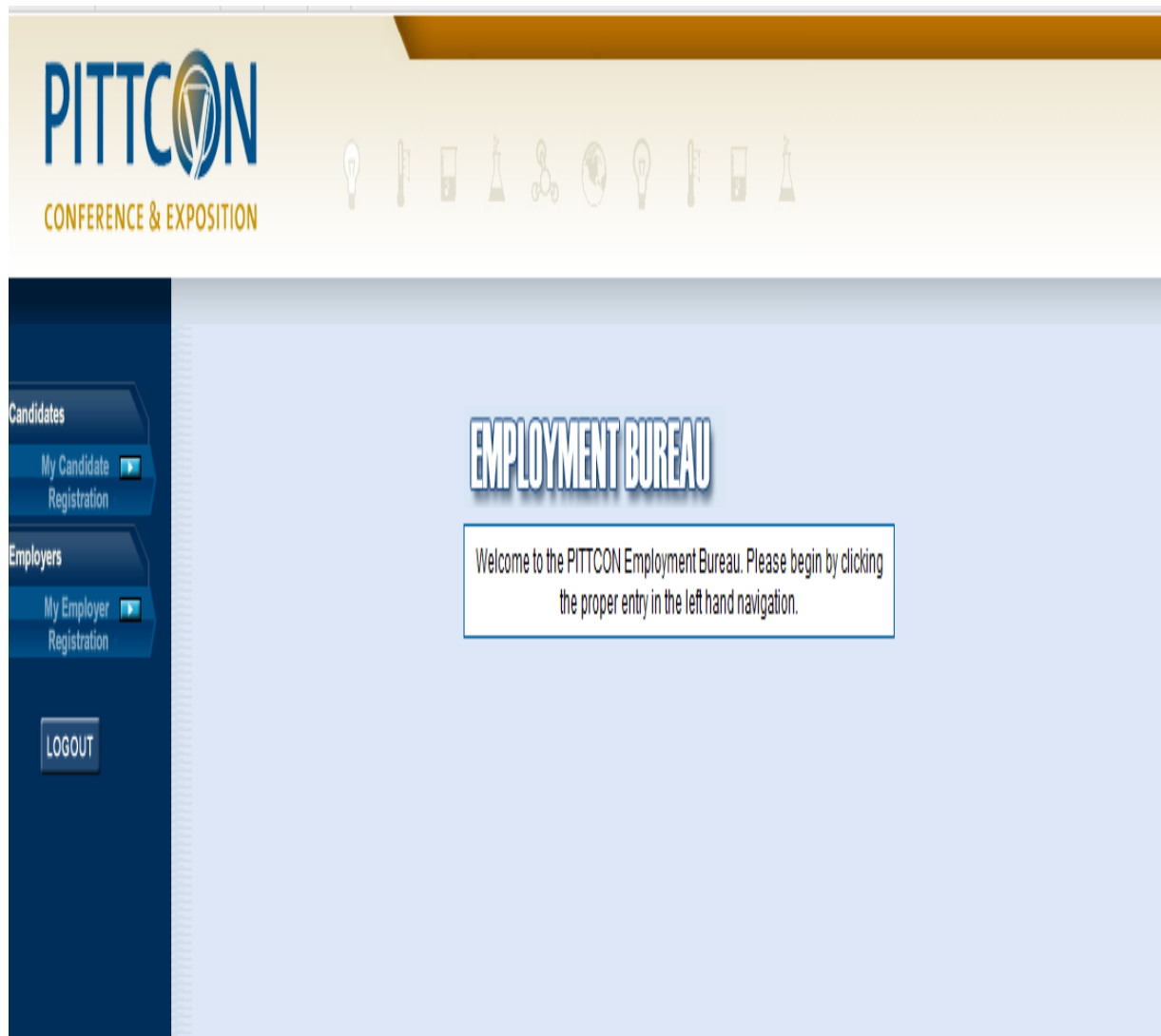
### **IMPORTANT**

If you have previously created an agenda in Agenda Builder, then your Agenda will NOT be moved to your personal account until you login to Agenda Builder.

#### **Pittcon System Links:**

- [Abstract Processing](#)
- [Program Proposals](#)
- [Short Courses](#)
- [Pittcon Home Page](#)
- [Employment Bureau](#)

**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)**