



March 7 – June 30, 2022

## Virtual Event

Employment Bureau (EB) **Employer** Instructions

[employment@pittcon.org](mailto:employment@pittcon.org)

### EB GENERAL OVERVIEW

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- 1. Free EB online registration begins on March 7, 2022.** Visit <https://pittcon.org/eb-employers/> to begin the registration process.
- 2. Search Available Candidates**

Online Candidate searching is available to all Employers **with posted positions** within 24 hours of Employer's registration, beginning in Monday, March 7, 2022. The EB database will remain open, online, until Thursday, June 30, 2022.
- 3. Arrange Virtual Interviews**

Employers will be responsible for sending the candidate an interview invitation through their desired platform. Interviews may be conducted via telephone call or virtual meeting platform (e.g. Zoom, Skype, Facetime, etc.) The Pittcon Virtual EB does not schedule, and does not provide a platform for interviews. interviews
- 4. Hire Ideal Employee**

Find your ideal employee from the many of candidates, with diverse backgrounds and expertise, who register with Pittcon EB, a premier career exchange for laboratory scientists and related fields.

### EB DETAILED INSTRUCTIONS

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- A. Pre-Register Online for Employment Bureau Beginning on Monday, March 7, 2022:**  
(Figures mentioned in these instructions appear at the end of this document.)
- Go to [www.pittcon.org](http://www.pittcon.org) Select "Employment Bureau" from the "Attend Pittcon" drop-down menu, click on the "Employer" button.
  - At the next screen, Fig. 1, click on "Create User Account" option located at the bottom middle of the screen.
  - 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**.
  - 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 Wednesday, March 9th at 8:00 a.m.  
7. Having difficulty logging in or setting up an account? Go to [Troubleshooting Section](#).

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

1. On Monday, March 7 , 2022, the EB Office opens virtually. Questions may be directed to [employment@pittcon.org](mailto:employment@pittcon.org).
2. **IMPORTANT:** If pre-registered online on March 7th, your profile will not be activated unless you have listed at least one position.

## C. 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:

1. View and Modify Employer Company profile, Add and Delete job positions and Attachments.
2. Browse all candidates and view specific candidates and resumes.
3. Perform a Full Candidate Search by clicking or choosing the appropriate boxes.
4. Perform a detailed or Text Search of Candidate profiles.
5. Send email to a candidate.
6. Respond to an email.
7. 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 by email 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 by email 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. Clicking on "My Emails" on the left side will show the emails you sent or received and allow you to respond.

#### G. Interview

1. The "my interviews" link will not be functional for Pittcon 2022. As noted below, you will be scheduling own interviews using the conference call platform of your choice.

#### H. Schedule Candidate Interviews:

1. **You will send the candidate a conference call invitation using your desired platform.**

#### I. 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:
  1. Log off any previous operation
  2. Log in again with USERNAME and PASSWORD. The PASSWORD is case sensitive
  3. Refresh the screen or close and reopen the Internet browser
  4. If necessary, reboot the computer or other device
  5. The EB software searches only Candidate profiles or the job positions, not resumes.
  6. Try a different Internet browser
  7. For web time out error, use the "Back" tab or click on Employers before log off and Log back in.
  8. Have the EB staff perform searches for you by email.



**FIGURE 1: Initial Login Screen**



**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.  
You can now login using the password that you specified  
and the following username: jsmith

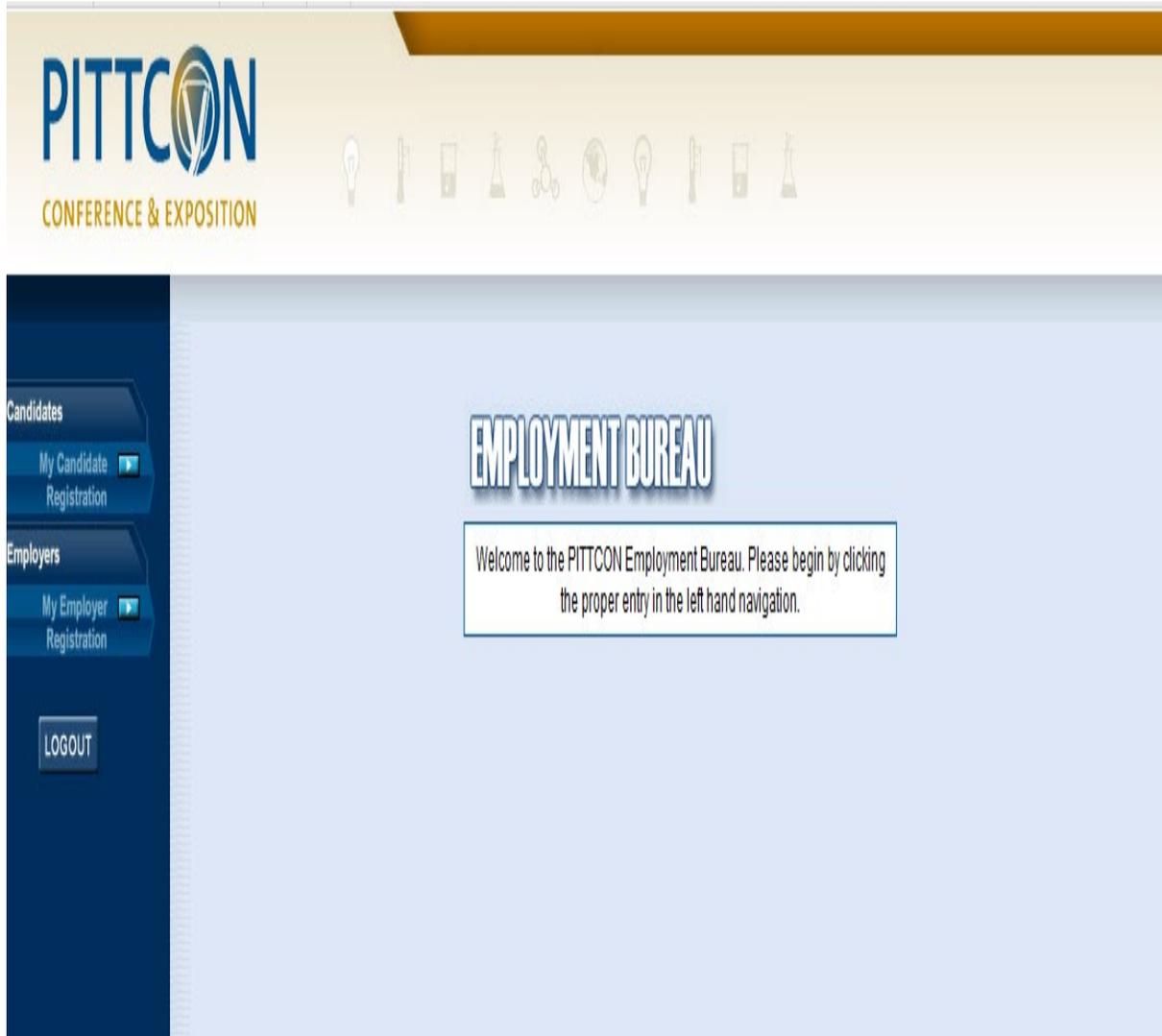
### **IMPORTANT**

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**

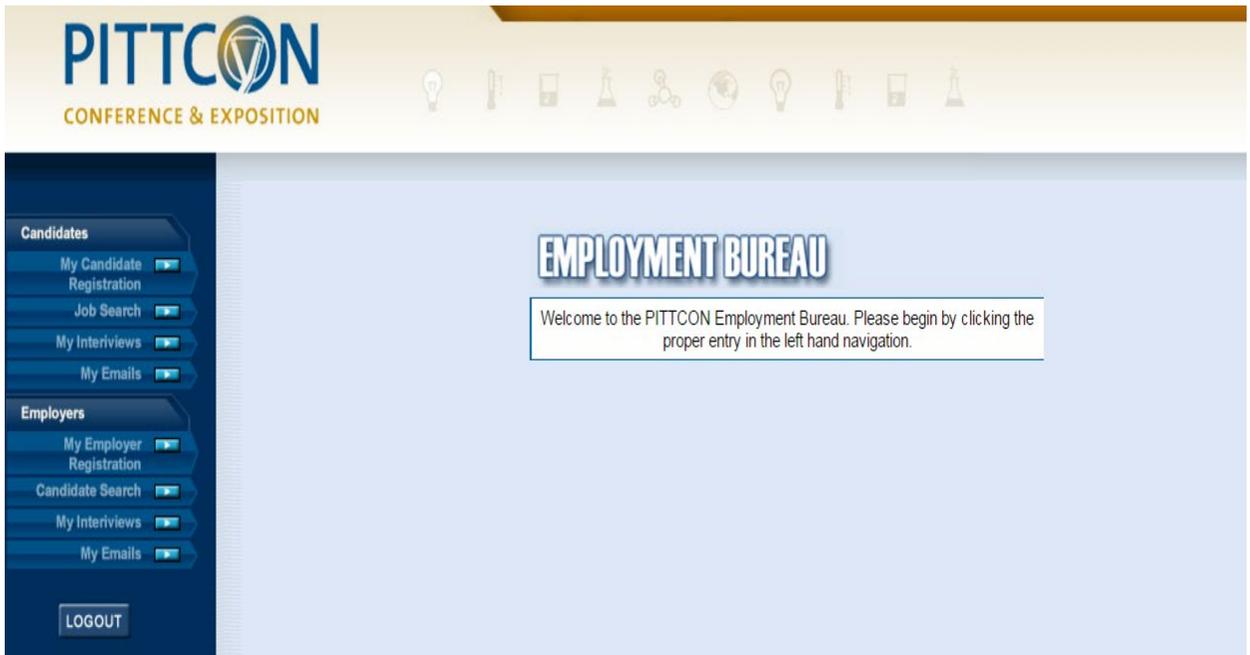


FIGURE 5: Screen for Accessing Searches, Profiles, Emails and Interviews -



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



**CANDIDATES**

[Click Here for Full Candidate Search](#)

CNumber	Candidate Name
<a href="#">C1</a>	J S
<a href="#">C2</a>	Jennifer Arceo
<a href="#">C3</a>	Sam KAO
<a href="#">C4</a>	Bill Schell
<a href="#">C7</a>	CHUNFEN JIN
<a href="#">C8</a>	Amy Bovino

**Candidates**

- My Candidate Registration
- Job Search
- My Interviews
- My Emails

**Employers**

- My Employer Registration
- Candidate Search
- My Interviews
- My Emails

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