What is the Virtual Employment Bureau (EB)?

Pittcon's complimentary Employment Bureau is a premier career exchange for laboratory scientists and related fields. It is not like a career fair; it is a service provided to match up Candidates and Employers based on qualifications and position requirements. The Virtual EB provides a searchable database for registered Candidates and Employers, where Employers may then reach out to Candidates to schedule interviews. Communication between Employers and Candidates is facilitated through email links.

How do I get started?

Visit the Pittcon website www.pittcon.org to see our free Pittcon 2022 programming, and click on the complimentary Employment Bureau at https://pittcon.org/eb-candidates/. Follow the steps listed on the website to register with the EB and to receive instructions to create profiles and upload your resume. Read the information on the EB website. Candidates should have resumes prepared to upload to the EB website. Employers should have their job postings prepared to be uploaded as well.

When will the online EB open for registration?

The website area for the EB will be open to register and upload resumes on **Monday March 7ᵗʰ.** Candidates will be able to upload resumes; and Employers, job positions descriptions. Candidate and Employer listings will be available for searching upon registration with the EB, beginning on March 7.

When is the online EB open for position/candidate searching?

Monday, March 7, 2022, through Thursday, June 30, 2022.

What is the process for arranging interviews?

The EB app contains links for both Candidates and Employers to correspond with one another. Candidates may contact Employers via the email facility to request and interview. Employers may arrange interviews with Candidates at a date and time that is mutually agreeable to both parties. Interviews may be conducted by telephone or by virtual meeting (e.g. Zoom meeting, Facetime, Skype or other suitable platform. The Pittcon Virtual EB does not schedule or provide a platform for interviews.

Will the EB data base be available for searching job positions or suitable candidates after Pittcon 2022 is over?

The EB will be open online to registered candidates and employers through June 30, 2022.

Can I do searching and interview scheduling on my own?

Both employers and candidates are encouraged to do their own searching. Instructions for registering and searching are provided; however, if a participant encounters a problem, there will be staff available to help via email. Candidates can send employers an email stating that they are interested in a particular position, but employers may not be interested in a candidate and may not reply to his/her emails. Again, we have no control over this situation, although we strongly encourage employers to answer all candidate emails. **Employers will be responsible for sending the candidate an invitation through their desired platform.**

How will I be contacted for an interview?

Employers will be responsible for sending the candidate a conference call invitation through their desired platform. Please check your email regularly for any interview.

Why am I not receiving emails for interviews?

There could be a couple of reasons why you are not receiving emails. Even though you may contact an employer and request an interview, the employer is under no obligation to grant that interview. We ask the employers to acknowledge all emails, but we cannot demand that they do so. Another reason for not receiving emails could be your email address. On your registration for the EB, you must include an email address that you can easily access during Pittcon 2022. If you use a company email address, please understand that your company may block emails from Pittcon 2022; thus, you should use a personal email address instead. **When responding to employer emails, be sure to click on the link within the email sent to you from the employer to ensure your reply is properly sent.**