

EMPLOYER FAQs:

employment@pittcon.org

What is the 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?

Read the information on the EB website. Candidates should have resumes already prepared to upload to the EB website; Employers should have their job postings at hand to upload. Read the FAQs to have most of your questions answered. 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-employers/>. Follow the steps listed on the website to register with the EB and to receive instructions to create profiles and eventually upload either job positions.

When will the online EB open for registration?

The website area for the EB will officially open on March 7, 2022. The Candidate database will be available to registered Employers within 24 hours after registration.

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

Monday, March 7th through Thursday, June 30th

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 after Pittcon 2022 closes, through June 30, 2022.

Can I do searching and interview scheduling on my own?

Employers are encouraged to perform their own searches of candidates, and there are instructions for doing so. If you have a problem while performing searches, the EB staff will assist you via email. **Employers will be responsible for sending the candidate an interview invitation through their desired platform.** Candidates can send employers an email stating that they are interested in a particular position. As a courtesy, employers should acknowledge those emails even if they do not want to interview those candidates.

Scheduling 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.

Employers will be RESPONSIBLE for sending the candidate an interview invitation through their desired platform.

What caliber of candidate participates in the EB?

Candidates will be coming from all parts of the world and with a diverse set of qualifications, all demographics from the scientific community may be interested in your positions. We cannot predict the typical participant background and experience levels.

The candidate did not show up for the interview. What should I do?

All candidates need enough time to access their email (and texts) and thus determine that they have an interview scheduled some time in the future. Please give the candidate at least TWO, if not THREE, hours prior notice and request that he/she sends you an email confirming the interview.

What email address should I use when I register my company?

The email address you list is where interview confirmations and emails from candidates will be sent. You will be able to read emails within the online EB system, but the emails will also be forwarded to your listed email address. Make sure you use an email address that will accept emails from Pittcon and is easily accessed.