

EMPLOYER FAQs:

What is the Employment Bureau (EB)?

Pittcon's complimentary Employment Bureau is a premier on-site 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 online EB provides a searchable database for registered candidates and employers, and the on-site EB facilitates face-to-face interviews with candidates, at the request of employers.

When will the online EB open?

The website area for the EB will officially open in **mid-January**. At that time you will be able to register for Pittcon 2019 and the EB and upload documents. Candidates will be able to upload resumes; and employers, job positions.

Where is the on-site EB?

The EB as well as the EIC, Employer Information Center, is located in the Terrace Ballroom IV of The Pennsylvania Convention Center, in Philadelphia, PA. The EIC consists of tables of employer information that are located inside the Candidate Area.

When is the on-site EB open?

Sunday, March 17 through Wednesday, March 20, 2019 8:00 a.m. – 5:00 p.m. Thursday, March 21, 2019 8 a.m.-2p.m.

Interviews will start at 1:00 p.m. Sunday with the last interviews scheduled for 1:00 p.m. Thursday.

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, click Attend Pittcon, and click on Employment Bureau. 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 or resumes. **Job seekers are encouraged to register by March 3 to have their profiles available to prospective employers during the two week preview period.**

What is the Employer Information Center (EIC)?

The EIC is an area of tables located in the Candidate Area at the on-site EB where employers can provide information about their company as well as the job positions. All candidates may visit these tables and obtain information. Information should be removed by the employers from the EIC by 2:00 p.m. Thursday or it will be removed by the EB.

Is there a fee?

There is no fee to participate in the EB, except for employers who want to reserve a private interview room. There is no charge for the standard unreserved room. You must be a registered Pittcon 2019 conferee or exhibitor to participate in the EB. There is a fee of \$260.00 for a **two** week preview of candidate database **beginning March 3**. This allows you to review candidate profiles prior to conference week.

Must I bring my own computer or other electronic communication device?

The EB will be completely electronic and can be accessed from most mobile phones, tablets, and other electronic devices. Although there will be a limited number of computers available for searching and listing candidates and employers, it is strongly recommended that you bring your own computer or other electronic communication device to have internet and email access at ALL TIMES. There are electrical outlets available for charging the devices in both the candidate and employer areas. Employers will be setting up interviews, and emails (and texts) will be sent to candidates regarding scheduled interviews. Even though employers are encouraged to give a minimum of two to three hours' notice, the interview time could occur at **ANY** time so candidates should check email (and texts) often.

When can I start searching for a job or searching candidate credentials*?

The employers and the candidates **MUST be on site** to do any searching. For an employer, **searching for candidates cannot occur UNTIL the employer sends a representative to the EB during Pittcon week**. This employer "check-in" will open up the employer job positions to ALL registered candidates and will also permit the employer to view candidate credentials. If the employer does NOT check-in, his/her company job positions will NOT be available to the candidates.

***There will be a two week preview of candidate database prior to Pittcon available to employers for a fee of \$260.00.**

I can't make it to the conference. Can I access resumes or position information after the conference closes?

You must attend Pittcon 2019 as a registered conferee or employer and be on site in order to access the database. One of the main goals of the EB is to enable face-to-face meetings between candidates and employers during Conference week.

Will the EB data base be available for searching job positions or suitable candidates after Pittcon 2019 week is over?

The EB will be open online to registered candidates and employers after Pittcon 2019 closes, April 15, 2019.

Why can't I search or why can't I see any candidate profiles?

Employers who register for the EB MUST have at least one viable position that they have posted, or they will not be able to search the candidate database. Also, if an employer has registered with EB and has job positions, in order to "open" the employer's positions to candidates and also to "open" candidate profiles to employers, employers MUST send a representative to the EB, Terrace ballroom IV, Level 4, as soon as possible to "CHECK-IN" starting on Sunday, March 17, 2019.

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 or perform the search for you. **Interview scheduling for our interview rooms can ONLY be performed by the EB staff at the request of an employer.** 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

If you want to have interviews early in the morning, then you should come to the EB the afternoon the day before you want to schedule the interviews. The EB staff will schedule a specific interview room for a specific time the next day and send an email to the candidate. For afternoon interviews, you should come to the EB early that morning to schedule the interviews. Remember, the EB must schedule the interviews so we know which interview rooms are being used and so candidate interviews do not conflict.

What caliber of candidate participates in the EB?

The candidate field can be comprised of any Pittcon 2019 registered attendee. With candidates 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.**

Can I display my company materials?

You can display your materials in your RESERVED interview room or in the EB Candidate Area. However, in the EB Candidate Area, the advantage of displaying in the Candidate Area is that your company literature will be made available to ALL registered candidates, not just those being interviewed. Additionally, unless you have a reserved interview room, you will have to move the materials from room to room since interviews are assigned to different rooms throughout the day.

Why should I rent a reserved interview room?

If you are performing many interviews throughout the interview week, it may be useful to have the availability of the same location. Pittcon 2019 is offering reserved Deluxe Interview Rooms in addition to the standard reserved and free standard rooms. The deluxe rooms are twice the size (16' by 8') of standard rooms (8' by 8') and have electrical outlets. **If you need an interview room to call your "home base," you must complete the Room Rental Contract and remit the fee.** If you rent a room on or before **February 11**, you can get the room for reduced cost, which is **\$500.00** for the standard room and **\$800** for the deluxe room. After **February 11**, the cost is **\$630.00** and **\$1,000.00**, respectively. There are only a limited number of reserved rooms, and availability is based on a first come first serve basis.

Do I have to be at the conference to post jobs?

YES! You can register and upload positions ahead of time BUT they will not be available for candidates until Conference week. **In order to have the positions open and available to potential candidates, a representative of your company MUST come to the EB and "check in" during any time the EB is open beginning on Sunday, March 17, 2019.** The sooner you check in, the sooner the candidates will be able to access your job information, and the sooner you will be able to access candidate information*. You also have to be present at the Conference to arrange interviews.

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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 on site during Conference week.

How big is the candidate pool?

Typical candidate EB attendance ranges from 450 -750 during Conference week.