CANDIDATE 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. March 21, Thursday, 2019 8:00a.m.-2:00p.m.

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

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 upload your resume. **Job seekers are encouraged to register by March 3 to have their profiles available to prospective employers during their two week preview.**

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.

Is there a fee?

There is no fee for Candidates to participate in the EB. You must be a registered Pittcon 2019 conferee or exhibitor to participate in the EB.

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 search. For an employer, **no searching for his/her job positions can occur UNTIL he/she 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.**

If I missed an interview, what should I do?

Although employers are encouraged to contact the candidate at least TWO to THREE hours BEFORE the interview, sometimes that does not happen. You should email the employer as soon as you realize you missed the interview and explain the situation. The employer may want to reschedule the interview, but he/she will need to schedule the time slot with the EB staff. **We are asking employers to request that candidates send them a confirming email for an interview.**

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, through April 15, 2019.

Do I have to be at the Conference to submit a resume?

You can complete your registration online for both Pittcon 2019 and the EB before Conference week. **You MUST be registered for Pittcon 2019 and on site to actually use the EB and attend interviews.** If you have to register on-site at Pittcon 2019 in Philadelphia, then it is strongly recommended that you bring an electronic copy (on USB flash drive) of your resume in PDF or Word format with you.

How many open positions are available?

The typical position pool ranges from 500-1000 positions during Conference week but varies from year to year. Pittcon has no control over the type or the number of positions that may be available in any given year.

I am concerned that my present employer will discover that I am looking for a new position. **Do I have to use my real name?**

You can use a fictitious name when you register for the EB; however, your real name may not stay hidden since emails, resumes and other documents may contain your real name.

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. Interview scheduling in 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, 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.

How will I be contacted for an interview?

Employers must request the interview through an EB staff member, so that only one interview is scheduled per interview room at any time. Then, an email (and text) will be sent to you and will be available for viewing on your EB Registration screen and on your private email. Please check your email regularly for any interview. Make sure you have an email address that will accept emails from Pittcon.

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 at Pittcon 2019. If you use a company email address, please understand that your company may block emails from Pittcon 2019; thus, you should use a personal email address instead.