EMPLOYER FAQs:

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 online EB provides a searchable database for registered candidates and employers, where employers may then reach out to candidates to schedule interviews.

How do I get started?
   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. Read the information on the EB website. Candidates should have resumes already prepared and uploaded to the EB website prior to the beginning of PITTCON; employers should have their job postings uploaded as well.

When will the online EB open for registration?
   The website area for the EB will officially open on January 18, 2021. At that time you will be able to register for Pittcon 2021 and the EB and upload documents. Candidates will be able to upload resumes; and employers, job positions.

How do I access the online EB?
   The EB may be accessed at https://pittcon.org/employment/ and/or through the Pittcon app via any personal devices.

When is the online EB open for position/candidate searching?
   Saturday, March 6, 2021, through Monday, March 29, 2021.

Is there a fee?
   There is no separate fee for participation in the EB; however, you must be a registered Pittcon 2021 attendee or exhibitor to participate in the EB.

Will the EB data base be available for searching job positions or suitable candidates after Pittcon 2021 week is over?
   The EB will be open online to registered candidates and employers after Pittcon 2021 closes, through March 29, 2021.

Do I have to attend Pittcon 2021 to submit a position?
   You can complete your registration online for both Pittcon 2021 and the EB before Conference week. **You MUST be registered for Pittcon 2021 to actually use the EB.**

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 a conference call 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.

Why can't I search or why can't I see any candidate profiles?
   Employers who register for the EB MUST also be registered for Pittcon 2021. Also, employers must list at least one available position to have access to the candidate data base.

Scheduling interviews
   Employers will be RESPONSIBLE for sending the candidate a conference call invitation through their desired platform.

What caliber of candidate participates in the EB?

The candidate field can be comprised of any Pittcon 2021 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.

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 during Conference week.

How big is the candidate pool?

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