

## **CANDIDATE 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](http://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.

### **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. We are asking employers to request that candidates send them a confirming email for an interview. Ensure your availability within the EB is up to date to avoid any scheduling conflicts.

### **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 resume?**

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.**

### **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 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 a conference call 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 2021. If you use a company email address, please understand that your company may block emails from Pittcon 2021; 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.**

**How do I participate in online resume writing and/or interview mentoring?**

These services may be available during the conference week from Monday, March 8, 2021 at 8:00 a.m. to Friday March 12, 2021 upon request. Please send any inquiries to [employment@pittcon.org](mailto:employment@pittcon.org).