

Pittcon 2024 Employment Bureau

San Diego, CA February 25-28, 2024
San Diego Convention Center

Employment Bureau (EB) Employer Instructions

EB GENERAL OVERVIEW

1. Register Your Position



You must **FIRST** be registered as a Pittcon Conferee or Exhibitor before registering a position. Then complete the EB Employer registration process as directed (detailed instructions below). Free EB online registration begins January 8, 2024.

2. Attend Pittcon

You **MUST** be present at Pittcon to participate in the EB service. Check in at the on site EB to verify your presence.

On-site Employment Bureau

Room 19, San Diego Convention Center

Sunday, February 25, 2024 12:00 p.m. through Wednesday, February 28, 2024
3:00 p.m.

Interviews will start on Sunday at 1:00 p.m. and the last interviews scheduled for Wednesday at 2:00 p.m.

3. Search Available Candidates

Online Candidate searching is available to all Employers **with posted positions** on Saturday, February 24, 2024. A limited number of computers are available at the on-site EB, so we recommend bringing personal devices for searches. The EB app database are available via a browser on Windows or IOS operating systems. The EB database will remain open, online, until March 31, 2024.

4. Arrange On-Site Interviews

EB staff will assist you with scheduling interviews with Candidates. Complimentary, standard interview rooms are available during EB hours and are scheduled by EB staff. Reserved interview rooms for your exclusive access during conference week are available for a fee and require a room rental contract. See www.pittcon.org/employment for details.

5. Hire Ideal Employee

Find your ideal employee from the many of candidates, with diverse backgrounds and expertise, who register with Pittcon EB, a premier on-site career exchange for laboratory scientists and related fields.

EB DETAILED INSTRUCTIONS

A. Pre-Register Online for Employment Bureau **BEFORE** Conference Begins:

(Figures mentioned in these instructions appear at the end of this document.)

1. Go to www.pittcon.org Select "Employment Bureau" from the "Attend Pittcon" drop-down menu, click on the "Employer" button.
2. At the next screen, Fig. 1, click on "Create User Account" option located at the bottom middle of the screen.
3. At ACCOUNT INFORMATION screen as shown in Fig 2. enter all necessary information and review information entered before click "Submit". A Confirmation with **assigned** EB employer USERNAME will be displayed in Fig. 3. Employer will receive a confirmation email of their EB USERNAME.

IMPORTANT: Please remember this **USERNAME** and your **PASSWORD**, as from this point on, your USERNAME and PASSWORD will permit you to access the information in the EB database. Pittcon's EB and Pittcon's registration are two separate sets of credentials.

4. EMPLOYER REGISTRATION

On confirmation screen Fig 3, clicking on the Employment Bureau link takes you to EMPLOYMENT BUREAU, Fig 4. On left hand navigation list, click "My Employer Registration" which takes you to EMPLOYER REGISTRATION, Fig 5. Answer the application questions. All questions having an asterisk, "*", must be answered. Add employer company's job position(s) and upload supplemental attachments for the positions. Additional job positions can be added (or removed) later. Click SUBMIT, which takes you to Employer CONFIRMATION screen with your E-#.

5. Employer Registration Number **E-#**

Each employer registered will receive an Employer EB registration number, E-#. This number will be used to communicate with Candidates via email. Remember your E-#.

6. The Employment Bureau Office opens on Sunday, March 1, 2020 at noon. Beginning Saturday, February 29, 2020, EB registered employers will have access to Candidate listings AND candidates will be able to see your positions.

7. Having difficulty logging in or setting up an account? Go to [Troubleshooting Section](#).

B. Employer EB Registration **DURING** Conference Week

1. Register online for Pittcon using your own devices, or use the computer in the Employment Bureau area. There will be Pittcon Employment Bureau staff available to assist you if needed.
2. To recap, register for Pittcon then follow steps in A above culminating in your receipt of an E-#.

C. Check-In for the Employment Bureau Service.

1. On Sunday, March 1, 2020, the EB Office opens on-site at 12:00 p.m.
2. **IMPORTANT:** If pre-registered online, employer **physically MUST report** to the EB to verify your attendance at Pittcon 2020, and, to "CHECK-IN" as outlined above. Candidate profiles will not be available for viewing until the Employer verifies their company's presence and provides credentials to verify their position with the hiring company.

3. Accessing EB Candidate Information

Using the employer EB **USERNAME** and **PASSWORD** to log in (Fig. 1). (For difficulty logging in or if the screen is displayed differently from what is shown, go to Trouble shooting section for further help.) Once logged in, the following actions can be taken:

- a. View and Modify Employer Company profile, Add and Delete job positions and Attachments.
- b. Browse all candidates and view specific candidates and resumes.
- c. Perform a Full Candidate Search by clicking or choosing the appropriate boxes.
- d. Perform a detailed or Text Search of Candidate profiles.
- e. Send email to a candidate.
- f. Respond to an email.
- g. Track your interviews.

D. View, Modify Employer Profile, Add, Delete Jobs

1. Click "My Employer Registration," to change your information, remove a position, add new position or attachments. Click "SAVE" to keep all changes.

E. Browse, Search Candidates

If NO positions were posted, employer will NOT be able to search the candidate profiles.

1. Browsing through all real time candidate profiles, starting full or detailed (text) searches for candidates are shown in Fig. 5, 6 and 7. Click on the "Candidate" tab on the screen left to do a full candidate search. You should see a screen similar to Fig 6.
2. Select Minimum Education Level Desired, Max Education Level Desired, Major Areas of Specialization, States, Work Functions, Geographic Regions. If there are candidates who matched your criteria, a list of the search results will be displayed at the bottom of the screen.
3. Click on a particular candidate to review their profile and resume. If very few results were listed, repeat the search by make the search more general, rather than very specific, especially in the Areas of Specialization.
4. There are EB staff available onsite to perform full or detailed search.
5. Helpful Tips
 - **Min Education Level Desired and Max Education Level Desired** - Candidates enter their maximum education level. When left blank, it defaults to PhD. Selecting Exact Match will limit the retrieval to only the degree selected in Min Education Level.
 - **Areas of Specialization** - Selections is limited to three. This area is ignored in the search if no selections are made.
 - **Work Functions**- No limit in the number of items that can be selected. This area is ignored in the search if no selections are made.
 - **States and Geographic Regions**- Where the job is located. At least one selection must be made.
6. **View all Candidates** To browse through all the candidates, select View all Candidates. A real-time list of all candidates will appear as shown in Fig. 6 and 7. Additional candidates will be listed as soon as they register during the week. Click on the candidate number **C#** to view the Candidate profile, and, to download their resume. To narrow search of candidate profiles, enter keywords in the SEARCH box, and clicking search. Use the BACK button to go back to the Candidates list.
7. New candidates are **added daily and numerically**. Keep track of the last candidate number C# of your daily search as new candidates are added numerically. This will enable you to search **ONLY** the new listings on a day to day basis.

8. To perform detailed or text searches, use the operators "**and**" or "**or.**" Search will be limited to the candidate's profile only.
9. We have EB staff available to perform full or detailed searches. **Areas of Specialization** and **Work Functions** are constantly updated electronically as candidates are adding new job information daily.

F. Emails

1. As displayed in Fig 5, employer can send emails to candidates and respond to their emails.
2. Click on "My Emails" on the left side will show the emails you sent or received and allow you to respond.

G. Interview

1. Click "my interviews" to track scheduled and completed interviews

H. Schedule Candidate Interviews during Conference Week:

1. Fill out an "Interview Schedule" form found on any Employer table or at the EB Information Desk.
2. Take the form to the Employer Check-In/Interview Scheduling Computer Station, a Pittcon Employment Bureau staff will schedule an interview.
3. An email verifying the schedule will be sent to Employer.
4. Candidates are encouraged to send an email to employers to ACCEPT the interview day and time.
5. The same procedure is applicable for rescheduling or cancelling an interview.

I. Interview Locations

1. All interview rooms are located in the EB, Rooms 12,13, 18 & 19. Standard Unreserved Rooms are selected on an "as available" basis.
2. Employers may arrange interviews with candidates at a time and location that is mutually agreeable to both parties, by communicating through the EB messaging system.



FIGURE 1: Initial Login Screen



NEW USER ACCOUNT

Instructions: Please complete the following form and press the "Submit" button. All fields marked with a * are mandatory. The form can not be submitted until all the fields marked with a * have been completed. If you do not have relevant information for a required field, use "n/a".

Account Information

Submit

Salutation:	<input type="text"/>		
*Last Name:	<input type="text"/>	*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>	Title:	<input type="text"/>
Company Name:	<input type="text"/>		
*Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
*City:	<input type="text"/>	*State:	<input type="text"/>
*Zip/Postal Code:	<input type="text"/>	*Country:	<input type="text"/>
Telephone Number:	<input type="text"/>		
*Email Address:	<input type="text"/>	*Email Address Confirmation:	<input type="text"/>
*Password:	<input type="text"/>	*Password Confirmation:	<input type="text"/>
Privacy:	<input type="checkbox"/> Check this box to be added to the Pittcon mailing list.		

Submit

FIGURE 2: New User Account

CONFIRMATION

You have been assigned the following username: jsmith

Your user information has been received and your account will be activated shortly.

An Email will be sent to you shortly verifying your account information.
You can now login using the password that you specified
and the following username: jsmith

IMPORTANT

If you have previously created an agenda in Agenda Builder, then your Agenda will NOT be moved to your personal account until you login to Agenda Builder.

Pittcon System Links:

- [Abstract Processing](#)
- [Program Proposals](#)
- [Short Courses](#)
- [Pittcon Home Page](#)
- [Employment Bureau](#)

FIGURE 3: Login Confirmation Screen

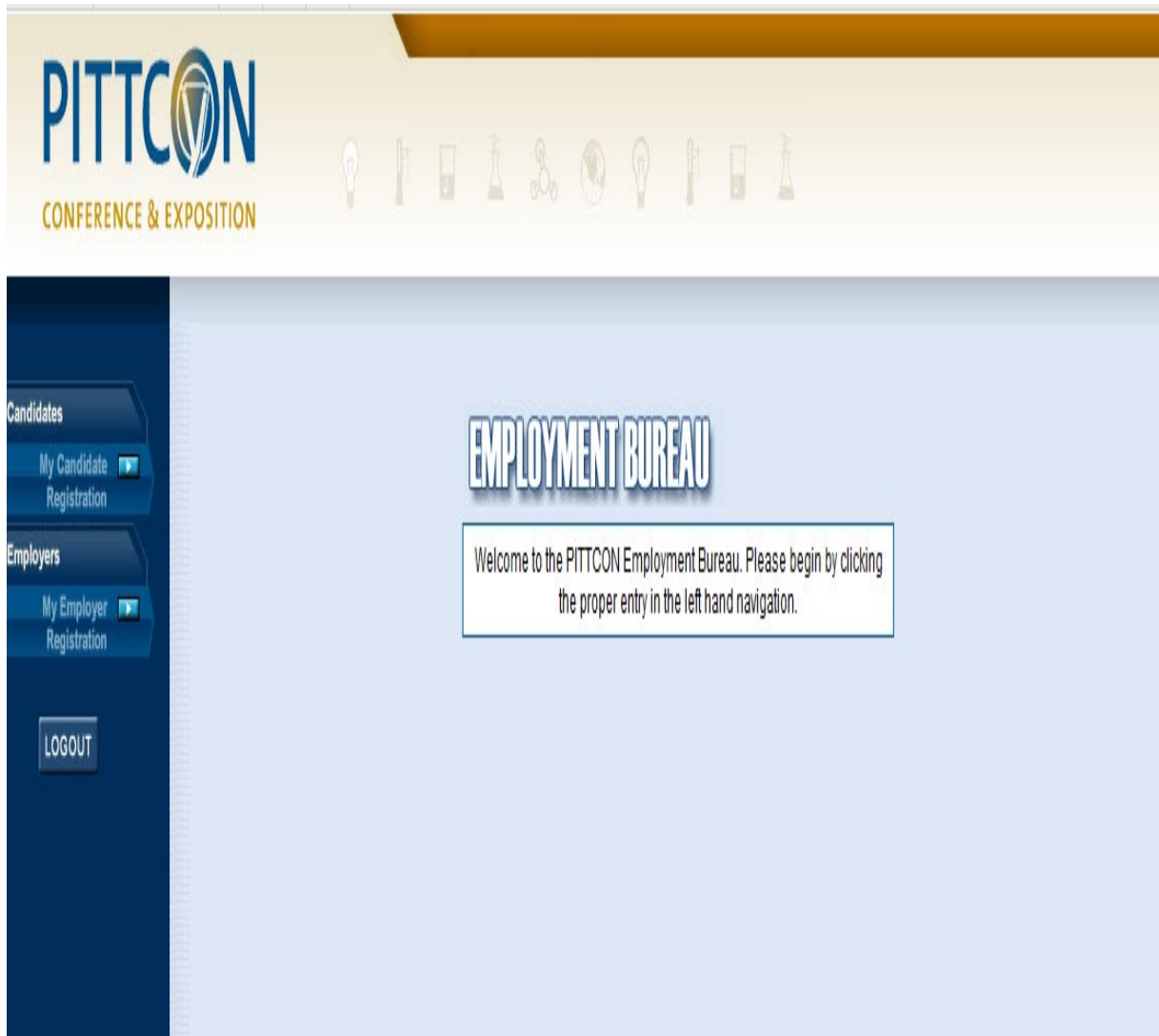


FIGURE 4: Type of Registration Screen

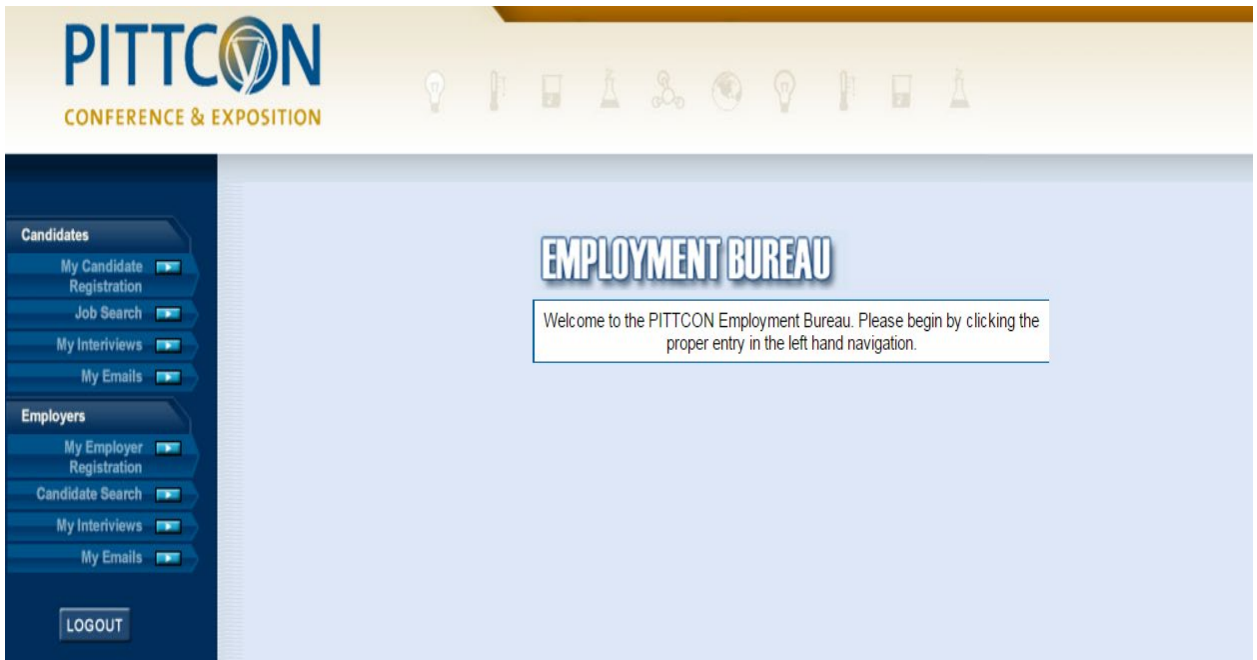


FIGURE 5: Screen for Accessing Searches, Profiles, Emails and Interviews -



FIGURE 6: Employer Screen for Full Candidate Searches (Partial information showing)



CANDIDATES

[Click Here for Full Candidate Search](#)

CNumber	Candidate Name
C1	J S
C2	Jennifer Arceo
C3	Sam KAO
C4	Bill Schell
C7	CHUNFEN JIN
C8	Amy Bovino

Candidates

- My Candidate Registration
- Job Search
- My Interviews
- My Emails

Employers

- My Employer Registration
- Candidate Search
- My Interviews
- My Emails

FIGURE 7: Employer Screen for Full Text Searches (Partial information showing)