

EB2017 CAREER CENTER: EMPLOYER INSTRUCTIONS

Beginning March 9, 2017 through April 7, 2017, sign-up for the job postings by accessing the following URL:
<http://careers.faseb.org/>

- 1) You will see a banner on the main page highlighting the EB 2017 Career Center. Scroll down the page to the "EB2017 Career Center" section. **Select/click the "Employers Reserve Your Space" button.** You should now be on the **Recruiter Login/Create Account** page where you will be able to login if you already have an account, or create an account if you are a new user. Once you enter your information, **select "Login to My Account" if you are an existing user; or select "Create My Account" if you are a New User.**
 - The Welcome message located at the top of the page should now include your name (indicating you are logged in.) You should now see a gray shaded box indicating that "The EB2017 Career Center is on the Horizon" including the name and dates of the EB2017 Career Center.
 - **To REGISTER, select/click the "Register here" button.**
 - You will now see the "Career Fair Registration" page. Information about the Career Center services is provided.
 - Select the preferred registration packet and click the "Register" button. If you are registered for EB2017 meeting attendance, the Career Center services are FREE. If you are not registered for EB2017 meeting attendance, the Career Center services are available at a fee of \$500. **(EB2017 meeting registration will be checked and confirmed with the EB2017 Meeting Registrar.)**
 - You will see a "Review/Finalize Order" page indicating that you have placed an order to sign-up for the EB2017 Career Center Registration. The price and total should be \$0.00 (or \$500 if you are not registered for EB2017 meeting attendance.) Select the "Complete Order" Button.
 - You will receive a receipt of registration at the email address provided in your account.
 - Select/click "Click here" text to return to your account.

2) You should now see the "My Account" page detailing information about your account. This area allows you to manage your jobs, candidates, career fairs, career fair schedules, and message center.

5) **TO POST A JOB, select the "Post a Job" link located under "Quick Links"** located on the left-hand side of the "My Account" section. You should now be on the "Post/Create A Job" page. In the Type of Job Posting section, select the appropriate job posting.

NOTE: The "30-Day Job Posting w/Free Resume Bank Access" are included as part of the free EB2017 Career Center and are identified at a 100% discounted price. You will notice that the cost for the 30-Day Job Posting is \$0.00. Select the 30-day Job posting option.

6) **Complete the job description.** Be sure to complete the fields highlighted by red asterisks as these fields require that you provide information in order to submit the form and post the job. **Select the "Post Job" button located at the bottom of the page** when you are ready to submit and post your job listing.

7) You should now see the "Review/Finalize Your Order" page. The total amount due for the posting should be \$0.00, unless you selected options other than the 30-Day Job Posting option. **Scroll down to the bottom of the page and select "Complete Order" to finalize your job posting order.**

8) **TO POST MORE JOBS:** You may click the "Post a Job" link located at the top of the page (above the gray tabs.) Then follow steps 6 and 7. If you do not have additional jobs to post, you may log out by clicking the "log out" link located on the top right-hand side of the page next to your name.

WHEN YOU ARE LOGGED IN TO YOUR ACCOUNT, you will see the "My Account" page where you will be able to post a job, search resumes, edit account setting. You will also see the EB2017 Career Center in the **Career Fairs** section.

TO SCHEDULE MEETINGS/INTERVIEWS WITH PROMISING CANDIDATES: When you identify qualified Job Seekers, you may initiate contact by sending an e-mail message indicating your interest in interviewing them along with your availability and timeframe. Request an e-mail and/or cell phone confirmation that they will meet with you.

You must be logged in to view the job seekers' information and schedule interviews online. To schedule interviews with promising candidates you must first reserve your meeting space. The EB2017 Career Center organizer allows reservations in blocks of **30 minutes**, at a cost of \$0.00 per block. Once you reserve your meeting space for the date(s) you select, you can invite jobseekers to meet with you and manage your time as needed.

To reserve space and schedule meetings with promising candidates, please click on the "**Manage reservations**" link located in the "Career Fairs" section.

Select a day (Sunday-Tuesday) from the list above to begin selecting reservations. [Note: Interviews will be held Sunday through Tuesday **only**.]

Select an Interview Table (#1-#6) by clicking the "Show tables" link in your preferred time slot. Select one of the available tables in the time slot. If no tables are available during the time slot you've selected, you will need to select a different time slot when table are available. If preferred, you may also choose to meet with the promising candidate in a different location other than the Career Center at the meeting.

You may select additional time slots/interview tables by repeating the process above.

Once you have completed your time slot/interview table selections, click the "Complete Reservation" button. You will see the "Review/Finalize Your Order" page. Click the "Complete Order" button to finalize the time slot/interview table selections.

SELECT THE JOB CANDIDATE(S) YOU WISH TO INTERVIEW: To get started, begin reviewing the resumes. When you find a candidate you like, you may initiate contact by sending an invitation message indicating your interest in interviewing them along with your availability and timeframe. Request an e-mail and/or cell phone confirmation that they will meet with you. Once you receive confirmation that the job seeker wishes to meet with you, send invitation and schedule an interview.

To schedule an interview, click the "Send Invitation" button. You will now be promoted to select the date and time you would like to meet. Using the pull-down menu, select a day. (The date(s) available will be the dates you have already preselected when you reserve the interview table(s) and time slot(s).) Click the "Select" button to view the time available options.

Please select contiguous time slots for your interview. The interview may be as long as you require. If you require additional meetings with the same candidate, you will have to send separate invitations to each meeting.

You are able to select times for which you reserved your meeting space only.

The "checked" time slots are un-clickable and have been reserved already. To gain access to these time slots, you may choose to cancel a previously scheduled meeting.

To view available times at another location, please select a table/booth in another room first, and then select date and time.

Click "Send Invitation" button. Your request will be forwarded to the job candidate. You will be notified when the candidate responds.

VIEW CAREER FAIR SCHEDULE: Your candidate interview invitations and their status will be displayed under the Career Fair Schedule section located on the "My Account" page/tab. Please note you can edit the invitation before it has been accepted by the job seeker. Once the job seeker accepts the invitation you will have to cancel it and reschedule according to availability.

INTERVIEW ROOM/TABLE LOCATION: Interview Tables #1-#6 will be located in the EB2017 Career Center area located in Hall F2 of the McCormick Place.

NOTE: If you need assistance or have feedback about this service call Marty Rice at 512-366-7062 or email customer service at clientserv@yourmembership.com. Additional online support is available in the Employer Support Center - http://www.careerwebsite.com/r/support/index.cfm?site_id=521.

Visit the EB2017 Career Center located in the Exhibit Hall F2 at the EB2017 conference during the hours of operation: Sunday, April 23rd through Monday, April 24th - 9 AM – 5 PM; Tuesday, April 25th – 9 AM – 4 PM. **NOTE: Scheduled 1-on-1 CV/Resume Critiques will be conducted in the Skyline Ballroom of the McCormick Place on Wednesday, April 26th between 9 AM-12 PM.**

We appreciate having this opportunity to assist you with your recruitment needs.