

# PES Careers – Student User’s Guide



Congratulations on your decision to use PES Careers in your search for employment and internships! PES Careers is *free* and uniquely designed to help students find a power and energy engineering job or career experience, such as an internship or co-op.

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## Step #1: Register.

You can navigate to PES Careers via [PES-Careers.org](http://PES-Careers.org) or by going to <http://www.myinterfase.com/ieee-pes/student>. Simply click on the *Click Here to Register!* link. You will be taken to a user-friendly, menu-driven screen in which to enter your profile information.



After you have completed all sections of your profile, click *Register*. You will be prompted to read the Conditions for Student Use of PES Careers, and by submitting your profile, you are indicating that you will comply with those conditions. Last, click on *Submit Profile*. Should you not be able to complete all of your profile, you can just fill out the required fields, click on *Register*, and then return at a later time to complete the remaining fields before you *Submit Profile*.

That’s it! You’re ready to start!



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Remember: Providing a comprehensive profile will help employers find and learn about YOU! Be sure to enter your official school email address (such as myname@myschool.edu) as you have received it from your institution.

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## Step #2: Wait for Approval.

Once you’ve registered, a PES Careers Administrator will review your profile and confirm your subscription. You should receive an email notification confirming successful registration within 2 business days, at which point you’ll be able to get full functionality from PES Careers. Before approval, not all of the services of PES Careers will be available to you.

## Step #3: Upload Your Documents.

Students can upload documents such as resumes, cover letters, reference documents, and even other publications like papers or reports. Any or all of these can be submitted to employers when applying for a job using PES Careers. The resume has the most value!

- ✓ Put your cursor over *My Account* and select *My Documents*.
- ✓ Click on *Add* for the type of document you are uploading
- ✓ Enter the document name as you want it to appear in your document list.
- ✓ Click on *Browse* to find the document on your computer, select the file, and then click *Save*.



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## Remember:

- ✓ Depending on your profile settings, employers can view your default resume even if you have not applied for a job – so make it as appealing to the widest audience possible.



- ✓ Documents must be uploaded in .doc, .rtf, or .pdf formats, and cannot exceed 1MB (1024KB) in size.

- ✓ The first file that should be uploaded is your default resume. Employer keyword searches are of that resume! Help them find you by using words in your default resume that reflect your interests, experience, and education.

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## How to...

### ***Edit your Profile:***

- ✓ Put your cursor over *My Account* and click *My Profile*.
- ✓ Click the *Edit* link within the appropriate section
- ✓ Click *Save* when you’re done.

### ***Search for an Employer:***

- ✓ Click on the *Employer Directory* from the menu.
- ✓ Select or enter applicable search criteria (entering NO criteria will produce all employers as a result), and click *Search*.
- ✓ Click on any blue text to see Employer or Job information.
- ✓ Click *Clear* to do another search, or click *Save Search* to save the criteria for future searches.



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## ***Search and Apply for Jobs and Internships:***

- ✓ Move your cursor over *Job Search* and select *Job Search* from the menu.
- ✓ Select or enter applicable search criteria (entering NO criteria will produce results that include all current job listings).
- ✓ View the search results, and click on the *Job ID* or *Job Title* to see the entire posting.
- ✓ If *Submit Resume* is available, click it to submit your resume by email directly to the Employer. If it’s not, then read the Application Instructions for details on how to apply.



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When employers post jobs, they have the option of indicating application requirements such as Major, Job Category, and Classification. However, they may not have chosen to do so. Using specific search criteria for those fields may produce fewer job posting results than you want.

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## ***Save Searches for Jobs and Internships:***

If you plan on repeating a particular search, *save it so you won’t have to enter the criteria a second time.*

- ✓ Move your cursor over *Job Search* and select *Job Search* from the menu.
- ✓ Fill in your preferred search criteria and click on *Search*.
- ✓ Click on *Save Search*.
- ✓ Enter a [Saved Search Name].
- ✓ If you wish, click *Email me New Jobs for this Search*.
- ✓ Click *Save*.
- ✓ To do a search using a saved search, go to your home page, scan down the page to *Quick Links*, click on *Saved Searches*, and then click on the appropriate Search Name.



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## **Receive Emails about Job, Internship or Co-op Postings:**

You can have PES Careers email you whenever a new job posting meets your search criteria.

- ✓ Move your cursor over *Job Search* and select *Job Search* from the menu.
- ✓ Fill in your preferred search criteria and click on *Search*.
- ✓ Click on *Email me New Jobs for this Search* and create a title for this Job Agent. After the Job Agent has been created, any new posts that fit the same criteria will be emailed to you directly.



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Your emails will go to the email address called “*Permanent email address*” in your profile.

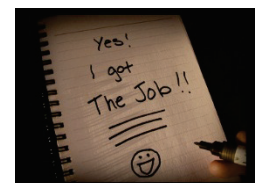
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## **Receive Text Messages about Job, Internship or Co-op Postings:**

- ✓ In your Student Profile, enter your cellphone number, cell carrier name, and cell carrier domain. Select the option to *Allow text messages for job agents*.
- ✓ Move your cursor over *Job Search* and select *Job Search* from the menu.
- ✓ Fill in your preferred search criteria and click on *Search*.
- ✓ Click on *Email me New Jobs for this Search* and create a title for this Job Agent. After the Job Agent has been created, any new posts that fit the same criteria will be texted to you directly.

## **Report a Hire:**

- ✓ Move your cursor over *My Account*, select *My Activity* from the menu, and click on *Add New Placement*.
- ✓ The *My Jobs* table lists all jobs in PES Careers for which your account has activity. If you are reporting a hire for



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one of these jobs, click *Select Job* next to the applicable job. If the job is not listed, use the indicated *Add New Placement* link to manually enter job information.

### **View Your Activity:**

- ✓ Move your cursor over *My Account* and select *My Activity* on the menu.
- ✓ There are four types of activity that you can view:

**Referrals** – These are resume applications that you have submitted to an employer job posting, or employer downloads of your default resume.

**Placements** – These are jobs that you have taken and reported.

**Job Agents** – Job agents will send you an email when any new/updated jobs matching a previous search become available. You can view, disable, or remove each Job Agent



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### **Did you know...?**

There are various supplemental services available through PES Careers, including access to additional job and internship databases.

When you do a job search, you will be able to see postings from several additional sources:

- ✓ Internships.com
- ✓ CareerRookie
- ✓ CareerBuilder
- ✓ Indeed Jobs



You may need to refine your keywords to focus your search results when using those sources.

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**Still Need Help?** Call 480-965-1643 or send an email to [PES-Careers@ieee.org](mailto:PES-Careers@ieee.org).