



Congratulations on your decision to use PES Careers in your search for the perfect person to fill your employment and internship vacancies! PES Careers U.S. & Canada is a *free* and *easy* way to recruit the best and the brightest electrical engineering students at U.S. and Canadian universities who are preparing themselves for a career in power engineering. With over 1,000 students in our database, in PES Careers you have an effective and cost-efficient tool to find the perfect match for your entry level positions.

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## Step #1: Register the Employer (If Needed).

Go to <http://www.myinterfase.com/ieee-pes/employer/> and simply click on the *Click Here to Register!* link. You can also access PES Careers U.S. & Canada via <http://www.pes-careers.org>.


- a. Click on the *Find your Organization* field and select the organization from the displayed list. **Be sure to check not only for your organization, but also for the parent organization if one exists.**
- b. If you DO find your organization, select it, and then click *Continue*. Since your organization already exists in the database, someone else has already entered the Employer profile so you do not have to enter it again.
- c. If you cannot find your organization, then click on *Can't Find Your Organization?* Here you can complete the Employer Profile. Be sure to choose “Include in Employer Directory” so that students can see your organization when they search the employer database.



## Step #2: Register the Contact (that’s you).

- a. Complete the Contact section of the registration form. Enter an email address that can be used by the PES Careers Administrator to contact you. If you wish, you can choose “Allow Student Viewing in Employer Directory” to give students your email address.
- b. Read the “Conditions for Employer Use of PES Careers,” and click on *Register*.

That’s it!! You’re ready to start!!



Helpful  
Tips

After submitting your profile, your registration will be in pending status. A PES Careers Administrator will review your profile for eligibility requirements. If your registration is approved, you will receive an email notification. Email PES-Careers@ieee.org if you do not receive email notification within two business days. Until your registered is approved, you will not have full access to PES Careers services. In particular, you will not be able to view or search for students.

## How to...

### Update your Organization’s Employer Information:

- ✓ Click on *My Profile*.
- ✓ Click on *Edit* under *Employer Information*.
- ✓ Make changes and then click *Save*.

### Update your Contact Information:

- ✓ Click on *My Profile*.
- ✓ Click on *Edit* under *Contact Information*.
- ✓ Make changes and then click *Save*.



### Post a New Job (or Internship):

- ✓ To post a Job, move the cursor to *My Jobs*, and select *New Job*.
- ✓ Enter the Position Information. Fill out as much information as possible to make the Job posting complete. Certainly the non-required fields are optional. In *Application Instructions*, enter the procedure a student should follow to apply for this job.
- ✓ Check the Contact Information. Your information has been filled in as the default. Click on *Edit* under Contact Information to make changes. You can enter Contact Information for an alternative contact so that this person can be listed for students to contact and to receive email applications (if so desired). However, the alternative contact will not have access to PES Careers without registering. If you are allowing online applications (see the Posting Information), the applications will be sent to the email address for the Contact person.

# PES Careers – Employer User’s Guide



- ✓ Complete the Posting Information. The Job will be viewable by students after the Application Start Date and before the Application Deadline.
- ✓ When finished, click *Save*.

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- Please post jobs that are appropriate for the job seekers in the PES Careers database. The people in the PES Careers database are typically looking for electrical engineering jobs or internships. They are either in school or have just graduated so, in general, they would not be qualified for positions requiring significant experience. If you are willing to substitute graduate degrees for career experience, do indicate that in your posting.



- Some employers have found it useful to post broad “open” positions for jobs and internships to indicate that positions are available, but do not go into a lot of detail about each specific job or internship opportunity.
- Under the *Posting Information* section, there are two fields that you need to review in particular. In *Show Contact Information* field, if you select NO, the contact person’s information will not be available to students.
- In *Allow Online Applications* field, if you select YES, students can submit their resume to you via the PES Careers online service. An advantage to this approach is that PES Careers’ filtering system will eliminate applications that do not meet your criteria. But this is an optional service.
- Once you submit your new job, it will be in pending status until it is approved by a PES Careers Administrator. If you do not receive an approval email within 2 business days, email us at [PES-Careers@ieee.org](mailto:PES-Careers@ieee.org).

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## Search for Students and Save Your Search Criteria:

This can be useful if you are looking for applications from students that meet certain criteria. This is also a useful tool for just getting to know the students in the database. Here’s how you search:

- ✓ Select *Search* from the *Student Search* menu.

- ✓ Choose your search criteria and click on *Search*. If you enter no criteria and click on *Search*, you will see the entire list of students.
- ✓ Once your search is complete, you may sort, view profiles and resumes, and create a resume packet that you can receive via email.

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- PES Careers can help you find students who meet special requirements that you have for a position.
  - It’s easy to find students who are interested in working in your particular state or province. When choosing your search criteria, select your state or province from the list provided under Acceptable Employment Locations, and your results will include only those students who have expressed interest in working in your area.
    - You may also want to find the students at a particular university. For instance, if you or your recruiters are attending a university career fair, you can find and contact students at that university before you arrive. In the search criteria, select the target educational institution(s) and your results will include only those students who are already located in those areas. To select more than one school, press and hold the *CTRL* key as you make your selections.
  - On the Search Results screen you can click on *Save Search* to save your search criteria under a *Save Search Name*. Later, you can do a search using those same criteria without having to enter them again.



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## Viewing Job Posting Activity Including Student Applications

- ✓ To view Job posting activity, click on *Job List* from the *My Jobs* menu.
- ✓ Click on one of your specific job postings that is of interest by clicking on *Job ID* or *Job Title*.
- ✓ To view the activity, click on *View Activity*. All of the associated information will be displayed next.



- ✓ To view students applying for the Job (if that is what you have allowed), click on the highlighted *R* (for referrals) in the activity column.

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

**Screening options allow the Contact to only see applications through PES Careers that meet your selected screening criteria.** This is a tool that only applies if you allow students to apply using PES Careers, rather than by using your Employer’s own process. If you do not select any criteria, then any student using PES Careers will be able to submit an application. To use screening options:

- ✓ Follow the steps above for a new Job posting.
- ✓ Before submitting the Job, you can choose among the screening options to restrict Job applications. Students not meeting the screening criteria will be informed about which criteria they do not meet if you are allowing them to send you their resumes via PES Careers.
- ✓ You can screen based on the following criteria: GPA, citizenship, graduation date range, classification (year in school), type of degree, and major.
- ✓ Click *Save* when you have completed the Job Posting.



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**You can edit a Job Position Information, Job Contact Information, and Posting Information.**



- ✓ To edit a Job, move the cursor to *My Jobs* and select *Job List* from the menu.
- ✓ Click on the *Job ID* or the *Job Title* of the posting you want to edit.
- ✓ To make changes to one of the Job sections, click on the *Edit* link of that section.
- ✓ Once your changes are complete, click on *Save* for each section you have edited.

**You can save time in posting a new job by copying and then editing an existing job when possible.**

- ✓ To copy a Job, move the cursor to *My Jobs* and select *Job List* from the menu.
- ✓ Click on the *Job ID* or the *Job Title* of the posting you want to copy, then click on *Copy Job*.
- ✓ A popup window will prompt you (i.e., *Copy this record as a new job?*). Click on *Yes* to confirm, or *No*. Once it is copied, a popup window will display.
- ✓ The copied job will then appear for editing. To make changes to one of the Job sections, click on the *Edit* link of that section.
- ✓ Once your changes are complete, click on *Save* for each section



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**You can close a Job so that it will not be displayed and so that no new applications are submitted.**

- ✓ To edit a Job, move the cursor to *My Jobs* and select *Job List* from the menu.
- ✓ Click on the *Job ID* or the *Job Title* of the posting you want to edit.
- ✓ Click on *Close Job*.



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## Still Need Help?

If you have questions about PES Careers U.S. & Canada, do call 480-965-1643 or send an email to [PES-Careers@ieee.org](mailto:PES-Careers@ieee.org).