

## EB2018 CAREER CENTER: JOB SEEKER INSTRUCTIONS

To sign-up for the job postings, go the following URL: <http://careers.faseb.org/>

1) You will see a banner on the main page highlighting the EB2018 Career Center. Scroll down the page to the "EB2018 Career Center" section. **Select/click the "Job Seekers Register Today" button.** You should now be on the **Job Seeker 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 Job Seeker.**

- 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 EB2018 Career Center is on the Horizon" including the name and dates of the EB2018 Career Center.
- **To REGISTER, select/click the "Register today" button.**
- You will now see the "Career Fair Registration" page. Information about the Career Center services is provided.
- If you do not wish to have your contact information revealed to all registered employers, uncheck the checkbox "Reveal your contact information". If you wish to have your contact information revealed to all registered employers, do not uncheck the checkbox.
- Select/click the "Buy" button to complete your EB2018 Career Center Registration.
- Review/Finalize Your Order. Job Seeker registration is FREE. Click the **"Submit Order"** button to continue.
- 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 "Career Account Home/My Account" page detailing information about your account. This area allows you to manage your account. This page is your starting point for accessing all of your career center features.

3) **TO POST YOUR RESUME TO YOUR ACCOUNT:** Select the **Manage Resumes** option located under the "Job Seekers" tab. You should see a page entitled Resumes/Cover Letters. At the bottom of the page you will see an "Upload Resume File" button and a "Build Resume Online" button listed under the "Create a new resume" section.

### To Upload Resume File:

- **Click on the "Upload Resume File" button** to upload your resume to your account.
- **Upload your resume document** in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format. You will have the ability to edit your resume.
- Review your resume to make sure it contains up-to-date information and **remove all contact information (name, phone number, address, email, etc.)**. After submission, our systems will attempt to mask any remaining contact information.
- **Complete your resume** by filling in each section. NOTE: Employers will find your resume using the information you enter in this section. The more information you fill in, the more searchable your resume becomes. All fields identified with an asterisk are "required".
- **Click "Save Your Resume" to save your resume profile.** You should now see a message indicating "Your resume was saved." You have options to have Public and/or Private resumed. You also have options to: View, Edit, Delete, Email, Link, Publish, and have a Free Evaluation of your resume.
- There are other options you may also consider including making your resume Public, Private, Creating a New Resume, or Cover Letters.
- To log out of your account, click the "Log Out" link located when you hover the mouse/pointer over your name.

### To Build Your Resume Online:

- Click on the "Build Resume Online" button located on the bottom of the page to build your resume online.
- **Complete your resume** by filling in each section. NOTE: Employers will find your resume using the information you enter in this section. The more information you fill in, the more searchable your resume becomes. All fields identified with an asterisk are "required".
- **Click "Save Your Resume" to save your resume profile.** You should now see a message indicating "Your resume was saved." You have options to have Public and/or Private resumed. You also have options to: View, Edit, Delete, Email, Link, Publish, and have a Free Evaluation of your resume.
- There are other options you may also consider including making your resume Public, Private, Creating a New Resume, or Cover Letters.

- To log out of your account, click the “Log Out” link located when you hover the mouse/pointer over your name.

**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](mailto:clientserv@yourmembership.com). Additional online support is available in the Employer Support Center - [http://www.careerwebsite.com/r/support/index.cfm?site\\_id=521](http://www.careerwebsite.com/r/support/index.cfm?site_id=521).**

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### **Presentation Practice and Peer Mentoring Resources**

**San Diego Convention Center, Exhibit Hall D (Saturday, April 21 - Tuesday, April 24)**

FASEB MARC Program is sponsoring poster/platform presentation practice and peer mentoring sessions for trainees presenting at the EB 2018. The presentation practice sessions will be available beginning on Saturday, April 21 through Tuesday, April 24. Each one-on-one session is scheduled for 30-minute periods and will be conducted by FASEB MARC Mentors during EB 2018. EB 2018 registered attendees may sign-up in advance beginning 8:00 AM (PDT) on Sunday, April 1, 2018. Sign-ups are on a first-come, first-serve basis. [Schedule a session](#). [<http://bit.ly/EB18SignUp1on1Session>]

### **Resume/CV Critiques, Career Counseling, Individual 1-on-1 Sessions**

**San Diego Convention Center, Exhibit Hall D (Saturday, April 21 - Tuesday, April 24)**

**San Diego Convention Center, Sails Pavilion (Wednesday, April 25)**

Individual 1-on-1 Career Coaching Sessions: One-on-one CV/resume critiques, career counseling and coaching sessions will be available beginning on Saturday, April 21 through Wednesday, April 25. Each one-on-one session is 20 minutes in duration, and is available on a first-come, first-serve basis. EB 2018 registered attendees may sign-up in advance beginning 8:00 AM (PDT) on Monday, April 1, 2018. [Schedule a session](#). [<http://bit.ly/EB18SignUp1on1Session>]

### **Career Development Seminars and Workshops**

**San Diego Convention Center, Exhibit Hall D (Saturday, April 21 - Tuesday, April 24)**

Career development seminars and workshops will be available in the EB 2018 Career Center located in the San Diego Convention Center, Exhibit Hall D from Sunday, April 23 - Tuesday, April 25th. Note: The Career Center in Hall D will close on Tuesday, April 25th at 4:00 PM. The location for Wednesday's scheduled resume/CV critiques is the Sails Pavilion of the San Diego Convention Center on Wednesday, April 25<sup>th</sup> between 9 AM-12 PM.

### **Onsite Career Center**

**San Diego Convention Center, Exhibit Hall D (Saturday, April 21 - Tuesday, April 24)**

Visit the EB2018 Career Center located in the San Diego Convention Center, Exhibit Hall D at the EB2018 conference during the hours of operation: Saturday, April 21<sup>st</sup> through Monday, April 23<sup>rd</sup> - 9 AM – 5 PM; Tuesday, April 24<sup>th</sup> – 9 AM – 4 PM. NOTE: Scheduled 1-on-1 CV/Resume Critiques will be conducted in the Sails Pavilion of the San Diego Convention Center on Wednesday, April 25<sup>th</sup> between 9 AM-12 PM.

***We appreciate having this opportunity to assist you with your job search and your career/professional development.***