



# Users Guide for PES-Careers


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# 1. Guide for Students

URL for the login page for students: <http://www.myinterfase.com/ieee-pes/student/>.

## 1.1. New User Registration

- Go to the PES-Careers login page for students
- Click on the *Click here to Register!* link.
- Complete the first screen page sections and click on the *Register* button. Required fields are marked with an asterisk (\*).
- Your login credentials are now in the system so you can leave by closing your browser window and return later to complete the registration process if you wish. When you are ready to complete the registration, go to the PES-Careers login page again, login, and continue the registration process.
- Next, complete the Demographic Information, Skills and Additional Information sections by clicking on *Edit* for each section. After you are done with each section, click on *Save*. Once you do so, the information that you have entered will be in your profile until you edit it again.
- After completing all sections, click *Continue*.
- Read [Conditions for Student Use of PES-Careers](#). When you submit your profile, you are indicating that you will comply with those conditions.
- Click on *Submit Profile*. 

### NOTES:

Providing a comprehensive profile will help employers find and learn about you.

Once you have submitted your profile, your registration will be in pending status. A PES-Careers Administrator will review your profile to make sure you meet the eligibility requirements, which may include your being contacted via your school email address to confirm your enrollment. If your registration is approved, you will receive an email notification. Email [PES-Careers](#) if you do not receive your 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 apply for jobs and access your activity records, and employers will also not be able to find you.

You should upload your default resume right away (see Sec. 1.2.2). Employers cannot find you when they search PES-Careers for students unless your resume is uploaded.

## 1.2. Existing Users

Log into the system using your existing login credentials. You will be at your home page.

### 1.2.1. Updating Your Profile

- Put your cursor over *My Account* and select *My Profile*.
- You will see sections containing *Personal Information*, *Demographic Information*, *Skills* and *Additional Information*.
- Each section contains an *[Edit]* link. Click on this link to edit fields within the section.

- After completing your edits, click on the *Save* button. Required fields are marked with an asterisk (\*).

Students can upload documents such as resumes, cover letters, reference documents and publications (such as papers or reports). Any of these documents can be submitted to employers when applying for a job. 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. Also, to apply online using PES-Careers, you must have a default resume uploaded.

### **Employment-Related Documents**

- Employment-Related Documents can be sent to employers when you apply.
- You can maintain several versions of your resume to send to employers. Of course, one has to be your default resume. If you allow it, employers can view your default resume even if you have not applied for a job -- so make it appealing to a general audience.

### **Requirements for Documents**

- Documents must be either Microsoft Word (.doc), Rich Text Format (.rtf) or Adobe Portable Document Format (.pdf).
- They cannot exceed 1 MB (1024 KB) in file size.

### **Instructions for Uploading Documents**

- Put your cursor over *My Account* and select *My Documents*.
- Click on *[Upload File]* 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 to upload.
- Click *Upload*.

#### **1.2.2. Searching for Employers**

Employers that allow students to contact them directly can be found with the search function.

- Click on the *Employer Directory* from the menu.
- Select or enter applicable search criteria (click *Reset* whenever you want to delete all selected criteria). If you do not enter any criteria, all employers will be listed in the search results.
- Click *Search*.
- After a search is clicked, the search results will display. Click on blue text to see Employer or Job information.
- Click *Change Criteria* to do another search.
- Click *Save Search* to save the criteria for future searches.

#### **1.2.3. Searching and Applying for Jobs and Internships**

- Move your cursor over *Job Search* and select *Job Search* from the menu.
- Fill in your preferred search criteria and click on *Search*. If you do not enter any search criteria, your search results will include all current job postings.
- View the search results. You can sort the search results by clicking on the heading of any column to sort the results by that column's field.
- Click on the *Job ID* or *Job Title* to see the job posting.

- If *Submit Resume* is available, click it to submit your resume by email directly to the Employer. If it is not, then read the Application Instructions for details on how to apply.

NOTE: 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.

#### 1.2.4. Saving Job Search Criteria and Receiving Notification When a New Job Meets Your Criteria

You can save your search criteria so that you can easily repeat the search later. You can also 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 *[Save Search]*.
- Click the checkbox that says, *Please send me an email when any new jobs matching this search are available*.
- Enter a *[Saved Search Name]*.
- 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 name of the appropriate *Search Name*.

#### 1.2.5. Reporting a Hire

Please let us know if PES-Careers has helped you find a job or an internship.

- Move your cursor over *My Account* and select *My Activity* from the menu.
- Click on *Report A Hire*.
- The *My Jobs* table lists all jobs in PES-Careers for which your account has activity (such as submitting a resume). If you are reporting a hire for one of these jobs, click *Select Job* next to the applicable Job. If the Job is not listed here, use the indicated *Click Here* link to manually enter job information.

#### 1.2.6. Viewing Your Activity

- Move your cursor over *My Account* and select *My Activity* on the menu.
- There are two 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.

## 2. Guide for Employer Contacts

URL for the login page for employer contacts: <http://www.myinterfase.com/ieee-pes/employer/> .

### 2.1. New User Registration

To register as a user, click on *Click here to register* at the bottom of the login page and then do the following:

- Search for your organization by entering your organization's name in the *Find your Organization* field and select the organization from the displayed list if you see it. Be sure to check not only for your organization, but also for the parent organization if one exists. If you find your organization (or the parent), then someone else has already entered the employer information about your organization.
- If you cannot find your organization, then click on *Can't Find Your Organization?*. You will be asked to complete the Employer Profile as well as your Contact information.
- If you search PES-Careers and find your organization, then click on the appropriate check box, and then on *Continue*.
- Fill in the registration form in all sections. Required fields are marked with an asterisk (\*).
- Read [Conditions for Employer Use of PES-Careers](#). When you submit your profile, you are indicating that you will comply with those conditions.
- Finally, click on *Register*.

NOTE: Once you have submitted your contact 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](mailto: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.

### 2.2. Completing the Employer Survey

The first Contact to register for an organization is asked to complete the Employer Profile which includes the IEEE PES Engineering Workforce Survey for the Contact's Organization. One of the reasons IEEE PES decided to offer this service is to use it to gather information about future power engineering workforce needs in all industries. This information will be used to assess the capability of the education system to meet forecasted needs for well-trained power engineers and to facilitate collaborative discussions among industry, government and academia on how to build a sustainable education infrastructure to meet those needs. The survey questions are:

1. About how many **employees** does your entire organization have in the United States and/or Canada?
2. About how many **engineering undergraduate students** (i.e., with Bachelor's degrees) did your organization hire over the last twelve months for full or part-time positions (not coops or internships)?
3. About how many **engineering graduate students** (i.e., with Master's or Ph.D./Doctoral degrees) did your organization hire over the last twelve months for full or part-time positions (not coops or internships)?

4. In the next 5 years (2008-2013), about how many **engineering students** in total will your organization hire?
5. In the next 5 years (2008-2013), about how many **electrical engineering students** in total will your organization hire for power engineering positions?
6. In the next 5 years (2008-2013), about how many **electrical engineering graduate students** (i.e., with Master's or Ph.D./Doctoral degrees) in total will your organization hire for power engineering positions?
7. Between 2014 and 2019, about how many **electrical engineering students** in total will your organization hire for power engineering positions?
8. Between 2014 and 2019, about how many **electrical engineering graduate students** (i.e., with Master's and Ph.D./Doctoral degrees) in total will your organization hire for power engineering positions?

Notes about the Survey:

- Your responses are kept strictly confidential (see [Conditions for Employer Use of PES-Careers](#)).
- Independent (third-party) recruiters should simply enter -999 or select the response "Recruiter". If you do not have the requested information at this time, please enter -999 in the numerical fields and select "Unknown" in the drop-down menus. Please provide the information within 30 days of registering.
- For questions 1-6, please enter numbers without commas.

## 2.3. Existing Users

Log into PES-Careers using your login credentials.

### 2.3.1. Updating Your Organization's Employer Information

- To update Organization's Employer Information (including the IEEE PES Engineering Workforce Survey), click on *My Profile*.
- Click on *[Edit]* under *Employer Information*.
- Make changes and then click on *Save*.

### 2.3.2. Updating Your Contact Information

- To update Contact Information, click on *My Profile*.
- Click on *[Edit]* under Contact Information.
- After making changes, click on *Save* to complete changes.

### 2.3.3. Posting a New Job

- To post a Job, move the cursor to *My Jobs*, and select *New Job*.
- Enter the Position Information. Fields with an asterisk (\*) are required information. Fill out as much information as possible to make the Job posting complete. 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 someone else so that this person can be listed for students to contact and to receive email applications. However, this person 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.

- Complete the Posting Information (see Sec. 2.3.4 regarding use of screening options). The Job will be viewable by students after the Application Start Date and before the Application Deadline.
- Click *Save* when you have completed the Job Posting.

NOTES: 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, your contact 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.

Once you submit you 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](#).

### 2.3.4. Posting Jobs Using Screening Options

Screening options allow the Contact to only see applications that meet selected screening criteria. If you do not select any criteria, then any student using PES-Careers will be able to submit an application.

- Follow the steps above (Sec.2.2.3) 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 not be able to send you their resumes; they will be informed about which criteria they do not meet. The following options are available:
  - Screen Minimum GPA
  - Screen Citizenship
  - Screen Graduation Range (i.e., graduate dates)
  - Screen Classification (i.e., year in school)
  - Screen Degrees (i.e., Affiliate's, Bachelor's, Master's or Doctoral)
  - Screen Majors (e.g., electrical engineering or mechanical engineering)
- Click *Save* when you have completed the Job Posting.

### 2.3.5. Making Changes to Current Jobs

You can edit the Job's Position Information, 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.

### 2.3.6. Reposting Jobs or Posting New Jobs by Copying Jobs that are Already Posted

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.

- 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.

### 2.3.7. Searching for Students and Saving Your Search Criteria

- 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 view, sort, or create a resume packet that you can receive via email

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 criteria.

### 2.3.8. Viewing Job Posting Activity Including Student Applications

- To view Job posting activity, click on *Job List* from the *My Jobs* menu.
- Click on a specific job posting 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, click on the highlighted *R* (for referrals) in the activity column.

### 2.3.9. Closing a Job

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]*.

### 2.3.10. Reporting a Hire for Your Job Posting

Please help us see how we are doing in connecting students with Jobs by reporting a hire.

- Click on *Job List* from *My Jobs* menu.
- Click on *Report a Hire* and complete the information.

### 2.3.11. Posting a Calendar Event for Students

Employers may request that an event be posted on the PES-Careers Student Calendar. An example of such an event is a web-based information session about the Employer and job opportunities. PES-Careers may also email students about the event. Such emails will be limited to a simple notice; the Employer will need to provide a URL where students can obtain details about the event.

Submit email requests to [PES-Careers](#) for an event to be posted on the Student Calendar and for an email notice to be sent students. You should expect a response to your request within two business days.

## 3. Guide for Faculty and Staff at Educational Institutions

URL for the login page for faculty and staff: <http://www.myinterfase.com/ieee-pes/faculty/> .

### 3.1. New User Registration

To register, complete and submit the [Faculty and Staff Registration Form](#) after reading [Conditions for Faculty and Staff Use of PES-Careers](#). When you submit your profile, you are indicating that you will comply with those conditions.

NOTE: Once you have submitted 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](#) if you do not receive that email notification within the next two business days. You will not have access to PES-Careers until you receive the email notification with your login credentials.

### 3.2. Existing Users

Log into PES-Careers using your login credentials.

#### 3.2.1. Searching for Employers

- Select *Advance Search* under *Employer Search*.
- Select or enter applicable search criteria (click *Reset* to delete all selected criteria). If you do not add any criteria, all the Employers will be listed in the search results.
- Click *Search*.
- After a search is clicked, the search results will display. Click on the *Organization Name* to see Employer Information.
- Click *Change Criteria* to do another search.
- Click *Save Search* to save the criteria for future searches.

#### 3.2.2. Searching for Job and Internship Postings

- Put your cursor over *Job Search* and select *Advance Search*.
- Fill in the search criteria to narrow down your job search or do not enter any search criteria to view all current Jobs.
- Click on *Search*.
- View the search results. You can click on the heading of any column to sort the results by that column's field.
- Click on the *Job ID* or *Job Title* to see the job posting.

NOTE: When Employers post jobs, they have the option of indicating application requirements such as for Major, Job Category, or 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.

## 4. About PES-Careers

PES-Careers is uniquely designed to help students in the U.S. and Canada find a power engineering job or an internship, and to help employers to efficiently find the best candidates for those positions. It is a pilot service of IEEE PES that could be expanded to other regions in the world after evaluation of its value to students and employers. IEEE PES offers PES-Careers without charge:

- As a service to students and their future employers
- To help address emerging engineering workforce challenges
- To facilitate collaboration among industry, government and academia to provide a quality education for the next generation of power engineers.

PES-Careers is maintained by the Power Systems Engineering Research Center ([PSERC](#)) in cooperation with IEEE PES. PSERC's lead university is Arizona State University. Anyone with questions about PES-Careers should call PSERC's administrative office at 480-965-1643 between 9 a.m. and 4 p.m. Pacific Time, M-F, or send an email to [PES-Careers@ieee.org](mailto:PES-Careers@ieee.org).