

Job Seeker – How to sign up for the 2010 Employment Bureau

Start from the IFT Career Center site page <http://careers.ift.org>

If you:

Already have an account:

- Click on “**Your Account**”
- Enter your Career Center login
(Email address and Password)
- Flag your profile as “2010
Employment Bureau attendee”

Have Not created an account:

- Click on “**Post Your Resume**”
- Sign up and upload your Resume to create your
login account
- Flag your profile as “2010 Employment Bureau”
attendee

From the My Account screen

This screen provides access to all online tools available with your Bureau activity.

View your **Calendar** to see your available times and appointments that are scheduled.

Customize your calendar and block out the time frames when you will be Unavailable. This *Important* tool will help employers to book interview appointments that fit your schedule. For example, if you are not arriving until Monday, block out all times on Sunday; if you are presenting a paper, block out the time frames when your presentation is scheduled.

Search for Jobs -Conduct a search of the job bank. Place a Check in the “**Event**” box to search jobs of Interviewing Companies attending the annual meeting. You can further refine your search with keyword, category, job location, etc.

To apply for an interview, click “**Request an Interview**” button when viewing job details within the individual job posting.

Check your **Messages** – appointment messages sent by employers are stored here.
Note: You must apply for a job for the system to initiate a message to the employer. You will receive a message if an employer schedules an interview with you.

About scheduling interview:

When an employers schedules an interview with a candidate, the system will check respective online calendars and show the time frames when both the representative and candidate are free.

Standard message received by the interviewee:

Interviewer, with company name, has scheduled an interview with you on day, at time, at location.

Arrive on time for your interview at location stated in your message.