



## Employers Guide to the PSERC PES-Careers web site

### Part 1: Register with PES-Careers

1. Log into PES Careers US & Canada at <http://pes-careers.org/>
2. Select *Employers > Learn More and Subscribe*
3. On the bottom left hand side, select *Subscribe today! > US & Canada*
4. Start entering your organization name in 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.
5. **If you find your organization:**  
select it, and then click *Continue*.  
**If you cannot find your organization:**  
click *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.
6. Complete the *Contact Information* section of the registration form. Enter an email address that can be used by the PES Careers Administrator to contact you.
7. Select *Register*.
8. Your registration request will be reviewed and once approved you will receive an email notification.

### Part 2: Create a listing of students meeting your search criteria (sometime called Resume Packets)

1. Once your registration request has been approved, click on the link to login:  
<https://www.myinterfase.com/ieee-pes/employer/>
2. Select *Student Search* on the upper left hand side.

**Note:** *You have the ability to select multiple options within a pulldown menu. For example, if you are searching for both Master's and PhD students, click Master's, and then while holding down the control key, select PhD/Doctoral. This will allow you to include both Master and PhD students in your search.*

3. Once you have entered all your choices click on *Search* to generate a listing of students meeting your search criteria
4. Put a check mark next to all students you would like to consider.
5. Select *Create Packet* on the lower left hand side and a new window will open with a listing of all the students and their resume that you selected. You also have the option to send yourself the resulting information by email.