

Biocom

Career Hub

Step-by-step guide for job seekers

Find your next role in life science, apply in a few clicks, and track every application in one free account.

FIND JOBS ON CAREER HUB

biocom.scalis.ai/jobs

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Powered by SCALIS

FOR JOB SEEKERS

Welcome to Career Hub

Career Hub is Biocom California's free job board for the life science community, powered by SCALIS. Search open roles across the life science industry, apply in a few clicks, and keep track of every application in one place.

Free for job seekers
Creating an account, searching, and applying are always free.

Life science jobs in one place
Browse open roles from employers across the life science industry, all in one search.

Apply in a few clicks
Jobs marked **Easy apply** use your Career Hub profile, so you don't start from scratch each time.

Save and track jobs
Save jobs for later and follow every application in your Job Tracker.

In this guide

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FINDING AND APPLYING FOR JOBS

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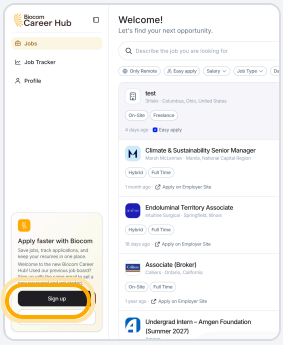
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01 Create your account

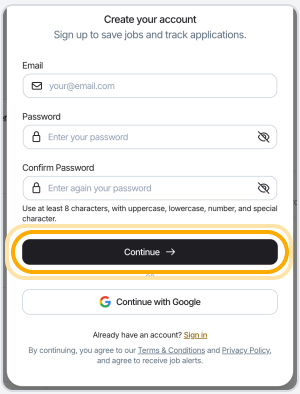
You can browse jobs without an account. Create a free account to use Easy apply, save jobs, and track your applications.

1. Go to **biocom.scalis.ai/jobs**.
2. Select **Sign up** in the bottom-left corner.



3. Enter your email, create a password, and enter it again to confirm.
4. Select **Continue**. Or skip the password and select **Continue with Google**.

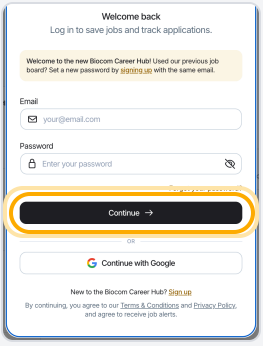
Passwords need at least 8 characters, including an uppercase letter, a lowercase letter, a number, and a special character.



Used the previous Career Hub?
Select **Sign up** and use the same email address you used before to set a new password.

LOGGING IN LATER

1. Go to **biocom.scalis.ai/jobs** and select **Log in**.
2. Enter your email and password and select **Continue**, or select **Continue with Google**.



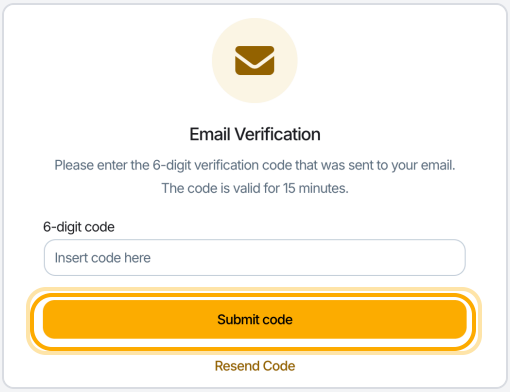
02 Set up your profile

After you sign up, Career Hub walks you through four short steps. Your profile is what employers see when you apply, so it’s worth a few minutes.

EMAIL VERIFICATION

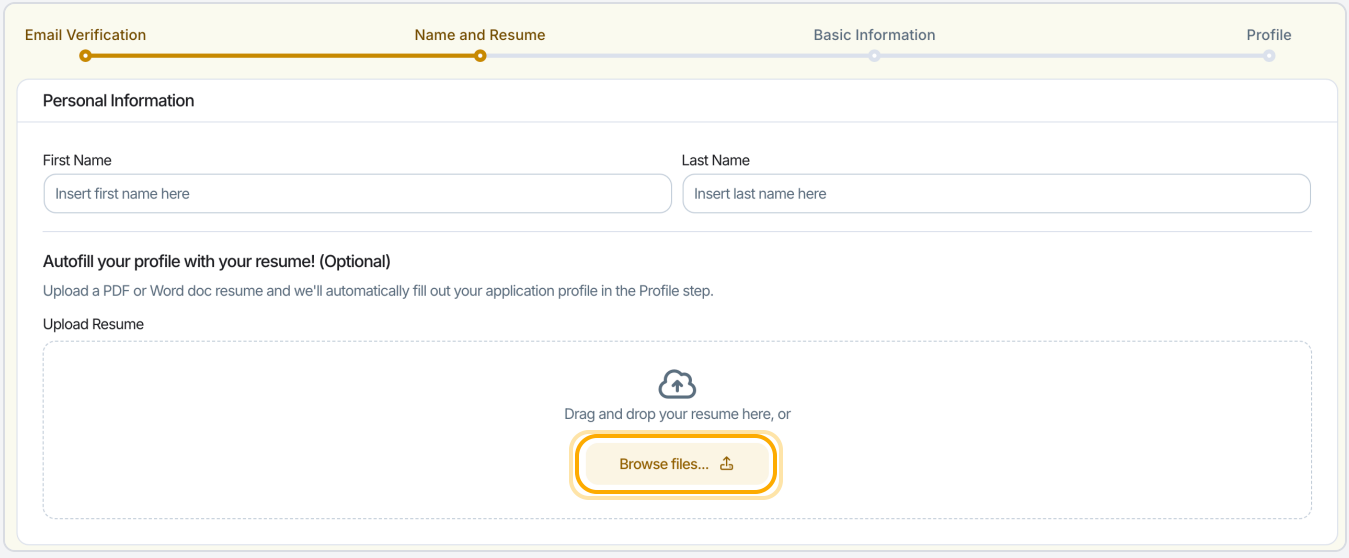
1. Enter the 6-digit code we email you and select **Submit code**.

The code is valid for 15 minutes. Need a new one? Select **Resend Code**.



NAME AND RESUME

2. Enter your first and last name.
3. Upload your résumé as a PDF or Word file and select **Next**. Career Hub uses it to fill in your profile for you.

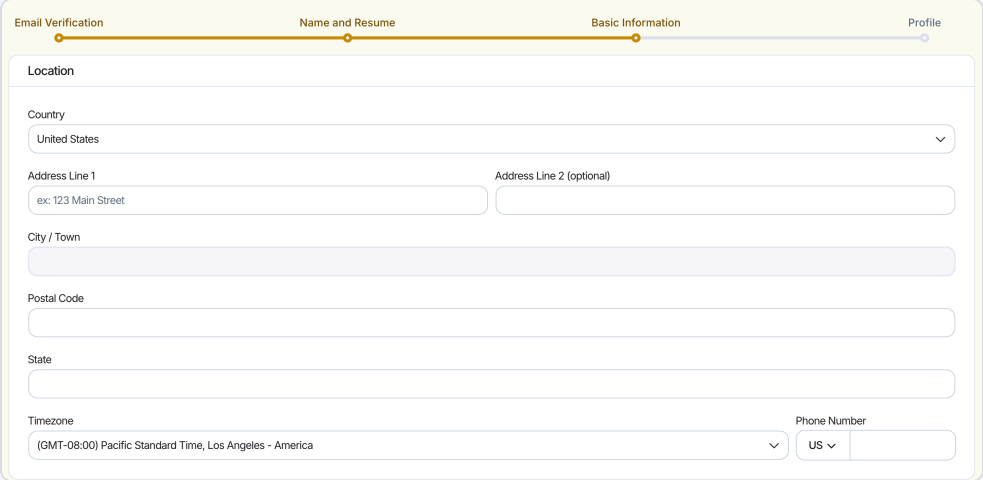


Use one general résumé
Choose a résumé that isn’t tailored to a single job. Employers you apply to can see it.

02 Set up your profile continued

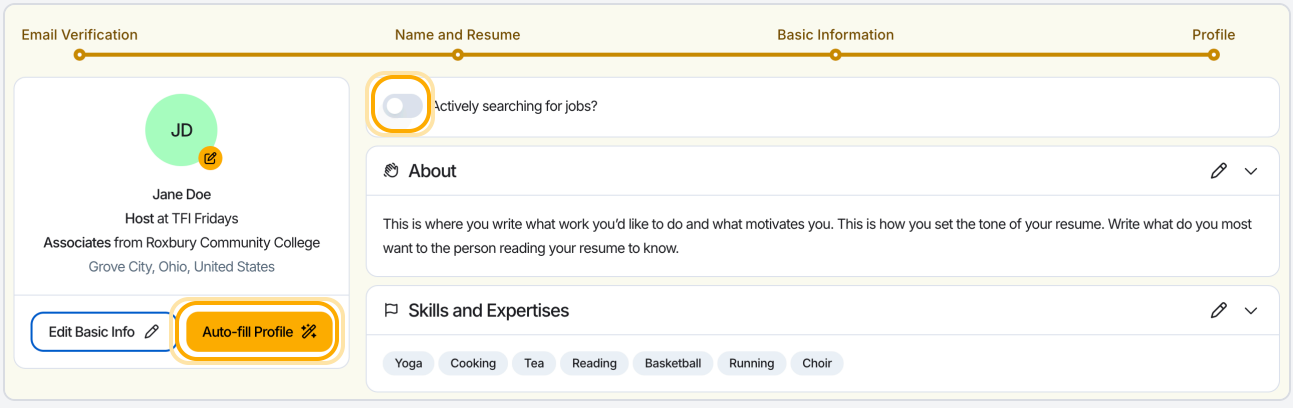
BASIC INFORMATION

4. Add your location, time zone, and phone number.
5. Answer the **Voluntary Self-Identification** questions if you choose. They're optional, confidential, and never used in hiring decisions.



PROFILE

6. Review your profile and edit any section. Select **Auto-fill Profile** to fill it in from your résumé.
7. Turn on **Actively searching for jobs?** to show recruiters you're actively looking.

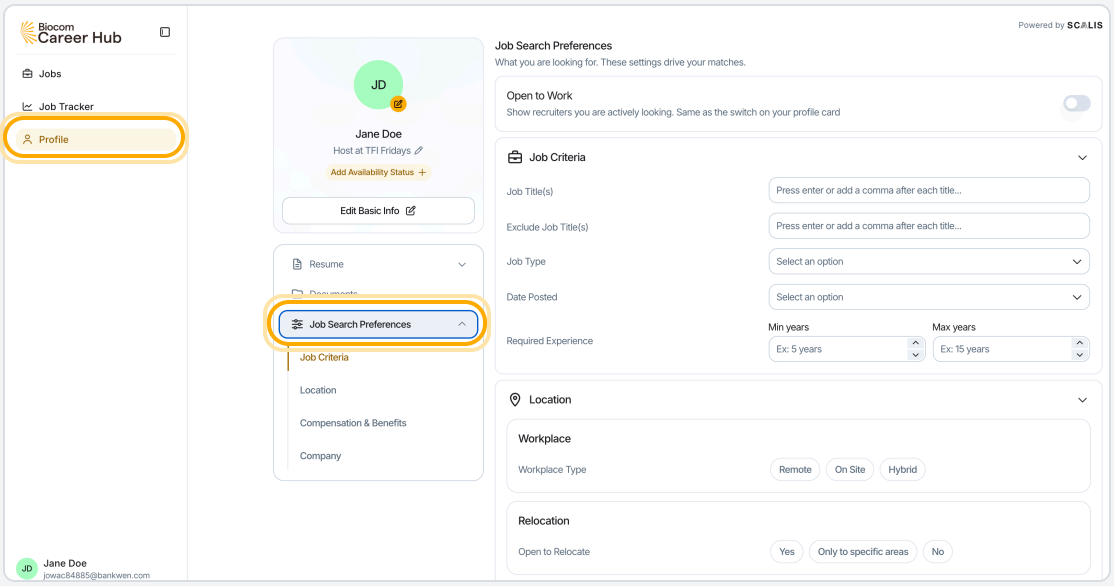


Keep it up to date
You can come back to **Profile** in the left menu anytime to update your details or upload a new résumé.

03 Set your job search preferences

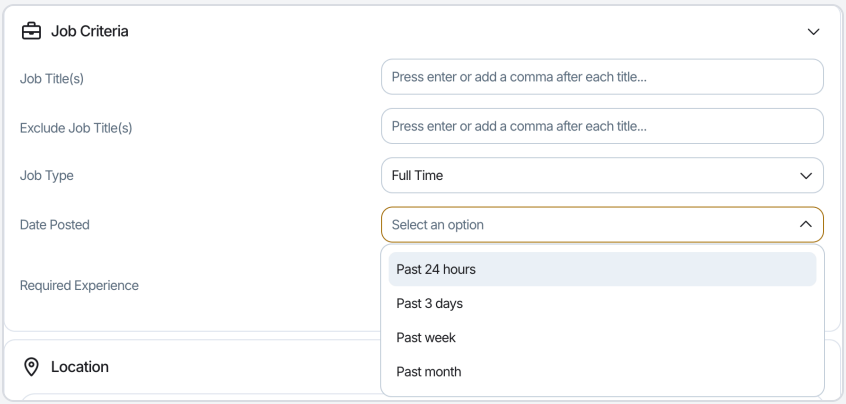
Tell Career Hub what you're looking for. Your preferences decide which jobs it matches you with, and you can change them anytime.

1 Select **Profile** in the left menu, then select **Job Search Preferences**.



2 Fill in the sections that matter to you, such as:

- **Job Criteria:** job titles, job type, and years of experience
- **Location:** remote, on-site, or hybrid, and whether you'd relocate
- **Compensation & Benefits**
- **Company**



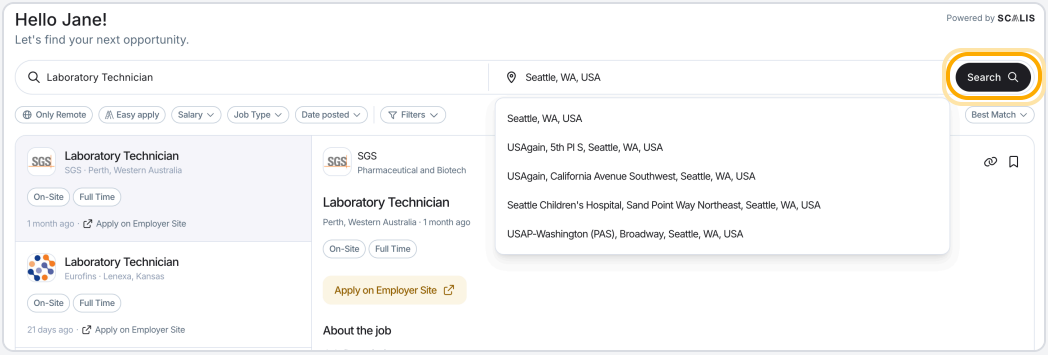
Keep it broad
Early in your career or open to different paths? Add several job titles to see more opportunities.

Open to Work
The switch at the top shows recruiters you're actively looking. It's the same as the switch on your profile.

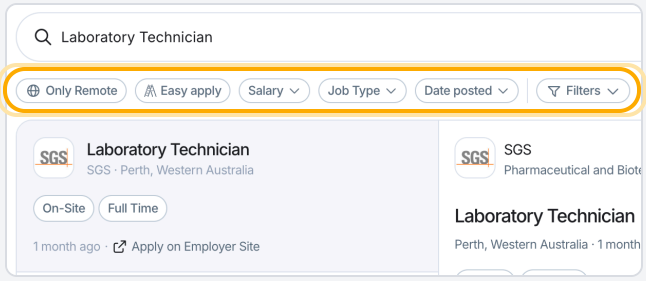
04 Search the job board

Search open roles across Career Hub and narrow them down to the ones that fit.

1. Describe the job you're looking for and type a city, state, or country. Choose a location from the suggestions, then select **Search**.

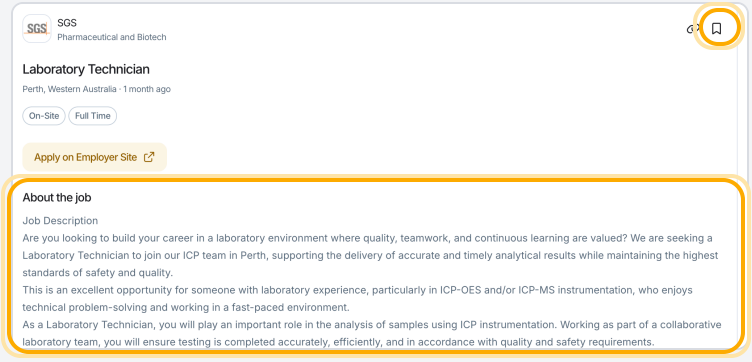


2. Narrow your results with **Only Remote**, **Easy apply**, **Salary**, **Job Type**, **Date posted**, and more under **Filters**.



3. Select a job to read its full description under **About the job**.

4. Select the bookmark icon to save the job for later.



Two ways to apply
Jobs with an **Easy apply** button take applications right on Career Hub (step 05). Jobs marked **Apply on Employer Site** take you to the company's own careers site.

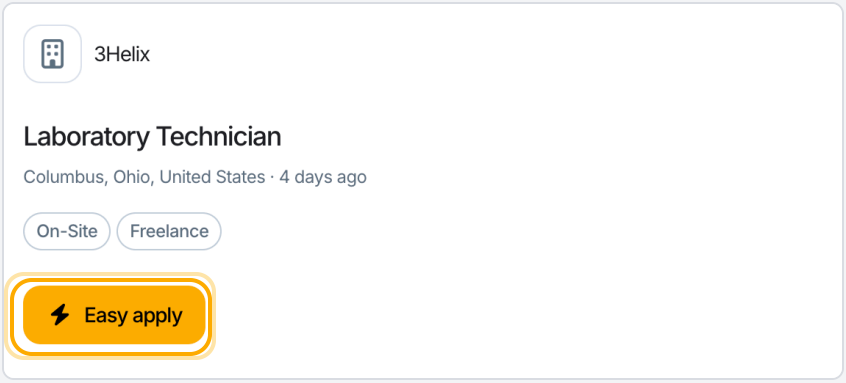
05 Apply with Easy apply

Easy apply uses your Career Hub profile and résumé, so most applications take just a few minutes.

CHOOSE A JOB

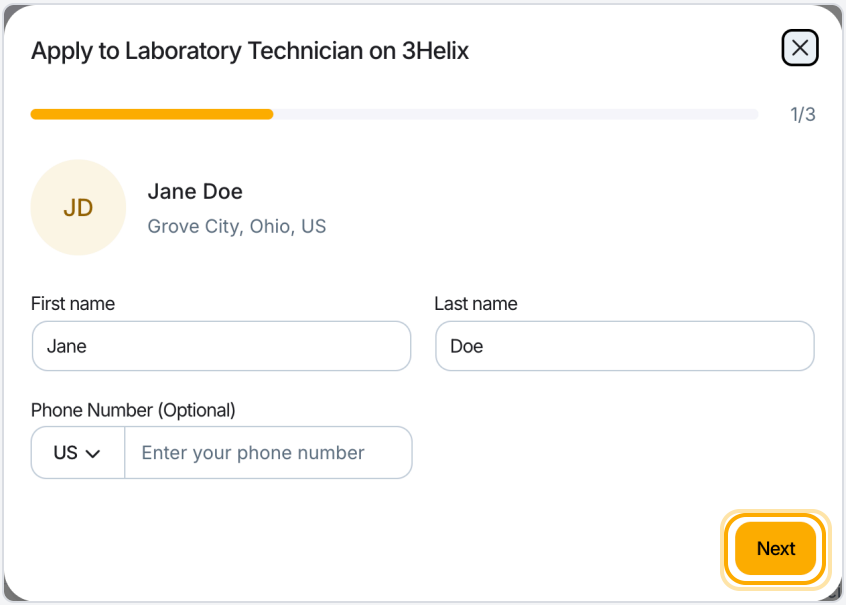
1. Open a job that shows **Easy apply** and select the **Easy apply** button.

Want to see only these jobs? Turn on the **Easy apply** filter on the job board.



STEP 1 OF 3 · YOUR DETAILS

2. Check your first and last name and add a phone number if you'd like. It's optional.
3. Select **Next**.

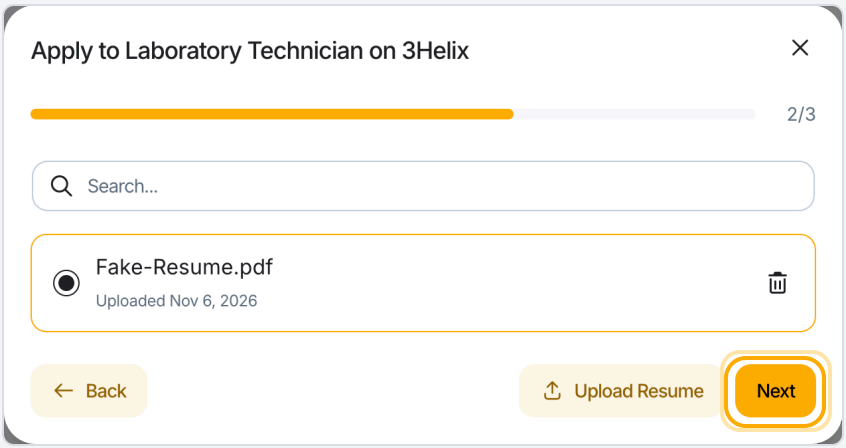


Changed your mind?
Select **Back** to return to a previous step, or the **X** to close the application without sending it.

05 Apply with Easy apply continued

STEP 2 OF 3 · RÉSUMÉ

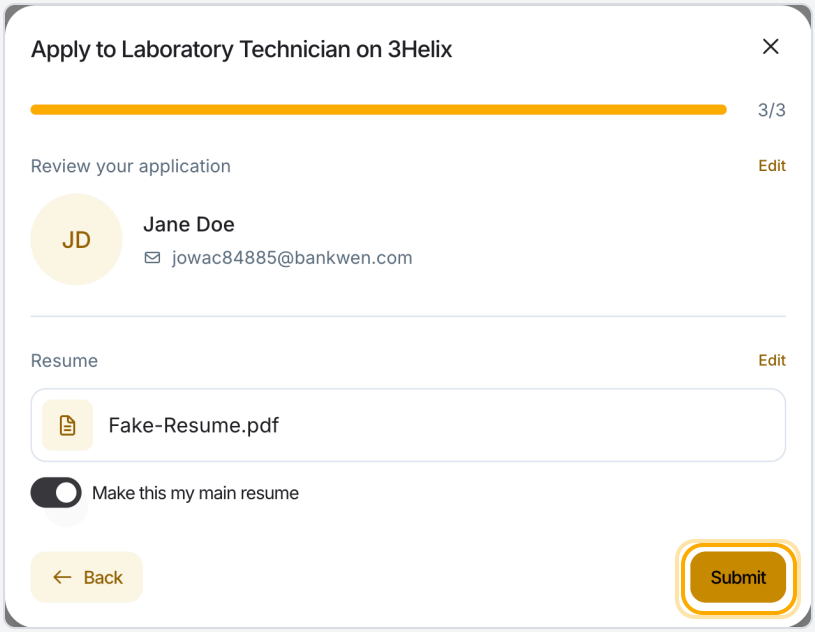
4. Choose the résumé to send, or select **Upload Resume** to add a new one.
5. Select **Next**.



STEP 3 OF 3 · REVIEW

6. Review your application. Select **Edit** to change anything.
7. Select **Submit**.

Turn on **Make this my main resume** to use this résumé by default next time.



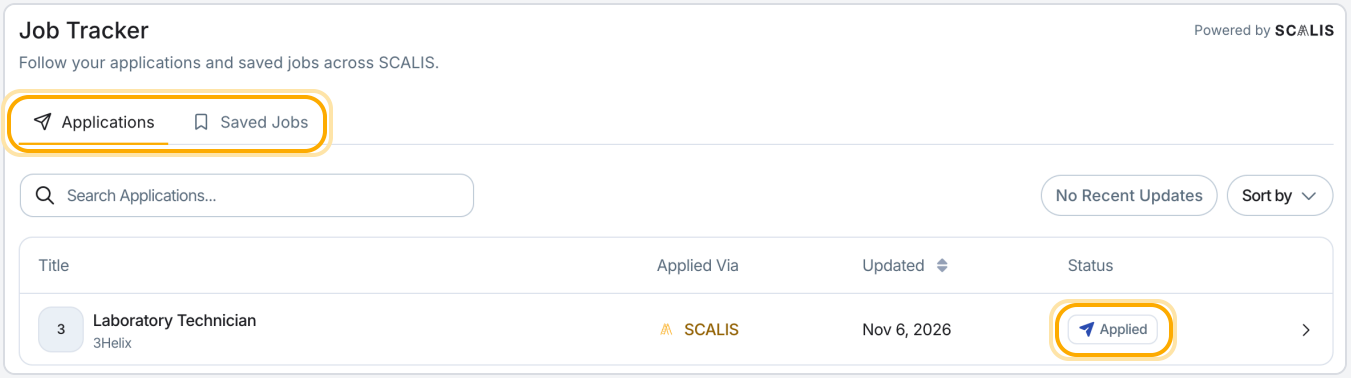
What happens next

- Your application goes straight to the employer's hiring team.
- You can follow it in your **Job Tracker** (step 06).
- The employer contacts you if they'd like to move forward.

06 Track your applications

Your **Job Tracker** keeps every job you've applied to and saved in one place, so you always know where you stand.

1. Select **Job Tracker** in the left menu.
2. On the **Applications** tab, see every job you've applied to, when it was last updated, and its **Status**.
3. Select **Saved Jobs** to see the jobs you've bookmarked.



Looking for one application?
Use **Search Applications** or **Sort by** to find it quickly.

Tips for a strong search

- **Keep your profile current.** Update your résumé and most recent job whenever they change.
- **Stick to one résumé.** A single, general résumé is clearer for every employer who views it.
- **Show you're looking.** Turn on **Actively searching for jobs?** in your profile.
- **Check back often.** New roles are posted regularly.

Frequently asked questions

ABOUT CAREER HUB

What is Career Hub?

Biocom California's job board for the life science community, powered by SCALIS. It brings open roles from across the industry together in one place.

Does it cost anything?

No. Creating an account, searching, and applying are free for job seekers.

I had an account on the previous Career Hub. What do I do?

Career Hub has moved to a new platform. Select **Sign up** at **biocom.scalis.ai/jobs** and use the same email address to set a new password.

APPLYING

Why do some jobs take me to a company's website?

Some employers take applications only through their own careers site. These jobs show **Apply on Employer Site**, and you apply on the company's site instead of with Easy apply.

Who can see my profile and résumé?

Employers you apply to can see the profile and résumé included with your application.

How do I update my résumé?

Upload a new one from your profile. Future applications will use your updated résumé.

GETTING HELP

How do I get help?

Submit a support request at **biocom.dev.scalis.ai/support**, or email **careerhubsupport@biocom.org**.

Still have questions?

Submit a request at **biocom.dev.scalis.ai/support** or email the Career Hub team.

careerhubsupport@biocom.org

Biocom

Questions? We're here to help.

Submit a support request at **biocom.dev.scalis.ai/support**, or email us.

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