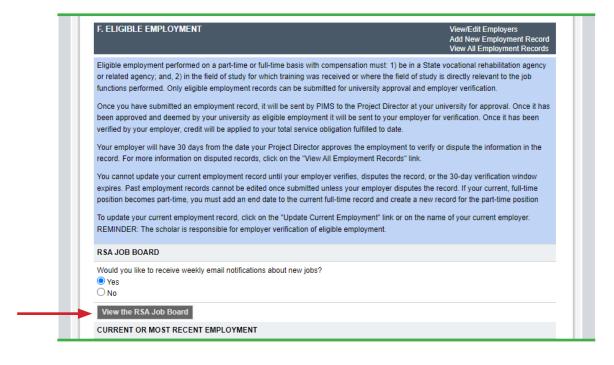


USING THE PAYBACK INFORMATION MANAGEMENT SYSTEM (PIMS) JOB BOARD: A QUICK REFERENCE GUIDE FOR SCHOLARS

The PIMS Job Board provides a list of currently open positions that have been approved by the U.S. Department of Education, Office of Special Education and Rehabilitative Services, Rehabilitation Services Administration (RSA). RSA has determined the positions to be eligible to fulfill payback of scholarship funds received through RSA's Rehabilitation Long-Term Training (RLTT) grant program. The Job Board is accessible only to scholars who have received RLTT scholarships and can be reached by logging in to the PIMS website using unique credentials. The Job Board is designed to be user-friendly and a helpful resource tool for scholars. Scholars can sort, filter, and search open positions by multiple variables including job location, title, category, and full- or part-time status. In addition, interested scholars can sign up for weekly emails notifying them of open positions on the board. Scholars will not apply for individual positions on the PIMS Job Board, but rather they can use the link within a Job Board posting to navigate directly to an employer's hiring page, where they may apply for the position. Scholars can access the PIMS Job Board by following the instructions below:

1. Log in to your PIMS scholar account and scroll to Section F. Eligible Employment and review the "RSA Job Board Section."

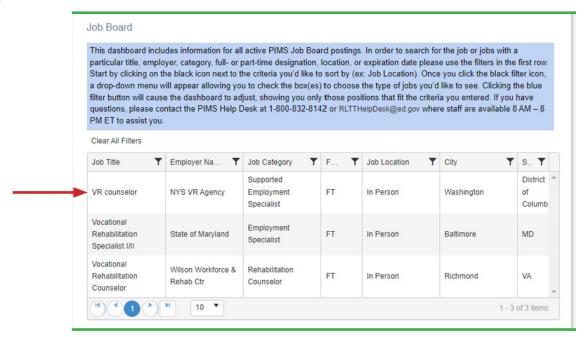


- 2. Click "Yes" if you would like to receive a weekly email notification of new jobs posted on the job board. You may unsubscribe from the email notification at any time by changing your response to "No." Please allow one week for any changes to process.
- 3. Click "View the RSA Job Board" to access the PIMS Job Board and all active and approved jobs.

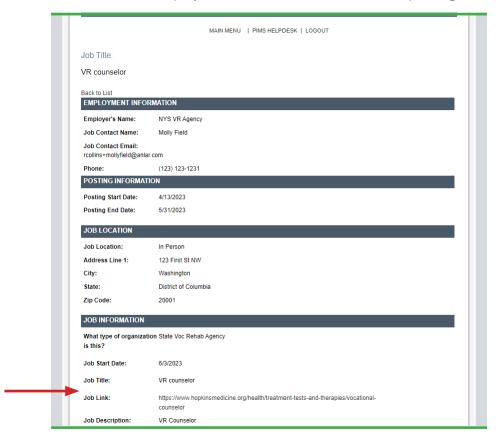


Once you have accessed the PIMS Job Board, use the filter icon in the top row to sort by Job Title, Employer Name, Job Category, Full or Part-time status, and Job Location. To remove the filters, click on "Clear All Filters" above the Job Title column.

4. Click on the job title to view more information about each position.



5. Each job posting page includes a brief job description, employer contact information, and a link to the actual job posting on the employer's website. Click the Job Link to navigate to the employer's website for more detailed information about the position and how to apply to the job itself. To return to the list of all job postings, click on "Back to List" above the Employment Information section of the posting.



Important Reminders:

• Applying for posted positions:

If you are interested in applying for a posted job, use the "Job Link" listed in the job posting to navigate to the employer's website for more information regarding the application process. RSA and PIMS are unable to process or facilitate applications to job postings.

• Questions regarding job postings:

Contact the employer directly if you have questions about a specific job using the information provided in the "Employment Information Section." RSA is pleased to provide this resource tool to scholars seeking potential leads for qualifying employment. RSA nor the PIMS Help Desk staff can answer questions concerning job postings. The PIMS Help Desk staff, however, can assist you in accessing PIMS and navigating the PIMS Job Board.