



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

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. Please see steps 1-4 below to learn how to submit, edit, or remove a PIMS Job Board Posting.

STEP 1: Submit your job to RSA for review

Each position must be approved by Rehabilitation Services Administration (RSA) prior to posting to ensure that the position is eligible to allow a scholar to fulfill their required service obligation.

The form to add and submit a new job posting for RSA review can be found at:

<https://pdp.ed.gov/rsa/Home/JobForm>

- a. Fill in the contact information, posting start and end date, job location, and the requested information about the position. All fields with red * are required to submit your position to RSA for their review.

RSA PIMS Rehabilitation Services Administration

DEPARTMENT OF EDUCATION

Home Scholars Grantees Employers

Add New Job Posting

Please complete the fields below. Note that all fields with a * are required and must be completed. If your posting is for a part-time position you will need to enter the average number of hours per week required. For remote positions please enter the employer address in the Job Location fields. Once you have completed all this form, please click Submit at the bottom of this page. If you have questions, please contact the PIMS Help Desk at 1-800-832-8142 or RLTHelpDesk@ed.gov

CONTACT INFORMATION

Employer's Name:*

Department Name:

Job Contact Name:*

Job Contact Email:*

Phone:*

TTY:

POSTING INFORMATION

The date that you would like the job posted on the Job Board and the date you would like the job posting removed from the Job Board. Note that it could take up to two weeks from the date you submit the posting for it to be available on the job board as RSA must review and approve each job posting.

Posting Start Date:*

Posting End Date:*

JOB LOCATION

- b. If you do not know the job start date and/or do not have a posting link yet (see red arrows to these 2 fields in the screenshot below), you can still submit the position for RSA review. **However, even if RSA approves the position for posting the job will NOT be posted until you have revisited the posting and added the job start date and/or job link.**

JOB INFORMATION

What type of organization is this? *

Qualified Nonprofit
 Private Rehabilitation
 Veterans Affairs
 Community Rehabilitation
 Qualified Federal Government Agency
 State Voc Rehab Agency
 Other

Job Start Date:

Job Title:*

Job Link:

Job Description:*

Job Category:*

Is this job full time?* Yes
 No

Position Level: Entry - Level
 Mid - Level
 Management/Supervisory

Position Type: Permanent
 Temporary
 Paid internship
 Grant funded

STEP 2: Confirmation that your job was successfully submitted

You will receive a confirmation email with the subject **“Confirmation: PIMS Job Board Posting Request”** confirming that your posting was successfully submitted and is in review. The email will include the submitted details and a link to view the posting. This email confirms that your posting has been received, however it will not be visible to scholars until approved by RSA staff.

STEP 3: Notification that your job has been approved or rejected by RSA

You will receive an email notifying you of the status of your posting within 2 weeks of submission.

Approved Postings

- You will receive an email notification with the subject line **“Your PIMS Job Board Posting has been approved”** if your posting has been approved by RSA. This email will include a link to view your posting that is live on the board and instructions if you want to edit or remove your posting.

- You will receive an email with the subject line **“Your PIMS Job Board Posting has been tentatively approved – JOB START DATE AND LINK NEEDED”** if RSA has approved your job for posting but it does not yet contain the job start date and/or a link to your job posting. The job post will NOT appear on the PIMS Job Board until you update the posting and add the job start date and/or link.

Rejected Postings

- You will receive an email with the subject line **“Your PIMS Job Posting requires revisions before posting”** if your posting was rejected during RSA review and requires more information. The email will include the reason for rejection and a link to access and edit your posting.
- If RSA determines that the job you submitted is not eligible for posting, you will receive an email with the subject line **“Your PIMS Job Board Posting has been deemed ineligible for posting”** notifying you that the position is not eligible and will not be posted on the board.

STEP 4: Edit or remove your job from the PIMS Job Board

If you need to **EDIT your posting after it is live on the PIMS Job Board**, contact the PIMS Help Desk at RLTTHelpDesk@ed.gov or 1-800-832-8142. The Help Desk is available from 8 AM to 8 PM ET Monday – Friday.

Similarly, please contact the Help Desk if you need to **REMOVE your posting** from the board before the expiration date or you need to **EXTEND your posting** for additional time.