



## JOB SEEKERS SERVICES:

- Search for jobs from any computer, 24/7
- Come to your local PA CareerLink® office for one-on-one help
- Access to hundreds of local jobs
- Free workshops
- Adult, Veteran, and Youth Services
- Training

## Register online:

- Step 1: Log on to the website: [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)
- Step 2: Click on “REGISTER” on the toolbar at the top right of the page
- Step 3: Click on “Individual Seeking Employment”
- Step 4: Fill in each page thoroughly, then click “CONTINUE” to move to the next page.
- Step 5: Follow the specific instructions for creating a Keystone ID and Password.
- The Keystone ID is your Username and it must be unique enough that nobody else in the whole system has the same one. (Jamiel is not unique enough.)
  - The Password must include the following: uppercase letters, lowercase letters, numbers, and symbols, and be at least eight characters with no spaces. *If you are meeting all the criteria and it's still not working, that is most likely because you are attempting to use your name in your password. Using part of your name is not secure enough, and the system won't accept it.*

Tip: Be sure to write your Keystone ID and Password down once they have been accepted.

## Performing a Job Search:

- Step 1: Log in using your Keystone ID and Password.
- Step 2: Enter categories, keywords or other search criteria. You can also select a county to see all jobs posted for that county, or enter a zip code to see all the jobs in that area. You may expand or narrow down your search by selecting your zip code plus either 10, 25, 50, or 100 miles.
- Step 3: You must follow up with the employer using the method(s) provided. Employers want applicants to apply in different ways, so pay attention to what the job description/instructions say and follow through! It may direct you to go in person, e-mail your resume, call, etc. If you do not do this, then you have not applied for the opening.

To contact our office: PA CareerLink®  
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