PA CareerLink ®

Job Search Component of the Commonwealth Workforce Development System (CWDS)

Full Enrollment Required if You are Receiving PA Unemployment Compensation

1. Sign in and create your **KEYSTONE ID** and **Password.** You will also receive a **Participant ID** from PA CareerLink® after you have completed the registration process.

2. **Always log in** *to* PA CareerLink®. While you can search without logging in, you will not be able to save any jobs, link to your resume, document your job searches, etc.   Keep your **Keystone ID and Password** handy so you can log onto PA CareerLink® from ANY computer. Keep your **Participant ID** handy if you need staff assistance or to reset your password.

3. **Dark Gray Bar Includes:**
   Shortcuts to *Job Search, Saved Jobs, Mail, Announcements,* and your *Personal Information.*
   > To review or edit personal information, click on **Head Silhouette (Hi...),** then select:
   > - Personal & Contact Information and Participation ID
   > - Job Preferences & Summary
   > - Change Your Password
   > - Reset Your Hint Questions

4. **Dashboard Includes:**

House Symbol	Will always bring you back to the Dashboard page
My Job Search	Everything to do with Resumes, Job Search, and Job Search Applications and Activities
Events	Search in **Calendar of Events** to see what's happening! To register for, or cancel your workshops, select *Montgomery County CareerLink,* choose workshop, then select **Register** or **Unregister. My Calendar** shows your scheduled workshops.
Career Services	Information about Careers, Veteran Services, Training Opportunities, Skill Assessments, etc.
About Us	Accessibility, Contact Info, Policies & Terms of Use
Help	Feedback, CareerLink Offices, Help Center, Sitemap
Español	Click on to access the PA CareerLink® website in Spanish

PRE-JOB-SEARCH SUGGESTIONS

Before you spend energy on a job search make sure you have completed *My Preferences* (under Head Silhouette) including the *Summary.* This summary helps to match you with jobs.

When you enrolled, PA CareerLink® created a basic resume based on your answers. It is critical that you edit the resume so it has a strong objective, accurately reflects your skills, has no grammatical errors, and uses industry-specific keywords. Note: Though you have the opportunity to upload and submit additional resumes, *only* your PA CareerLink® resume can be directly viewed by our recruitment team and employers who search for job candidates.

JOB SEARCH RECOMMENDATIONS

Enter Job Title or Keywords, enter your zip code, select *Only Show Registered Employers,* Click on *Search.*

To further narrow your search, select *Date Posted* and *Distance.* Click *Search* again.

Once job listings appear, look on the left hand side to narrow the search even further.

If no jobs appear, try different keywords, or do NOT select *Only Registered Employers.*

Keep a record of your job searching activities.