EFFECTIVE JOB SEARCHING ON PACAREERLINK®

SUGGESTED FIRST STEP – YOUR RESUME

Make sure your resume is complete, without typos, with correct capitalization of words, and with a good objective (Summary) <u>before</u> you send it out to potential employers. If you need help, CareerLink offers several options to assist you in developing a great resume.

In PACareerLink®, you can review, and edit your resume as follows:
- **Sign in** to PACareerLink®
- Go into **My Job Search**
- Go to **My PACareerLink® Resume**
- To edit: **Click on the yellow pencil symbols to the right of each section to edit that section.**
- You will see the <u>unformatted version</u> of your resume.
- To see the <u>formatted version</u> of your resume, go back to resume list, then choose **Print**, then **Open**.

You can **upload a resume** that you have created elsewhere, and select it to send to employers instead of the PACareerLink resume. Click on **Upload**, Create a **Name** for it, **Browse** and locate the resume you want to upload, and **Open**, then **Save and Finish.**

*Note: You cannot open, edit and save changes on any **uploaded** resume from inside the PACareerLink site. Instead, you must open, make changes, <u>then save elsewhere</u>, and then replace original version on the system.*
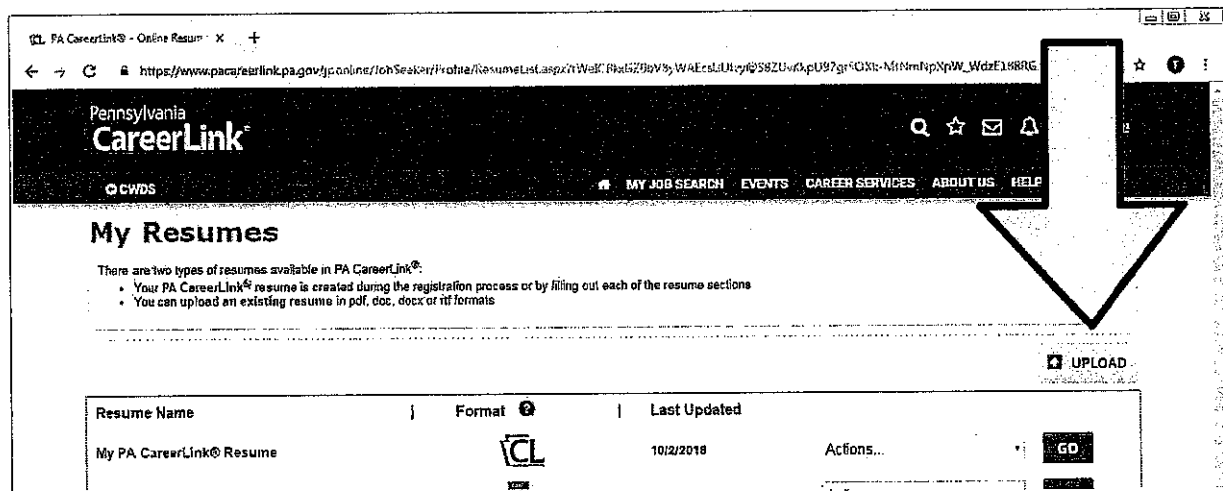

You can also **build your PACareerLink resume from an existing resume** you have created elsewhere. If you have built from an existing document, make sure you check it very carefully; it is rarely a perfect conversion. To be compliant with Unemployment, make sure you still have a default **PACareerLink® Resume.**

Tip: Before you start searching jobs, it is a good idea to have a sense of the salary you would require. You will be asked salary information in many online applications.

You can get salary info within PACareerLink® On your Dashboard, look under **Career Services.** Choose **Career Resources.** Then select **Occupation Profile Information**. Enter the name of the position and you will see wage info.

NEXT STEP: HOW TO SEARCH FOR JOBS IN PACAREERLINK®

In PACareerLink®, look for the house symbol and click to make sure you are on Home Page. On the blue bar near top, click on **My Job Search,** and a drop down menu appears. Choose **Search Jobs.** Put in a keyword that fits the job you are looking for, and then put in your zip code in location box.
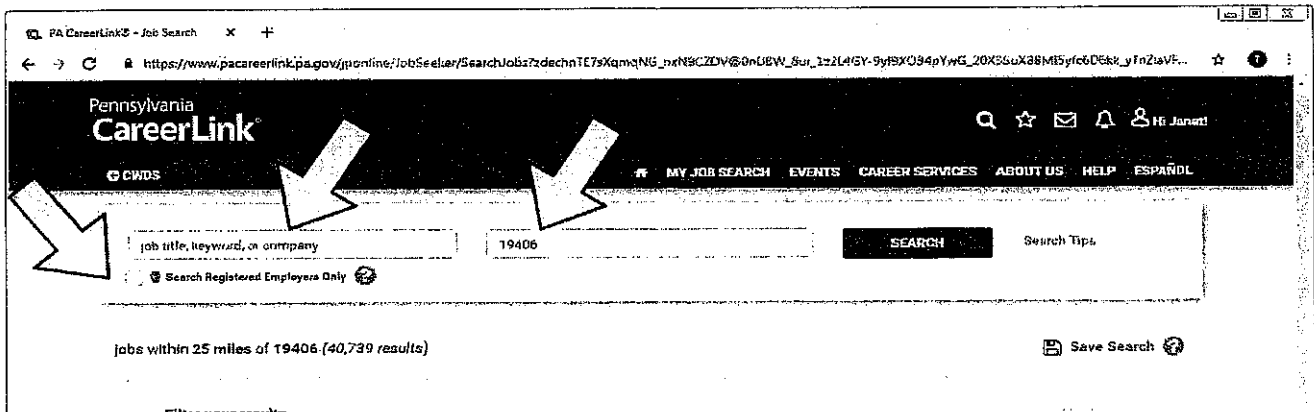
When jobs show up on your screen, narrow your search results (on left side). Categories include **Date Posted , Distance, County, City, Estimated Salary, and more**.

If you do not get good choices at this point, you can go back and broaden the search, one by one in each of the categories you previously narrowed it, or use a different title for the job.

To keep a record of your job search: If you apply to registered employers (see picture above), a record will be made which documents the application you have submitted. If you are re-directed out of the PACareerLink site to an external site, you will need to keep an independent record. To manually document the activity on site, See **Additional Activities** section on last pages.

Tip: To be efficient, you can save jobs of interest as you look, and then continue looking. Go back to **My Job Search,** choose **Saved Jobs.** You can then go back and apply when you have a good stretch of uninterrupted time. When you're ready to apply, go to your home page dashboard, look under **My Job Search,** choose **My Saved Jobs. Apply.** *Note: Jobs will only stay in Saved Jobs for 5 days.*

Many times, once you apply, you will then be asked to link to the company website, and apply all over again or fill out additional forms. This is one way they determine who is most serious about applying. It can take time to complete their process. Sometimes you will be asked to call or email them and they will provide contact information. Although time consuming, it is important to complete these further steps if you want to be considered for the job. Make sure the requests are legitimate. If unsure, read the pink CareerLink Internet safety tips flyer available at the CareerLink.

STEP 3: HOW TO APPLY FOR JOBS IN PACAREERLINK

HOW TO APPLY FOR JOBS USING YOUR PACAREERLINK RESUME

When you apply from PACareerLink, your default resume (a basic resume that was automatically created when you enrolled) will be sent <u>unless</u> you choose otherwise. You can apply directly to employers from your Job Search list *or* from your Saved Jobs list. The process is the same for either.

1. Choose a job of interest off of your list and click on **Apply.** The process is the same for **registered** employers or **non-registered** employers.

2. A description of the job will open up. Click on **Apply Now.** You will see a box showing the name of your PACareerLink resume. Click on the blue box that says **Continue.**

3. You will get a confirmation message saying that you have applied (sometimes there are additional instructions to email or call) **or** you will be re-directed to their website to apply through their application process. If so, it can take time to find the job in their site, and complete their process. This is how they determine who is most serious about applying. **It is important to complete all steps if you want to be considered for the job.**

Note: To use PACareerLink resumes applying outside of PACareerLink
1. *First, save your resume <u>outside</u> of the PACareerLink site (save onto your hard drive or a flash drive).*
2. *Browse and choose that resume from wherever you put it.*
3. *Attach it that non-PACareerLink application, email, etc.*
4. *Save, or Enter if required to "lock it in".*

HOW TO APPLY FOR JOBS USING AN UPLOADED RESUME

When you apply from PACareerLink, your default resume (a basic resume that was automatically created when you enrolled) will be sent <u>unless</u> you choose otherwise. **To choose your uploaded resume:**

Choose a job of interest off of your list and click on **Apply.** The process is the same for **registered** employers or **non-registered** employers.

1. A description of the job will open up. Click on **Apply Now.** You will see a box showing the name of your PACareerLink resume. To the right of that is a drop down arrow. Click and pull down on arrow till you locate the uploaded resume you want to use, then click on that name.

2. If you choose, select "Yes" for a cover letter, either write one <u>or</u> locate a previously written one and paste it into the box (for this option you must create one outside of the site and save it for this use, either on your hard drive or flash drive.)

3. **Submit Application**

4. You will get a confirmation message saying that you have applied (sometimes there are additional instructions to email or call) **or** you will be re-directed to their website to apply through their application process. If so, it can take time to find the job in their site, and complete their process. This is how they determine who is most serious about applying. **It is important to complete all steps if you want to be considered for the job.**

HOW TO VERIFY YOUR APPLICATION

IF YOU HAVE APPLIED TO A <u>REGISTERED EMPLOYER</u> (a job showing the gold Keystone PA logo in description)

1. Check verification by clicking on the little house logo to make sure you are on your Home Page.
2. On the blue bar near top, click on **My Job Search,** and a drop down menu appears.
3. Choose **Job Application.** The job you have applied to most recently should be listed on the top. (If you applied before the shown time period, you may have to change the date range.) You are verified.
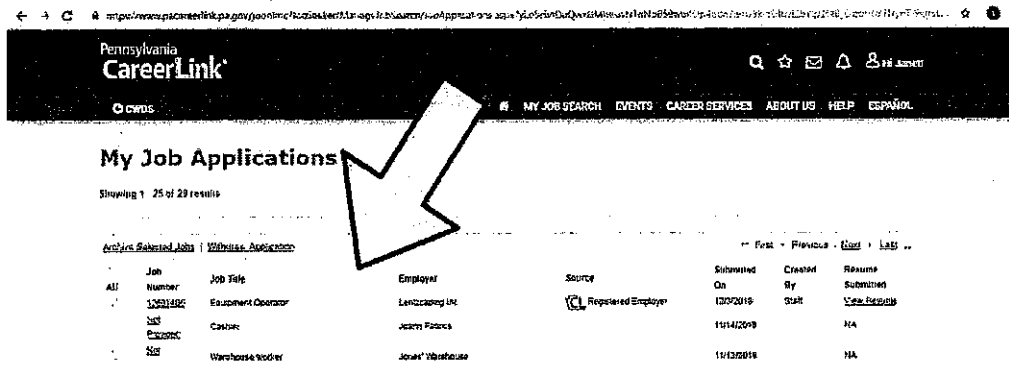
TO VERIFY IF YOU HAVE APPLIED TO A <u>NON-REGISTERED EMPLOYER</u> (no gold Keystone PA logo in description),
Enter your **JOB SEARCH ACTIVITIES:**

1. You will need to enter **Job Search Activity** information to keep a record of your job application. (It will help to get in the habit of **noting specific info you will need to enter** on form before closing the job, for example date you applied, company name, address if shown, name of contact if shown, phone number...)
2. First, click on the little house logo to make sure you are on your Home Page.
3. On the blue bar near top, click on **My Job Search,** and a drop down menu appears.
4. Choose **Job Activities.**
On the bottom right there is a place to click on **"Add Activity"**
5. Pull down the drop down list and choose the **job application** activity.
6. Fill in the information and **SAVE.** You are verified.

NOTE: You have the option to fill out information for other job search activities here as well in order to create a record that is easy to access. For example you can enter information on a job fair you attended or a person you spoke to about a job opportunity, a company you visited, or an event you attended.
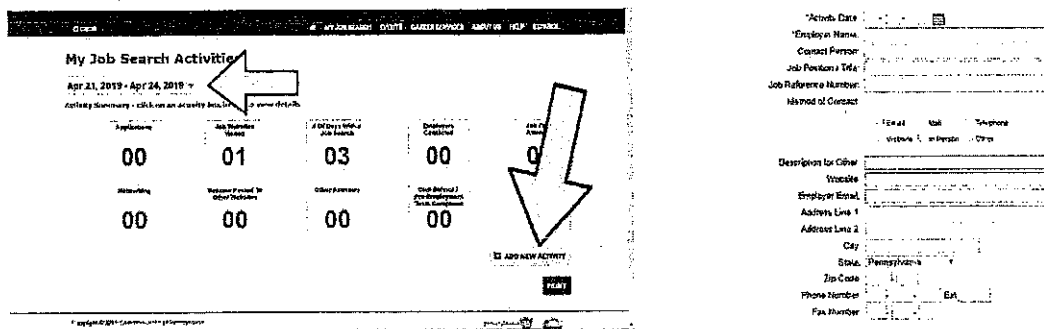
* REMEMBER: *it is important to have complete, accurate information on your PACareerLink Resume not just uploaded resumes, because it is the only resume viewed by Business Service Representatives and Employers who may be searching the site for qualified candidates for jobs. If you want to be selected it is critical to represent yourself professionally on the default PACareerLink resume, <u>even</u> if you prefer to submit your uploaded resume to jobs of interest.*