Employer Quick Reference Guide for JobGateway®

Creating a Company Profile

- Go to www.jobgateway.pa.gov
- Click on Yellow tab - 'Employers Post Jobs & Find Talent'
- Click on 'Sign in / Register' at the top right of the screen
- Click on 'Register' at bottom of pop up window
- Enter the FEIN, and select Third party contact preference from the drop-down box (either Yes or No). Click 'Continue'
- Enter Employer Information (Employer Details, Location Details and Mailing Address). Once Completed, click Continue.
- Enter Contact Details, Click 'Continue'
- Enter Contact Log-In Details - Create a Password. Your password must be at least 8 characters long and meet the character requirement as outlined on the page. Select and answer the security questions, click 'Continue'.
- Complete the Services Offered Questionnaire, and click 'Continue'.
- Review your company profile and make any necessary edits. Once complete, click 'Submit for Approval'.
- You will be provided with your Keystone ID.
- Be sure to safeguard your Keystone ID and the password you created for future log-in purposes.
- The company profile will be approved within 24 hours.
- You can then log in and post jobs and/or report new hires.

Posting Jobs

- Go to www.jobgateway.pa.gov
- Click on Yellow tab – 'Employers Post Jobs & Find Talent'
- Click on 'Sign in / Register' at the top right of the screen
- Enter your Keystone ID and Password from when you Created your Company Profile and Click 'Sign In'
- From your JobGateway® dashboard – select My Job Postings and click 'Create Job Posting'
- Complete all required fields and click 'Save + Continue'
- Complete all Job Site Details and click 'Save + Continue'
- Complete all Job Posting: contact details and click 'Save + Continue'
- Choose to Add a Screening Questionnaire for your Job Posting – Choose 'Yes or Not Now'. Click 'Save + Continue'
- Review your job posting and make any necessary edits.
- If acceptable, Click 'Submit'
- Jobs will be active within 24 hours.