



Creating a New Company Profile

- Go to pacareerlink.pa.gov
- Click on Yellow tab "Register"
- Click on "Employer"
- 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.
- Create a Password. Your password must be at least 8 characters long, have a Capital letter, lower case letter and number.
- Select and answer the security questions, click continue.
- You will be given your Keystone ID.
- The company profile will be approved within 24 hours.
- You can then log in and post jobs and/or report new hires.

Creating a New Contact for Existing Employer

To create a new contact follow this link: [New contact](#)

- Enter the FEIN for your company and answer the two questions then proceed using continue.
- At the next screen you will be given information associated with the existing account and can join it.
- After joining it will immediately ask for you to create a contact and input the required information.
- After this is completed the contact will be in a "pending status" and will be visible for it to be approved by the CareerLink.
- Make sure to write down the access code that will be given at this point as this is required to finish the contact profile completely.
- You can finish creating your contact profile by following this link [PA CareerLink® - Access Code](#) and inputting the Temporary Access Code that was given. If you do not remember it feel free to email cfrankenfi@pa.gov and this can be obtained.
- You can also reach out to that email to make them aware of the contact pending as this process can be expedited.



Posting Jobs

- Go to pacareerlink.pa.gov
- 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'
- Scroll down to Occupation Matching and select the primary occupation by clicking edit, and selecting the "set as primary" toggle
- Review your job posting and make any necessary edits.
- If acceptable, Click 'Submit'

Searching for candidates on PA CareerLink® website

- Go to www.pacareerlink.pa.gov
- Scroll down to "Employers" – I'm Looking To: Select "Search for Talent"
- Search Candidates – Entry search criteria – Example "Project Manager", then enter City, State or Zip Code
- Select Search – Click on any candidate number or the "Paper Icon" to the right to see their resume
- Scroll down to the bottom of the page to choose communication preference to the Candidate