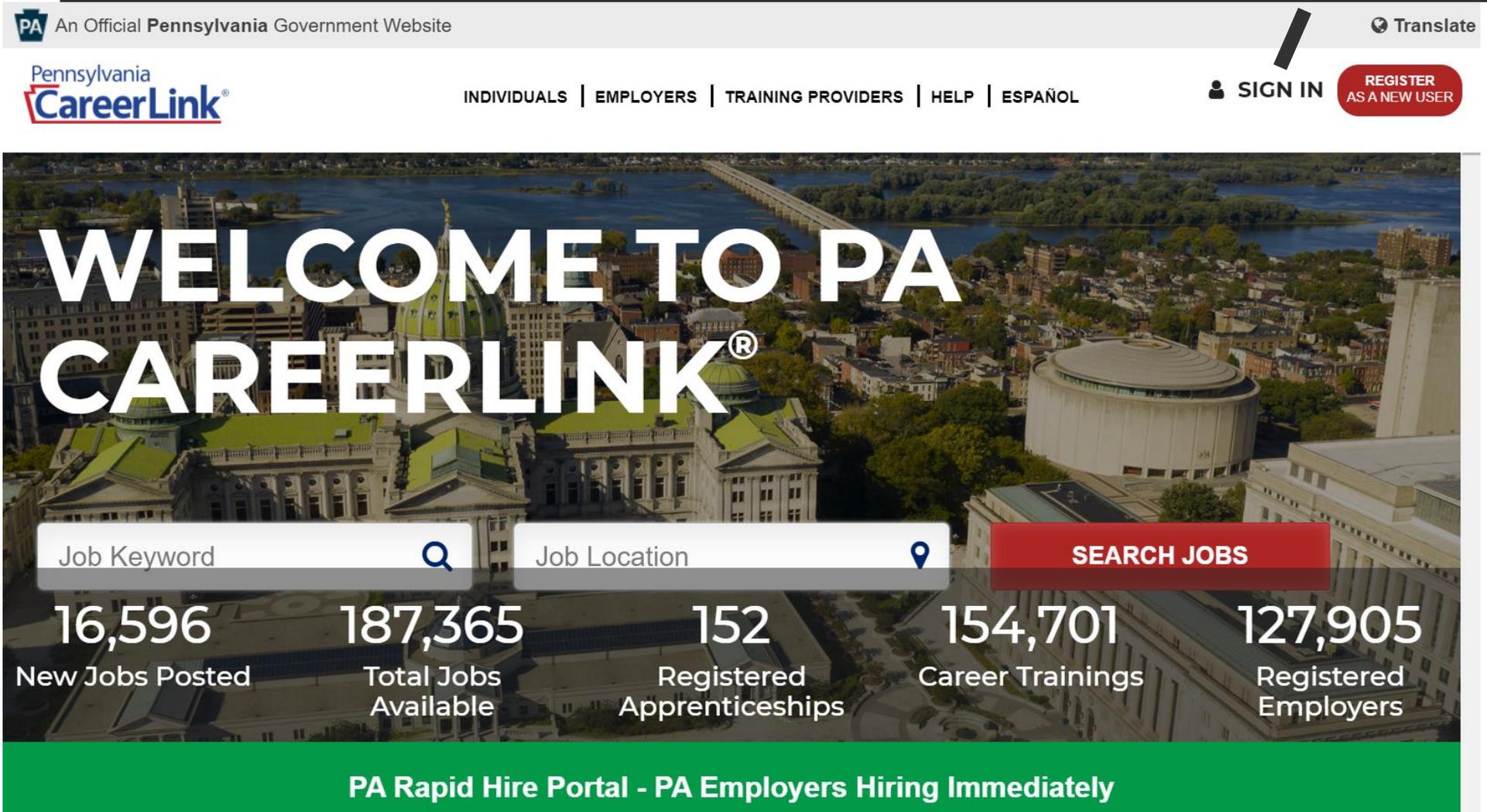


How UC claimants can register for employment-search services in the PA CareerLink® system

Go to the PA CareerLink® website

([www.pacareerlink.pa.gov/](http://www.pacareerlink.pa.gov/)) and click  SIGN IN



The screenshot shows the PA CareerLink website homepage. At the top, it says "PA An Official Pennsylvania Government Website" and "Pennsylvania CareerLink®". Navigation links include "INDIVIDUALS | EMPLOYERS | TRAINING PROVIDERS | HELP | ESPAÑOL". There are "SIGN IN" and "REGISTER AS A NEW USER" buttons. The main banner features an aerial view of Harrisburg, PA, with the text "WELCOME TO PA CAREERLINK®". Below the banner is a search bar with "Job Keyword" and "Job Location" fields, and a "SEARCH JOBS" button. Statistics are displayed: 16,596 New Jobs Posted, 187,365 Total Jobs Available, 152 Registered Apprenticeships, 154,701 Career Trainings, and 127,905 Registered Employers. A green banner at the bottom reads "PA Rapid Hire Portal - PA Employers Hiring Immediately".

PA An Official Pennsylvania Government Website

Translate

Pennsylvania CareerLink®

INDIVIDUALS | EMPLOYERS | TRAINING PROVIDERS | HELP | ESPAÑOL

SIGN IN REGISTER AS A NEW USER

# WELCOME TO PA CAREERLINK®

Job Keyword  Job Location  **SEARCH JOBS**

16,596	187,365	152	154,701	127,905
New Jobs Posted	Total Jobs Available	Registered Apprenticeships	Career Trainings	Registered Employers

PA Rapid Hire Portal - PA Employers Hiring Immediately

Enter Keystone ID and password  
and click

**SIGN IN**



**KEYSTONE ID** (required)

keystoneid

**PASSWORD** (required)

.....

**SIGN IN**

*Forgot your Keystone ID / Password?*

**REGISTER**

How UC claimants can register for employment-search services in the PA CareerLink® system

If there is no pop-up message, registration has been completed and no further action is needed

Pennsylvania CareerLink®

Hi Claimant Name!

CWDS MY JOB SEARCH EVENTS CAREER SERVICES ABOUT US HELP ESPAÑOL

ATTENTION: The PEUC, PUA, and FPUC programs will end Sept. 4. You can find more information and resources [here](#).

Our new PA CareerLink® website is aimed at serving your specific needs in an accessible approach that helps you find the information and resources you need based on where you are personally, professionally and by location. Check out our [quick video introduction](#) of the new site.

PA CAREERLINK CAPITOL REGION  
In-house PA CareerLink® Capitol Region activities are by appointment & can be scheduled by <https://capregionpacareerlinkcra.apptoto...>

job title, keyword, company, or job order/ posting number city, state, or zip code SEARCH

Search Tips

Access Skill Up Pennsylvania, PA CareerLink®'s online learning

INBOX

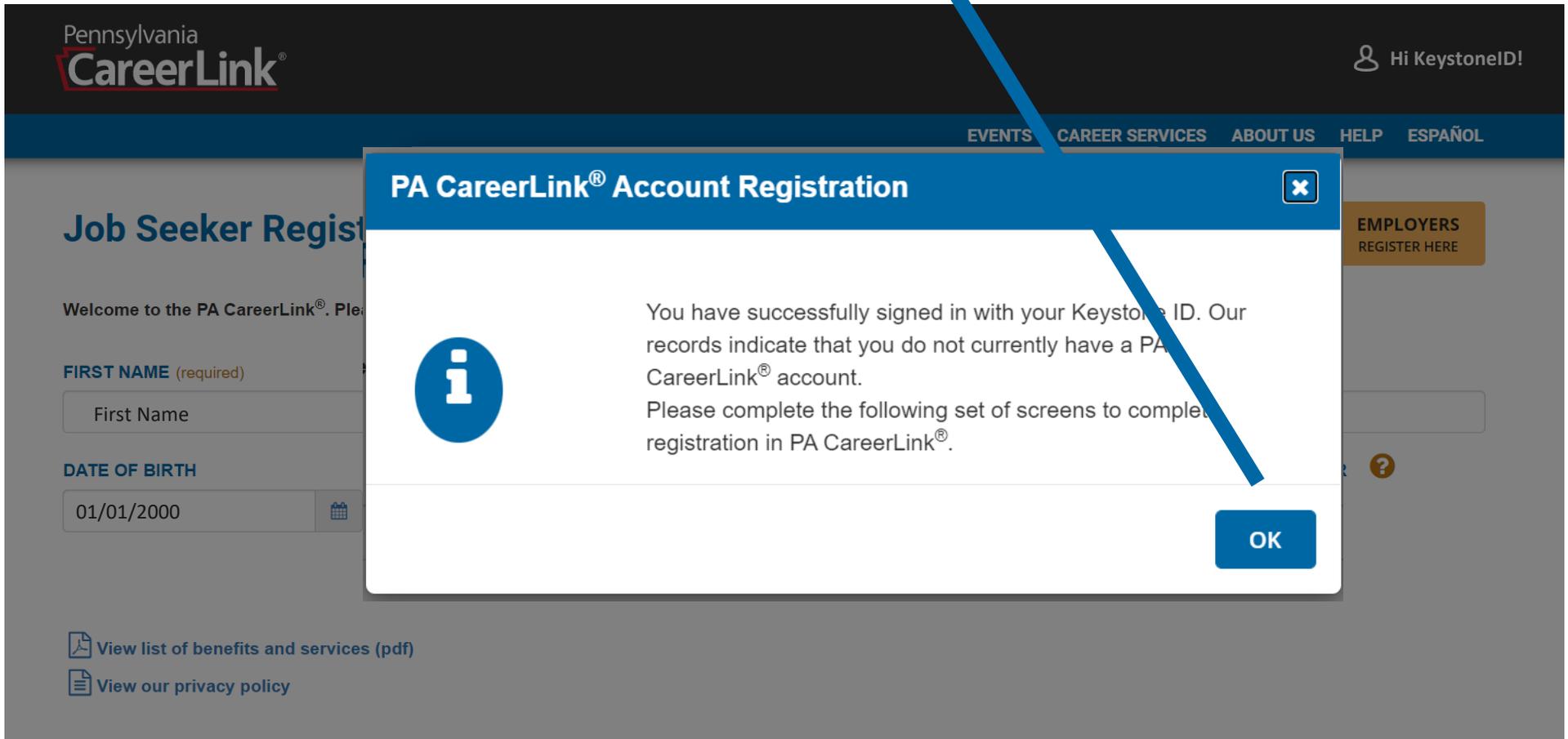
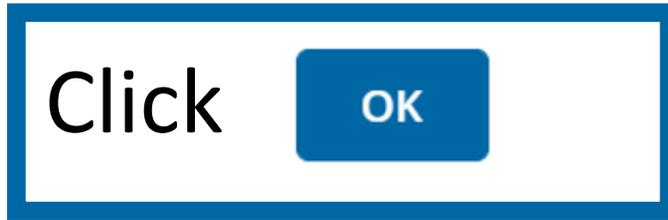
Job Recommendations  
NEW  
Job Recommendation  
- 210906301628T

Saved Searches  
01 of 00

Allow Employers to find me

**Otherwise go to next page**

# How UC claimants can register for employment-search services in the PA CareerLink® system



The screenshot shows the Pennsylvania CareerLink® website interface. At the top left is the logo 'Pennsylvania CareerLink®'. At the top right is a user greeting 'Hi KeystoneID!'. A navigation bar contains links for 'EVENTS', 'CAREER SERVICES', 'ABOUT US', 'HELP', and 'ESPAÑOL'. The main content area is titled 'Job Seeker Register' and includes a welcome message: 'Welcome to the PA CareerLink®. Please'. Below this are input fields for 'FIRST NAME (required)' with the placeholder 'First Name' and 'DATE OF BIRTH' with the placeholder '01/01/2000'. At the bottom left, there are links for 'View list of benefits and services (pdf)' and 'View our privacy policy'. On the right side, there is a button for 'EMPLOYERS REGISTER HERE'. A modal window titled 'PA CareerLink® Account Registration' is overlaid in the center. The modal has a blue header with a close button (X) and a white body with an information icon (i). The text in the modal reads: 'You have successfully signed in with your Keystone ID. Our records indicate that you do not currently have a PA CareerLink® account. Please complete the following set of screens to complete registration in PA CareerLink®.' At the bottom right of the modal is an 'OK' button. A blue arrow points from the 'OK' button in the modal to the 'OK' button in the callout box above.

# Job Seeker Registration

EMPLOYERS  
REGISTER HERE

Welcome to the PA CareerLink®. Please provide the information requested and click the "Continue" buttons to step through each screen of the process.

FIRST NAME \*

First Name

LAST NAME \*

Last Name

DATE OF BIRTH

01/01/2000



HAVE YOU APPLIED FOR, OR ARE YOU RECEIVING BENEFITS OR SERVICES? \* ?

Yes

No

Change  
the radio  
button to  
"Yes"

[View list of benefits and services \(pdf\)](#)

[View our privacy policy](#)

How UC claimants can register for employment-search services in the PA CareerLink® system

Answer “Yes” to the question “Are you registering to comply with the UC requirement ...”, enter and confirm SSN, then click **CONTINUE**

Welcome to the PA CareerLink®. Please provide the information requested and click the “Continue” buttons to step through each screen of the process.

**FIRST NAME** (required)

First Name

**LAST NAME** (required)

Last Name

**DATE OF BIRTH**

01/01/2000



**HAVE YOU APPLIED FOR, OR ARE YOU RECEIVING BENEFITS OR SERVICES?** (required) ?

- Yes
- No

**ARE YOU REGISTERING TO COMPLY WITH THE UC REQUIREMENT TO REGISTER FOR EMPLOYMENT SEARCH SERVICES?** (required)

- Yes
- No

**ARE YOU A PERSON WITH A DISABILITY SEEKING OVR SERVICES?** ?

- Yes
- No

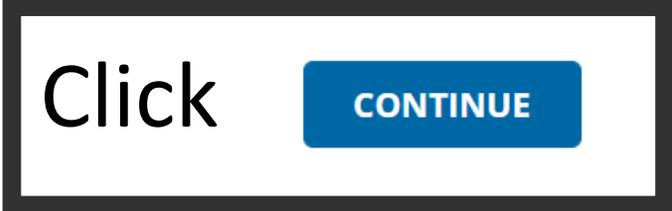
**SSN** (required) ?

123-45-6789

**CONFIRM SSN** (required)

123-45-6789

**CONTINUE**



## Existing Keystone Key User

It appears you already have a profile which uses the KeyStone Key, If you have an account, please [login to use the same Keystone ID on this site and complete your profile](#). If not, please continue by clicking 'Continue' button.



# Complete the Contact and Military Information, and Location Address sections within **Personal Information**

## Personal Information

The information requested below is used to help customize your job search experience or is required by law.

### Identifying Information

NAME

CLAIMANT NAME

SSN ?

123456789

These fields  
are prefilled

### Contact Information

CORRESPONDENCE PREFERENCE (required)

Email  Mail

EMAIL

GENERAL CONTACT PREFERENCE (required)

Select

CONFIRM EMAIL

Select Correspondence and General Contact Preferences, enter Email and Primary Phone and scroll down

The information req

### Identifying Information

#### NAME

CLAIMANT NAME

SSN 

123456789

### Contact Information

#### CORRESPONDENCE PREFERENCE (required)

Email  Mail

#### GENERAL CONTACT PREFERENCE (required)

Email

#### EMAIL

emailaddress@gmail.com

#### CONFIRM EMAIL

emailaddress@gmail.com

#### PRIMARY PHONE

(717) 555-1111

[TDD/TTY](#)

#### WORK PHONE

[TDD/TTY](#)

Enter Address, City, ZIP Code, State, and County, and scroll down

PRIMARY PHONE

[TDD/TTY](#)

WORK PHONE

[TDD/TTY](#)

Location Address

ADDRESS LINE 1 *(required)*

ADDRESS LINE 2

CITY *(required)*

STATE *(required)*

ZIP CODE *(required)*

COUNTY *(required)*

MAILING ADDRESS IS THE SAME AS ABOVE LOCATION ADDRESS



# Answer Personal Information questions and scroll down

## Personal Information

### GENDER (required)

- Male  Female  Does not self-identify

### CITIZENSHIP STATUS (required)

US Citizen

### ETHNICITY (required)

- Hispanic/Latino  Non Hispanic/Latino  Do not wish to disclose

### DATE OF BIRTH

01/01/2000



### CAN YOU LEGALLY WORK IN THE U.S.?

- Yes  No  Don't Know

### RACE (required)

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Asian                                     |
| <input type="checkbox"/> Black or African American         | <input type="checkbox"/> Hawaiian Native or Other Pacific Islander |
| <input checked="" type="checkbox"/> White                  | <input type="checkbox"/> Do not wish to disclose                   |



Answer Military Information questions, mark the Civil Rights Statement checkbox, and scroll down

### Military Information

---

ARE YOU A VETERAN (required) ?

Yes  No

HAVE YOU SERVED ANY ACTIVE DUTY IN THE NATIONAL GUARD OR RESERVES FOR OTHER THAN TRAINING PURPOSES? (required)

Yes  No

ARE YOU THE SPOUSE OF A VETERAN? (required) ?

Yes  No

### Civil Rights Statement

---

I have read and understood the Civil Rights Statement [View Civil Rights Statement](#) (required)

HAVE YOU EVER SERVED IN THE MILITARY, NAVAL, OR AIR SERVICE, EXCLUDING NATIONAL GUARD AND RESERVE? (required)

Yes  No



Answer the (optional) Additional Information Questions, and click

CONTINUE

## Additional Information

### FAX NUMBER

### VIDEO PHONE

### COMMUNICATION NEEDS:

- Foreign Language Interpreter
- Braille
- Other
- Sign Language Interpreter
- Large Print

### CELL PHONE

### LANGUAGE PREFERENCE

- English
- Spanish
- Other

BACK

CONTINUE

How UC claimants can register for employment-search services in the PA CareerLink® system

Click

CONTINUE

Pennsylvania  
**CareerLink®**

Hi KeystoneID!

HELP ESPAÑOL

### Address Check

PA CareerLink® uses address verification. Please select the correct address below.

#### Location Address

Address Entered	Suggested Address
<input type="radio"/> 651 BOAS ST 606 Harrisburg PA 17121 Dauphin	<input checked="" type="radio"/> 651 Boas St Fl 10 ... 15 Harrisburg PA 17121 0751

EMAIL CONFIRM EMAIL

Choose the **BUILD A NEW RESUME** ([pages 17 – 27](#)) or the **START WITH AN EXISTING RESUME** option ([pages 28 – 33](#))

## Create PA CareerLink® Resume Options

Use our PA CareerLink® Resume Builder to create your resume in an easy to follow, step-by-step process



**BUILD A NEW RESUME**

Upload an existing resume and PA CareerLink® will use it to populate your resume for you



**START WITH AN EXISTING RESUME**

How UC claimants can register for employment-search services in the PA CareerLink® system

The screenshot displays the Pennsylvania CareerLink® user interface. At the top, the logo and a navigation menu are visible. A central notification box with a blue header asks, "Is your resume displaying a phone number?". The notification includes an orange warning icon and text advising users to add a phone number for better contact. A blue callout box points to an "OK" button on the notification. The background shows a user profile with sections for "My PA C...", "RESUME", "Name", "Contact Info", and "Location".

**Header:** Pennsylvania CareerLink®

**Notification:** Is your resume displaying a phone number? close

**Notification Text:** If not, you may want to consider adding one. Many employers prefer to contact prospective candidates by phone. To add a phone number, click the Edit Contact Information button.

**Callout:** Click OK

**User Profile:** My PA C... RESUME

**Name:** Claimant Name

**Contact Info:** Email: emailaddress@gmail.com

**Location:** Harrisburg, PA

**Buttons:** OK (on notification), OK (on callout), CHOOSE RESUME FILE

# My PA CareerLink® Resume

RESUME

REFERENCES

PREVIEW / PRINT

Welcome to your PA CareerLink® Resume! Learn how to build your resume...

TAKE THE TOUR

## Name



Claimant Name

## Contact Info



Email

emailaddress@gmail.com

## Location

Harrisburg , PA

Click

ADD WORK EXPERIENCE

## Professional Summary



## Objectives



RE-ORDER THESE SECTIONS ↓

## Work Experience

No Information entered.

ADD WORK EXPERIENCE

How UC claimants can register for employment-search services in the PA CareerLink® system

**Employer Name (required)**  
Employer Name

**City (required)**  
Harrisburg

**State (required)**  
Pennsylvan ▾

**Job Title (required)**  
Administrative Assistant

**Start Date (required)**  
1 ▾  
2000

**End Date (required)**  
1 ▾  
2020   
Still Working

**Date Display Preference (required)**  
Show both ▾

**Responsibilities (required)**

Complete required fields in Work Experience section

## How UC claimants can register for employment-search services in the PA CareerLink® system

**Start Date** (required) **End Date** (required) **Date Display Preference** (required)

1 1 Show both

2000 2020

Still Working

**Responsibilities** (required)

Schedule and coordinate meetings, appointments, and travel arrangements for supervisors, managers, and C-level executives

Training administrative assistants to ensure attention to detail and adherence to company

Developing new filing and organizational practices with a view to saving labor expenses

**Add Responsibilities** and click **SAVE**

CANCEL SAVE

Scroll down

RE-ORDER THESE SECTIONS ↓

Work Experience

Employer Name

Employer Name

Job Title

Administrative Assistant

Start Date

01/2000

End Date

01/2020

Date Display Preference

Show both dates

Responsibilities

Schedule and coordinate meetings, appointments, and travel arrangements for supervisors, managers, and C-level executives

Training administrative assistants to ensure attention to detail and adherence to company

Developing new filing and organizational practices with a view to saving labor expenses

Show on Resume



## Education

No Information entered.

**ADD EDUCATION**

## Military Experience

No Information entered.

**ADD MILITARY EXPERIENCE**

## Qualifications / Achievements

No Information entered.

**ADD QUALIFICATION / ACHIEVEMENT**

## Certifications / Licenses

No Information entered.

**ADD CERTIFICATION / LICENSE**

## Skills

No Information entered.

**ADD SKILL**

You are encouraged, but not required to complete these sections if appropriate

Click **“PREVIEW/PRINT”**  
to view resumé



## My PA CareerLink® Resume

**RESUME**

REFERENCES

PREVIEW / PRINT

Welcome to your PA CareerLink® Resume! Learn how to build your resume...

**TAKE THE  
TOUR**

### Name



Claimant Name

### Contact Info



#### Email

emailaddress@gmail.com

### Location



Harrisburg , PA

# Claimant Name

Email: emailaddress@gmail.com

Address: Harrisburg, PA

## Work Experience

Employer Name | Harrisburg, PA

*Administrative Assistant*

01/2000 - 01/2020

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors, managers, and C-level executives

Training administrative assistants to ensure attention to detail and adherence to

Developing new f with a view to saving labor expense

This is your  
resumé

## Education

Bachelor's degree, Finance

01/1996 - 01/2000

Penn State University , State College, PA

## Certifications / Licenses

Certified Administrative Assistant, CAA - Pennsylvania

Issue Date: 01/01/2001

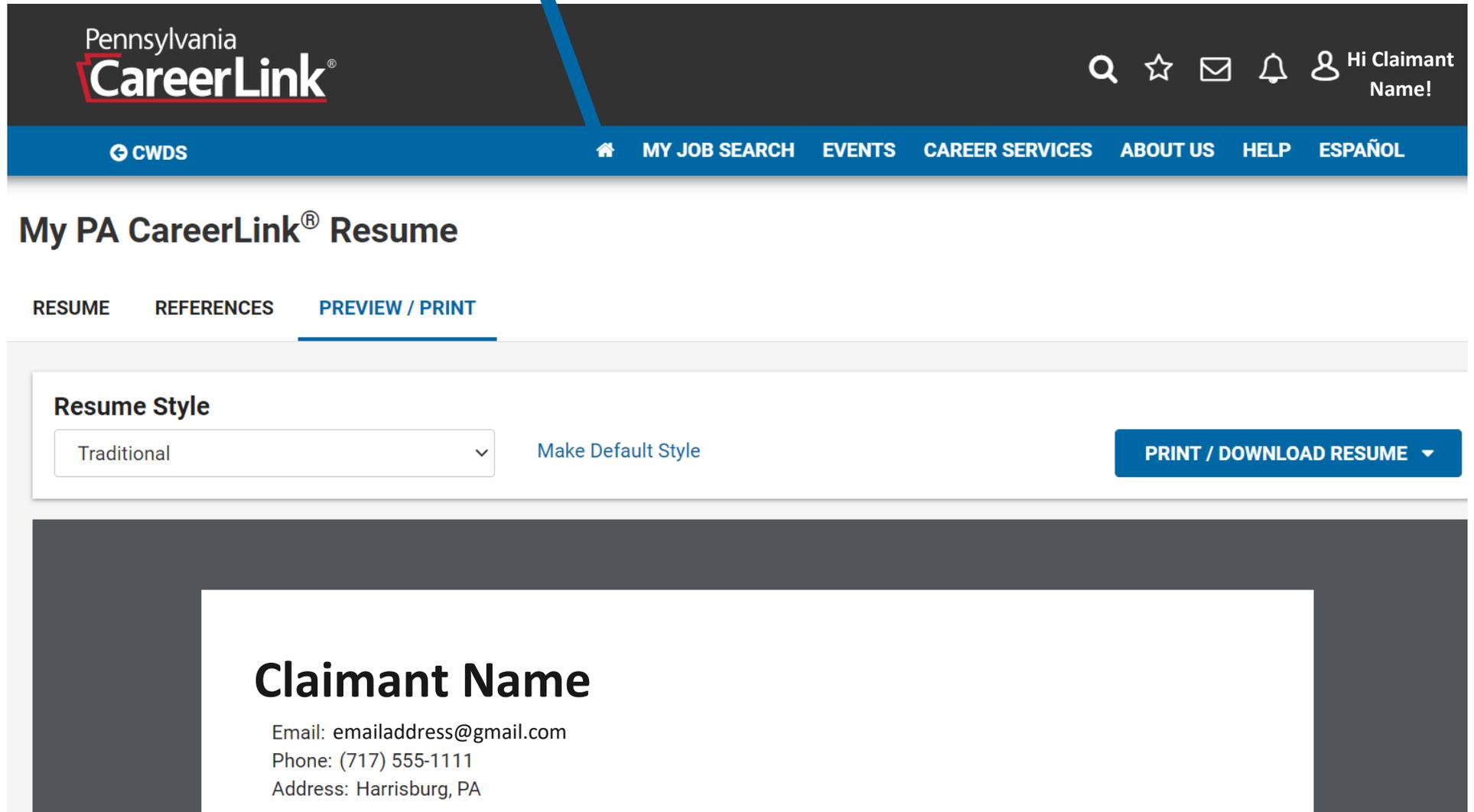
## Skills

- Analytical thinking - 10+ Year(s) of Experience
- Strong communication - 10+ Year(s) of Experience
- Problem solving - 10+ Year(s) of Experience

References are available upon request

How UC claimants can register for employment-search services in the PA CareerLink® system

Click  to go to your dashboard



The screenshot shows the Pennsylvania CareerLink® website interface. At the top, there is a dark header with the logo on the left and navigation icons (search, star, mail, bell, user) on the right, along with the text "Hi Claimant Name!". Below this is a blue navigation bar with links: CWDS, Home, MY JOB SEARCH, EVENTS, CAREER SERVICES, ABOUT US, HELP, and ESPAÑOL. The main content area is titled "My PA CareerLink® Resume" and has three tabs: RESUME, REFERENCES, and PREVIEW / PRINT (which is active). Under the active tab, there is a "Resume Style" section with a dropdown menu set to "Traditional", a "Make Default Style" link, and a blue button labeled "PRINT / DOWNLOAD RESUME". Below this is a large grey box containing the text "Claimant Name" in large bold font, followed by contact information: "Email: emailaddress@gmail.com", "Phone: (717) 555-1111", and "Address: Harrisburg, PA".

Pennsylvania  
**CareerLink®**

Hi Claimant Name!

CWDS MY JOB SEARCH EVENTS CAREER SERVICES ABOUT US HELP ESPAÑOL

## My PA CareerLink® Resume

RESUME REFERENCES PREVIEW / PRINT

**Resume Style**

Traditional

**PRINT / DOWNLOAD RESUME**

# Claimant Name

Email: emailaddress@gmail.com  
Phone: (717) 555-1111  
Address: Harrisburg, PA

# How UC claimants can register for employment-search services in the PA CareerLink® system

Scroll down

The screenshot shows the Pennsylvania CareerLink website. At the top left is the logo for Pennsylvania CareerLink. To the right of the logo are icons for search, favorites, email, notifications, and a user profile labeled "Hi Claimant Name!". Below the logo is a blue navigation bar with links for "CWDS", "MY JOB SEARCH", "EVENTS", "CAREER SERVICES", "ABOUT US", "HELP", and "ESPAÑOL". A large red banner contains a maintenance notice: "CWDS will undergo planned system maintenance from approximately 9:00 pm to 10:00 pm on Thursday, 9/16/2021. During this time, the following areas of CWDS/PA CareerLink® may be temporarily unavailable: New User Registration (Job Seeker/Employer/Providers), Password / Hint Question and Answer Resets, and User Management. Thank you for your understanding. ATTENTION: The PEUC, PUA, and FPUC programs will end Sept. 4. You can find more information and resources [here](#)." Below the banner is a blue section titled "PA CAREERLINK CAPITOL REGION" with text: "In-house PA CareerLink® Capitol Region activities are by appointment & can be scheduled by <https://capregionpacareerlinkcrc.apptoto...>". At the bottom is a search bar with two input fields: "job title, keyword, company, or job order/ posting number" and "city, state, or zip code", followed by a blue "SEARCH" button. A "Search Tips" link is located below the first input field. A large black arrow on the right side of the page points downwards, indicating the direction to scroll.

Pennsylvania  
**CareerLink**<sup>®</sup>

Hi Claimant Name!

CWDS MY JOB SEARCH EVENTS CAREER SERVICES ABOUT US HELP ESPAÑOL

**CWDS will undergo planned system maintenance from approximately 9:00 pm to 10:00 pm on Thursday, 9/16/2021. During this time, the following areas of CWDS/PA CareerLink<sup>®</sup> may be temporarily unavailable: New User Registration (Job Seeker/Employer/Providers), Password / Hint Question and Answer Resets, and User Management. Thank you for your understanding. ATTENTION: The PEUC, PUA, and FPUC programs will end Sept. 4. You can find more information and resources [here](#).**

**Our new PA CareerLink<sup>®</sup> website is aimed at serving your specific needs in an accessible approach that helps you find the information and resources you need based on where you are personally, professionally and by location. Check out our [quick video introduction](#) to the new site.**

**PA CAREERLINK CAPITOL REGION**  
In-house PA CareerLink<sup>®</sup> Capitol Region activities are by appointment & can be scheduled by <https://capregionpacareerlinkcrc.apptoto...>

job title, keyword, company, or job order/ posting number

city, state, or zip code

**SEARCH**

[Search Tips](#)

Click “Complete your PA CareerLink® preferences” (continue on [page 34](#))

Access Skill Up Pennsylvania, PA CareerLink®'s online learning tool



INBOX



ALERTS



MY CALENDAR

Job Recommendations

NEW

Financial Analyst

Financial Analyst Job ID 172744 Location US-PA-Mechanicsburg Experience (Years) 2 Category Professional/Management - Accounting/Finance Street Address 4714 Gettysburg Road Company Select Medical Position Type Full Time...

Select Medical Corp MECHANICSBURG, PA

Today

NEW

Direct Support Professional

JOB TITLE Direct Support Professional JOB SUMMARY PAHM is currently searching for hard-working, compassionate and reliable direct support professionals in the York County area to provide

Saved Searches

01 of 05

My saved searches

Jobs near Harrisburg, PA

used to show job recommendations

Jobs near Harrisburg, PA

make changes

Job Search Activity

This week

Enhance Your Job Search

Complete your PA CareerLink® preferences

Allow Employers to find me

Learn How To Protect Yourself From Potential Job Scams

My Active Program Referrals

There are no active program referrals

Mark the “TERMS & CONDITIONS”  
checkbox and click **BROWSE**

Pennsylvania  
**CareerLink®**

Hi Claimant Name!

**Choose Resume** [X]

**TERMS & CONDITIONS (required)**  
 I accept the terms and conditions of uploading a file into PA CareerLink®

**UPLOAD A DOCUMENT (required) ?**  
[ ] **BROWSE**

**SAVE THIS RESUME? ?**  
 I want to save a copy of this resume in the system.

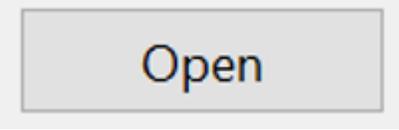
**CANCEL** **CONTINUE**

BUILD A NEW RESUME | EXISTING RESUME

Copyright © 2021 Commonwealth of Pennsylvania.  
Governor Tom Wolf

pennsylvania PA **ENTRUST VERIFIED**

How UC claimants can register for employment-search services in the PA CareerLink® system

Select file and click 

The screenshot shows a web browser window with a file explorer overlay. The file explorer is open to the 'Downloads' folder and displays a PDF file named 'PAUCClaimant Resume'. A red box highlights the PDF icon. The file name 'PAUCClaimantResume' is entered in the 'File name' field. The file type is set to 'All files'. The 'Open' button is visible. In the background, a web page is partially visible with the text 'Hi Claimant Name!' and a 'CONTINUE' button. A large black arrow points from the 'Open' button in the file explorer to the 'CONTINUE' button on the web page.

Mark the “**SAVE THIS RESUME**” checkbox and type in the name of the resumé

Pennsylvania  
**CareerLink®**

Hi Claimant Name!

**Choose Resume**

**TERMS & CONDITIONS (required)**  
 I accept the [terms and conditions](#) of uploading a file into PA CareerLink®

**UPLOAD A DOCUMENT (required) ?**  
PAUCClaimantResume.pdf **BROWSE**

**SAVE THIS RESUME? ?**  
 I want to save a copy of this resume in the system.

**NAME (required)**  
PAClaimantResume

**CANCEL** **CONTINUE**

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Governor Tom Wolf

pennsylvania PA **ENTRUST VERIFIED**

## Choose Resume



### TERMS & CONDITIONS *(required)*

I accept the [terms and conditions](#) of uploading a file into PA CareerLink®

### UPLOAD A DOCUMENT *(required)* ?

PAUCClaimantResume.pdf

BROWSE

### SAVE THIS RESUME? ?

I want to save a copy of this resume in the system.

### NAME *(required)*

PAClaimantResume|

Click

CONTINUE

CANCEL

CONTINUE

Scroll down, review resumé, and  
**verify** any **unverified** sections

The image shows a screenshot of the Pennsylvania CareerLink® user interface. At the top left is the logo for Pennsylvania CareerLink®. At the top right, there is a user profile icon and the text "Hi Claimant Name!". Below the header is a blue horizontal bar. Underneath the bar, the text "My Resume" is displayed in a large blue font. A yellow callout box is positioned below the "My Resume" text, containing instructions for reviewing and verifying resume information. A black line connects the top of the callout box to the "My Resume" text.

Pennsylvania  
**CareerLink**®

Hi Claimant Name!

## My Resume

Please review your resume information below. Click on the missing required fields (shown in red with ) or the  **unverified** link to update your information. Once all sections show  **verified!**, click the Finish button.



# Claimant Name

651 Boas ST Fl 10 ... 15  
Harrisburg PA 17121

## + OBJECTIVE

Looking to leverage proven communication, travel planning, and email management skill in the position of administrative assistant at employer name.



verified!

## + EXPERIENCE

**ADMINISTRATIVE ASSISTANT , Employer Name** 01/2001 - PRESENT  
Harrisburg , PA



\* Organized transition from paper invoice to Quickbox and online invoicing ; **verified!**

\* Trained three administrative assistants on customer service ;

## + MILITARY HISTORY

No Information entered. [Add Military History](#)

## + EDUCATION

No Information entered. [Add Education](#)

## + QUALIFICATIONS AND ACHIEVEMENTS

No Information entered. [Add Qualifications and Achievements](#)

## + SKILLS

- Bachelor s degree
- travel planning
- QuickBooks
- Problem Solving Schedule Management



verified!

## + CERTIFICATIONS AND LICENSES

No Information entered. [Add Certification and License](#)

## + REFERENCES

No Information entered. [Add References](#)



Answer “Yes” to question “Do You Want Employers to Find You?”, enter Highest Education Level, and scroll down

**Pennsylvania CareerLink®** Hi Claimant Name!

## Preferences

PA CareerLink® uses information from your Preferences to match you with open job postings. It is important to review your Preferences periodically so that PA CareerLink® can recommend jobs.

**DO YOU WANT EMPLOYERS TO FIND YOU?** *(required)*

Yes  No

**DO YOU WANT TO KEEP YOUR NAME CONFIDENTIAL?**

Yes  No

**PROFILE SUMMARY**

**HIGHEST EDUCATION LEVEL** *(required)*

Bachelor's degree

## Job Preferences

### SHIFT PREFERENCE (required)

- Day  Evening  
 Night  Rotation  
 Weekend

### JOB TYPE PREFERENCE (required)

- Full-Time  Part-Time  
 Internship

## Location Preferences

### ZIP CODE (required)

17121-0751

Complete Job and Location Preferences and click

CONTINUE

### ARE YOU WILLING TO RELOCATE? (required)

- Yes  No

BACK

CONTINUE

The Registration Confirmation screen confirms that your registration is complete



 Hi Claimant Name!

## Registration Confirmation

### Registration Completed

---

**Congratulations!** You have completed your PA CareerLink® registration.

### Unemployment Compensation (UC) Registration Requirement - Effective 09/21/2021

---

If you are an Unemployment Compensation claimant, **you have satisfied the unemployment compensation requirement to register for employment-search services** offered by the PA CareerLink® system.

### Sign In Information

---

Keystone ID/Username

 keystoneid

Participant Identification Number

 1234567

Click  to go to your dashboard

### Additional Actions

Click "**Continue**" to go to your Dashboard, where you can search for jobs, view job recommendations, and more -or-

Click "**Request Services**" to request additional information regarding staff-assisted employment, educational, training, and rehabilitation services provided by the Departments of Labor & Industry and Human Services.

We recommend that you [print](#) this page for your records before proceeding.

REQUEST SERVICES

CONTINUE

PRINT



# This is your dashboard

## PA CAREERLINK CAPITOL REGION

In-house PA CareerLink® Capitol Region activities are by appointment & can be scheduled by <https://ca...>

**SEARCH**

[Search Tips](#)

Access Skill Up Pennsylvania, PA CareerLink®'s online learning tool



INBOX



ALERTS



MY CALENDAR



JOB RECOMMENDATIONS



MY RESUMES

### Job Recommendations

#### Administrative Assistant

Job Title Administrative Assistant Location Full Time Job Description  
Qualifications

Employer Name

Harrisburg, PA

06/09/2021

### Saved Searches

**01** of 05

My saved searches

ADMINISTRATIVE ASSISTANT