



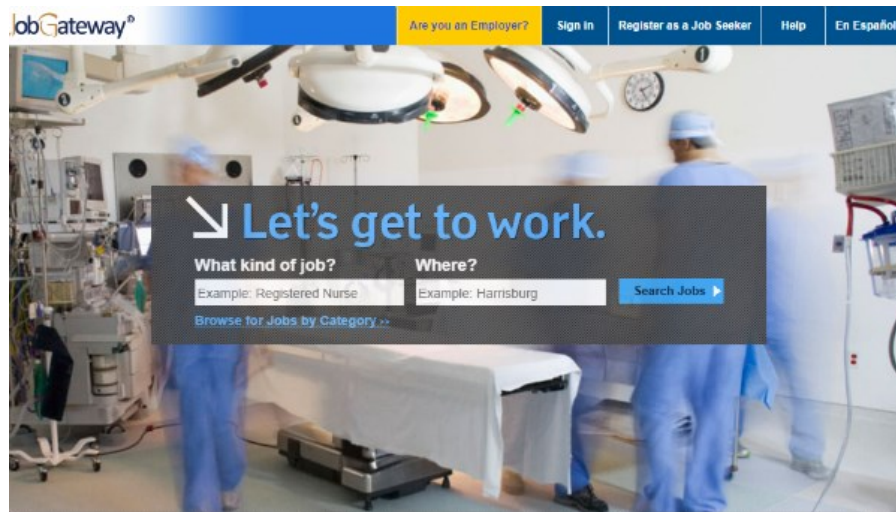
Get Started on Finding Your Career

PA CareerLink® Schuylkill County

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Presentation Highlights include:

- ♦ **Registering on JobGateway**

www.jobgateway.pa.gov

- ♦ **Conducting a Job Search**

Uploading Resumes

Tracking Your Job Search

- ♦ **Using Career Tools**

Virtual Job Shadowing

Big Interview

TORQ

Military Translator

- ♦ **Other Tools**

O*Net Interest Profiler

PA WorkStats

Registering on JobGateway®



Job Seeker Tools

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How to Register in JobGateway®

From the JobGateway® home page (www.jobgateway.pa.gov):

1. Click Sign In/Register
2. Click Register

Note: If at any time you exit from the registration process after you have created your Keystone ID and Password, your information will be retained. Once you log back on, you will start where you logged off.

Identifying Information

1. Enter your first name, last name and date of birth.
2. Answer the question, "Have you applied for, or are you receiving, benefits or services listed below?"

Important: If you have applied for, or will be applying for, Unemployment Compensation (UC) or other benefits or services, you *must* answer "yes." If you answer "no," you will be taken through an abbreviated registration process, and you will **NOT** be considered fully registered for UC purposes. The instructions below describe the full registration process (i.e., after "yes" has been selected).
3. Enter your Social Security Number; verify your Social Security Number.
4. Answer the question, "Are you registering to comply with the UC requirement to register for employment search services?"
5. Click Continue

Personal Information

1. Complete all required fields.

Note: Your location address will be used to match you to jobs in your area; your mailing address will be used for sending correspondence. You may get a message that your address has been updated based on U.S. Postal Service information. If so, compare the address you provided with the one suggested, and choose the one you want to use.
2. Click Save and Continue

Create User Account

1. Create a Keystone ID (this is your user name; it must contain 6-10 alphanumeric characters).
2. Create your password (it must be a minimum of 8 characters; and must contain at least three of the following four character types: lowercase letters; capital letters; numbers; special characters (!@#\$, etc.).
3. Select and answer three hint questions. If you ever forget your password, you will be able to use these questions and answers to establish a new one.
4. Write down or print this information and keep it in a safe place.
5. Check the box to indicate that you have viewed the Civil Rights Statement.
6. Click Continue

Create JobGateway® Resume Options – You may build your JobGateway® resume from scratch by typing in all of your information (work history, education, etc.), or you can upload a resume that you already have on your computer and use its information to create your JobGateway® resume. Both options are described below.

A. Start with an existing resume

- Click "Start with an existing resume." The Choose Resume box appears.
- Click Choose File and select an existing resume from your computer or flash drive. Your resume must be in one of the following formats: PDF, DOC, DOCX, RTF or TXT.
- If you want to save a copy of the resume as it currently appears, check the "Save this resume" box.
- Click Continue.
- The system will extract the information from your resume and put it into your JobGateway® resume. You will need to verify that the information was imported correctly. Click on the "unverified!" link to the right of each section; add any required information and correct any incorrect information.
- When all sections have been verified, click Finish.

B. Build a new resume

- Click "Build a new JobGateway® resume."
- Click the "+New" box to enter a **Work Experience** record. Complete all required fields on the Work Experience screen. Check spelling, then click Save. To add additional work experience records, click "+New". Otherwise, click Continue.
- Click the "+New" box to enter a **Military Service** record. Complete all required fields on the Military Service screen, then click Save. (If this screen does not apply to you, click Continue.)
- Click the "+New" box to enter an **Education** record. Complete all required fields on the Education screen, then click Save. (If this screen does not apply to you, click Continue.)
- Click the "+New" box to enter a **Certification/License**. Complete all required fields on the Certification/License screen, then click Save. (If this screen does not apply to you, click Continue.)
- Click the "+New" box to add **Qualifications/Achievements**. Complete all required fields on the Qualifications/Achievements screen, then click Save. (If this screen does not apply to you, click Continue.)

Preferences

1. Complete all required fields.

Note: Jobs will be recommended to you based on your input.

2. Click Continue.

Registration Confirmation

Congratulations! You have successfully completed the Unemployment Compensation requirements to register for employment search series with the JobGateway system. Click the Print link to create a printed version of your Keystone ID and Participation Identification Number. To see services that are available to job seekers, click Request Services. To go to your JobGateway home page, click Continue.

Conducting a Job Search in JobGateway®

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JobGatewaySM allows you to keep track of your job search activities: the applications you submit; the employers you contact; the job fairs you attend; the pre-employment tests you take; and the networking efforts you make. When you apply for a job through this site, the application is automatically added to your activity list. You can add other activities manually by following the steps below:

1.	In the “Track My Job Search” section of your Job Seeker Dashboard, click on “View All Activities.”
2.	You will be taken to the Job Search Activities page. At the top of the page is a cumulative summary of all your job search activities; at the bottom of the page is a list showing each activity individually. This list is sorted by date, with the most recent entry on top. However, you can sort the list by Activity Type, Activity Detail or Follow Up Date by clicking on the column titles.
3.	To enter a new activity, press the “Add New Activity” button beneath the Job Search Activity Summary.
4.	Select the activity type from the drop-down menu. Your choices are Job Application, Job Search, Employer Contact, Job Fair Attended, Networking, Resume Posted and Civil Service/Pre-Employment Test Completed.
5.	Click the “Add Details” button.
6.	Enter all the required information about your activity (required fields are marked with an asterisk).
7.	To add another activity, Press the “Save and Add Another” button. To return to your activity list, press the “Save” button.

Using Career Tools in JobGateway®

CAREER VIDEOS



Explore and plan your next career.

Watch day-in-the-life videos of professionals in a wide range of careers and discover the perfect career to match with your abilities and interests.

Career Search

Discover the perfect career to match your abilities and interests. Search by educational level or keyword, or explore Career Central's 16 different career clusters.

Job Shadow Videos

Engaging videos that capture a day-in-the-life of professionals in a wide range of careers. Real people, real work places, and real advice!



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IMPROVE YOUR INTERVIEW SKILLS

Interview Training

Start learning the interviewing techniques and best practices to land your next job. Choose from video lessons covering all aspects of interviewing or written

Practice Interviews

Put your newly learned knowledge to the test by participating in mock interviews from a variety of categories organized by experience, occupation or competency.



Interview Roulette

Stay at your best by answering random interview questions and perfecting thinking on your feet.



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SKILLS ASSESSMENT

Assess your transferable job skills.

Use your TORQ Personal Employment Plan to see where your skills can take you!



Experience and Education profiling

Capture the full range of skills you've attained simply by entering your work history and educational background. You can even translate military occupations to start your transition to civilian jobs.



Skills Gap Analysis and Education

Take a closer look at the skills gap between your experience and new job opportunities, and find the right education and training providers to prepare you for those opportunities.

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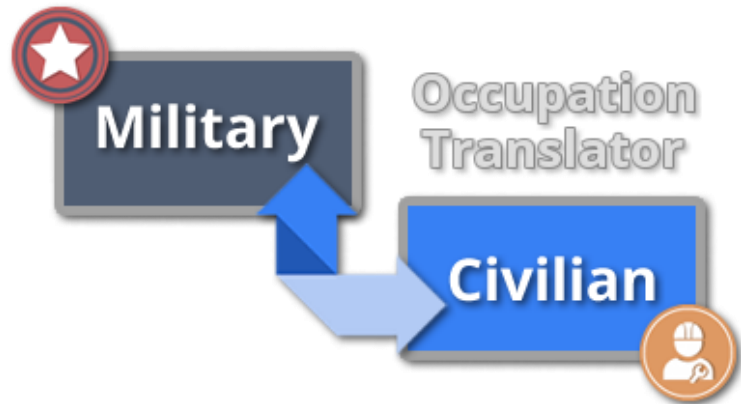
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MILITARY TRANSLATOR

Search for careers that match your military job .

View listing of related civilian careers & available jobs .

Get detailed occupation profiles, including wage data, education, skills, and more.



CAREER RESOURCES



Events

Search and sign-up for an event to help you in your job search



PA Job Market Statistics

Find PA job market statistics, facts, and the latest news regarding PA employment



Training Programs

Search for certified training providers and course listings near you



One-Stop Services

Access a list of available one-stop services to help find you a job



CareerLink Offices

Use your Zip Code to search for the nearest CareerLink office



O*NET OnLine

A proud partner of the [americanjobcenter](#)® network

www.onetonline.org



Build your future with O*NET OnLine.

Welcome to your tool for career exploration and job analysis!

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

[What is O*NET?](#)

Find Occupations

[Browse](#) groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more.



Advanced Search

[Focus](#) on occupations that use a specific tool or software. Explore occupations that need your skills.



Crosswalks

[Connect](#) to a wealth of O*NET data. Enter a code or title from another classification to find the related O*NET-SOC occupation.

MY NEXT MOVE

<http://www.mynextmove.org/explore/ip>



Welcome to the O*NET Interest Profiler!

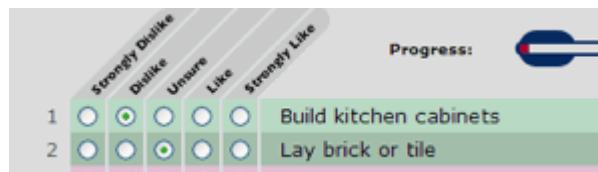
The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.

The O*NET Interest Profiler helps you decide what kinds of careers you might want to explore.

The **O*NET Interest Profiler** has 60 questions about work activities that some people do on their jobs.

Read each question carefully and decide how you would feel about doing each type of work:

- Strongly Dislike
- Dislike
- Unsure
- Like
- Strongly Like



	Strongly Dislike	Dislike	Unsure	Like	Strongly Like
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

O*NET will help you learn about your interests, so that you can explore work you might like and find rewarding!

