



# PA Job Resources

Access PA / POWER Library  
Fall 2016 Training

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## Job Gateway

- Job search, skills matching, resume help

## PA Workforce Statistics

- More than just statistics!

## Education Planner

- Career matching and information

## Occupational Outlook Handbook

- Career information and outlook

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## PA Department of Labor initiative

### For job seekers

- Access to more than 150,000 openings
- Career resources
- Veterans services

### For employers

- Post positions
- Access candidate resumes and contact them

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## Job Gateway: Home Page

- Sign In / Register, Career Services, Help, Spanish translator
- Employers: Post jobs



- Basic Search
- Site features: Ace Your Interview, Assess Your Job Skills, Access Veteran Services, etc.

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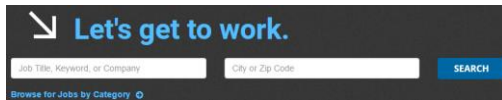
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## Job Gateway: Search

- Search for job title, keyword or company
  - Can add city or zip code
  - Includes auto-complete feature



- Browse for Jobs by Category

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## Job Gateway: Search Results



Showing 1 - 10 of 31 results for librarian jobs

- Keyword Search Tips
- Add location (city or zip); defaults to PA
- Only include Registered Employers in results
- How to Identify Potential Job Scams (PDF)

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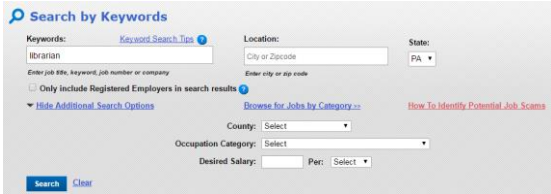
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# Job Gateway: Search Results

Display Additional Search Options:



Search by Keywords

Keywords:  [Keyword Search Tips](#)

Location:  State:

Enter job title, keyword, job number or company. Enter city or zip code.

Only include Registered Employers in search results

[Hide Additional Search Options](#) [Browse for Jobs by Category](#) [How To Identify Potential Job Scams](#)

County:

Occupation Category:

Desired Salary:  Per:

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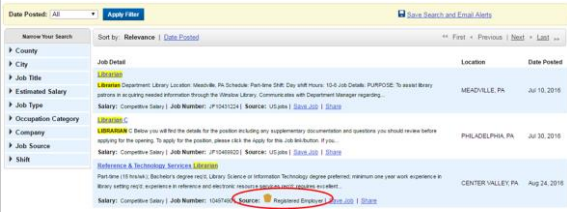
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# Job Gateway: Search Results

Results include Job Detail, Location, Date Posted



Date Posted: All	Apply / Print	Save Search and Email Alerts
Name Your Search   Sort by: Relevance   Date Posted   First < Previous   Next > Last		
County	Job Detail	Location
City		Date Posted
Job Title	<a href="#">LIBRARIAN</a>	
Estimated Salary	<a href="#">LIBRARIAN</a> Department Library Location: Westville, Pa Schedule: Part-time 58Hr. Day shift Hours: 15-4 Job Details: PURPOSE: To assist library patrons in acquiring needed information through the Westville Library. Communicates with Department Manager regarding...	MENONVILLE, PA Jul 10, 2018
Job Type	Salary: Competitive Salary   Job Number: 1541041251   Keyword: Librarians   <a href="#">Save Job</a>   <a href="#">Share</a>	
Occupation Category	<a href="#">LIBRARIAN</a>	
Company	<a href="#">LIBRARIAN</a> : Please visit the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position please click the apply for this job instruction. If you...	PHILADELPHIA, PA Jul 30, 2018
Job Source	Salary: Competitive Salary   Job Number: 1541041251   Keyword: Librarians   <a href="#">Save Job</a>   <a href="#">Share</a>	
Skill	<a href="#">Reference &amp; Technical Services Librarian</a>	
	Part-time (18.75 hrs/wk), Bachelor's degree req'd, Library Science or Information Technology degree preferred, minimum one year work experience in library setting with experience in reference and circulation services <a href="#">Apply for this job</a> <a href="#">Share</a>	CENTER VALLEY, PA Aug 24, 2018
	Salary: Competitive Salary   Job Number: 1541764166   Keyword: Registered Employer   <a href="#">Save Job</a>   <a href="#">Share</a>	

- Registered Employers identified in Source

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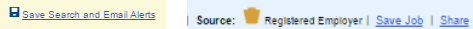
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# Job Gateway: Search Results

Save Search and Email Alerts, Save Job, Share



Source: Registered Employer | [Save Job](#) | [Share](#)

- Must be logged into account

At end of listing:

- Export to Excel



- Other search options



Have you considered searching for a specific occupation?  
Try Searching: [Librarians](#) , [File Clerks](#) , [All](#)

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# Job Gateway: Job Details

Registered Employer postings include an Overview, Summary, Apply/Save/Print options

**Public Library Youth Services Librarian / Library Assistant**  
Eatonsville, PA | Job# 10501643 | Aug 30, 2016

[How To Identify Potential Job Scores](#)

**Overview**

Location: Eatonsville, PA  
Salary: \$24000.00 per Year  
Experience: 2 Years Experience  
Education: Bachelor's degree  
Commission: No Commission  
Hours: 40.00 hrs per week; Day, Evening, Weekend Shift Full-Time

**APPLY NOW**  
Save Job  
Print  
Share This Job  
Facebook, Twitter, LinkedIn, Email

**Summary**  
Adams Memorial Library is seeking applicants for the position of Youth Services Librarian, also sometimes referred to as Library Assistant. The YSL position requires a library science degree or equivalent in childhood education. Experience in programming with children from birth through older teens is essential. Applicants are expected to be familiar with Lerner/Casper children's and young adult literature. If the applicant does not already have child clearances, he or she must be willing to acquire them before starting work. Applicants should be familiar with standard office software and general computer/literature tools.  
Duties include but are not limited to:

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# Job Gateway: Job Details

Postings from other sites will redirect to a site outside of Job Gateway

- Will differ depending on employer/posting site
- US.jobs and other sources will re-direct to employer site

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# Job Gateway: Browse by Category

- City: click letter for city list
- Company: click letter for company list
- Occupation: Select from categories
- County: Select from list

**Browse for Jobs by Category**

City: [Click a letter below to browse jobs by city](#)  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Company: [Click a letter below to browse jobs by company](#)  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Occupation: [Browse jobs by Occupation](#)  
Ambulance and Emergency Services, Police, Fire/Rescue, Search and Rescue, Public and Social Planning and Maintenance, Business and Financial Operations, Community and Social Services, Computer and Mathematical

County: [Browse jobs by County](#)  
Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Bedford, Bucks, Berks, Bucks

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## Job Gateway: Account Registration

- Job recommendations based on preferences
- Create a resume or upload existing resume
- Perform a skills assessment
- Save jobs
- Save searches & get email alerts for new jobs
- Track & manage job search
- Apply online for registered employer jobs
- Access career services, e.g. interview training

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## Job Gateway: Account Registration

- All fields are required:

The screenshot shows the 'Job Seeker Registration' form. At the top right, there is a button for 'EMPLOYERS Register here'. Below the title, a welcome message states: 'Welcome to the JobGateway®. Please provide the information requested and click the "Continue" buttons to step through each screen of the process. Already have a Keystone ID from another PA site? Sign in here.' The form contains several input fields: 'FIRST NAME (required)', 'LAST NAME (required)', and 'DATE OF BIRTH (required)'. There is also a question: 'HAVE YOU APPLIED FOR, OR ARE YOU RECEIVING BENEFITS OR SERVICES? (required)' with radio button options for 'Yes' and 'No'. At the bottom left, there are links for 'View list of benefits and services (pdf)' and 'View our privacy policy'. A blue 'CONTINUE' button is located at the bottom right.

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## Job Gateway: Account Registration

### Required:

- Name, DOB, applied for benefits/services?
- Correspondence: Email or Mail
- Email address, Location address (incl. county)
  - And a mailing address if different
- Keystone ID/User Name, Password, Security ?s
- Registration Confirmation!
  - Keystone ID and Participant ID emailed

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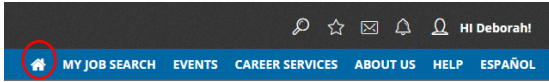
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## Job Gateway: Account Registration

Create Resume Options: Build or Upload

Select the Home button to go to your Dashboard



Use the Dashboard for all of the benefits of having a Jobs Gateway account!

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## Job Gateway: Account Benefits

Job Recommendations

- Based on searches

Saved Searches

Job Recommendations (displaying 2 of 2)

Job Title	Location	Date Posted
<a href="#">Liaison Librarian, University Libraries</a>	PITTSBURGH, PA	Jul 20, 2016
<a href="#">Liaison Librarian, University Libraries - 2002592</a>	PITTSBURGH, PA	Jul 25, 2016

[Learn how to improve these job results](#) [View All Jobs](#)

My Saved Searches

Search Name	Display Results as Job Recommendations
<a href="#">librarian jobs near Pittsburgh, PA, PA</a>	<input checked="" type="checkbox"/>

[Edit Saved Searches](#)

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## Job Gateway: Account Benefits

Events Calendar

- Within 25 miles of zip; can adjust
- Register for events -- added to My Calendar

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# Job Gateway: Account Benefits

## Saved Jobs & Job Search Activity

My Saved Jobs	
Job Title	Date Added
<a href="#">Public Library Youth Services Librarian / Library Assistant</a>	09/06/2016

[View All Saved Jobs](#)

Track My Job Search	
Activity	Date
Liaison Librarian University Libraries - (JF10456564)	09/06/2016
Searched for jobs in JobGateway®	09/06/2016
Searched for jobs in JobGateway®	04/13/2016

[View All Activities](#)

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# Job Gateway: Account Benefits

## Track My Job Search → View All Activities:

### My Job Search Activities

Sep 4, 2016 - Sep 6, 2016

Select range: [This Week](#) [Last Week](#) All or Custom range:  to  [Apply](#)

Activity Summary - click on an activity box below to view details

Applications <b>00</b>	Job Websites Visited <b>01</b>	# Of Days With a Job Search <b>01</b>	Employers Contacted <b>00</b>	Job Fairs Attended <b>00</b>
Networking <b>00</b>	Resume Posted To Other Websites <b>00</b>	Other Activities <b>00</b>	Civil Service / Pre-Employment Tests Completed <b>00</b>	All Activities <b>02</b>

[ADD NEW ACTIVITY](#) [Print](#)

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# Job Gateway: Account Benefits

## Add New Activity:

Add New Activity close [X]

Please select the type of activity you would like to add:

Select Activity Type

- Select Activity Type
- Job Application
- Job Search
- Employer Contact
- Job Fair Attended
- Networking
- Resume Posted
- Civil Service/Pre-Employment Test Completed
- Other Activity

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## Job Gateway: Account Benefits

### Add New Activity: Employer Contact

\*Activity Date:  -  -

\*Employer Name / Placement Service Name:

Contact Person:

Job Position / Title / Area Of Interest:

0 characters of 250

Notes:

Follow Up Date:  -  -

[Back](#) [Check Spelling](#) [Save And](#)

Check Spelling, Save and Add Another, Save

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## Job Gateway: Account Benefits

### Resume Management

**Manage My Resumes**

It looks like you haven't created a JobGateway resume yet.  
Create one now.

[Create Resume](#)

**Quick Tip:** Adding more details to your resume will help you appear in more employer searches.

- Create, Preview, Save, Print options

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## Job Gateway: Account Benefits

### Create a Resume

- Guided resume builder
- Add information as needed

- **OBJECTIVE**  
No Information entered. [Add Objective](#)
- **EXPERIENCE**  
No Information entered. [Add Experience](#)
- **MILITARY HISTORY**  
No Information entered. [Add Military History](#)
- **EDUCATION**  
No Information entered. [Add Education](#)
- **SKILLS**  
No Information entered. [Add Skill](#)
- **QUALIFICATIONS AND ACHIEVEMENTS**  
No Information entered. [Add Qualifications and Achievements](#)
- **CERTIFICATIONS AND LICENSES**  
No Information entered. [Add Certification and License](#)
- **REFERENCES**  
No Information entered. [Add References](#)

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## Job Gateway: Account Benefits

Select My Job Search → Resume List

- For created and uploaded resumes
- Upload .pdf, .doc, .docx, .rtf formats
- A maximum of 5 resumes can be uploaded



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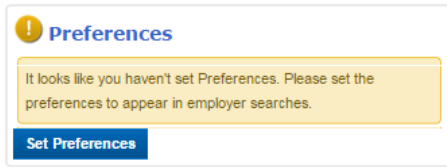
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## Job Gateway: Account Benefits

Preferences



Set preferences to appear in employer searches

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## Job Gateway: Account Benefits

Preferences: most fields are required

- Do you want employers to find you?
- Do you want to keep your name confidential?
- Profile Summary – *not required*
- Highest Education Level
- Job Preferences: Shift; F/T, PT, Internship
- Location: within radius of zip; willing to relocate?

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## Job Gateway: Account Benefits

Access Free Career Services:

### Career Tools



- Skills Assessment: transferrable job skills
- Career Videos: virtual job shadowing
- Interview Training: practice interviews
- Military Translator: military to civilian occupation translator

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## Job Gateway: Account Benefits

Access Free Career Services:

### Veterans Services

- Military Translator: military to civilian occupation translator



### Account Benefits

- Links to benefits

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## Job Gateway: Account Benefits

Access Free Career Services:

### Career Resources



- Occupation Profile Information
- Training Programs
- Job Seekers with Disabilities
- And much more!

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## Job Gateway: Account Benefits

Career Resources:

### Occupation Profile Information

- Detailed occupation profiles
- Knowledge, education, skills
- Wage comparison
  - U.S., PA, local zip code

- ▶ Occupation Description
- ▶ Wage Information
- ▶ Tasks
- ▶ Knowledge
- ▶ Skills
- ▶ Abilities
- ▶ Interests
- ▶ Work Style
- ▶ Tools
- ▶ Technology
- ▶ Licensing Information
- ▶ Certification List
- ▶ Education and Training

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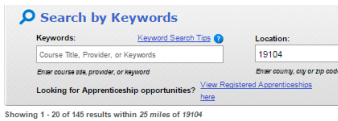
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## Job Gateway: Account Benefits

Career Resources:

### Training Programs

- Search by
  - Course, Provider,
  - or Keywords
- Search for Apprenticeships: PDF
- Narrow Search by location, Program Type, Course, Provider, Delivery Method, and more



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## Job Gateway: For Veterans

Career Services → Veteran Services

- Military → Civilian occupation translator
  - Results listed by job type with summary
  - Summary includes wage information, tasks, plus the knowledge, skills, abilities and education required
  - Full career reports

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## Job Gateway: Features

Accessible on  
Mobile Devices



Prepare Our Youth

- Game-based occupation learning tool



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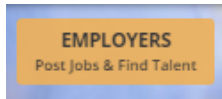
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## Job Gateway: For Employers

- Search for candidates
  - Must log in as employer to contact
- Recruitment resources
- Post jobs
  - Be a Registered Employer
  - Approved by PA CareerLink staff



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## PA Workforce Statistics

Labor Market  
Information for:

- Employers
- Job Seekers
- Educators
- Workforce Professionals
- Students
- Media



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## PA Workforce Statistics

The screenshot shows three main sections of the dashboard:

- TRENDING:** Includes a link for "New and Improved County Profiles".
- LMI DASHBOARD:** Features a map of Pennsylvania and "Big Numbers July 2016" data:

Unemployment Rate	5.6%
Nonfarm Jobs	5,891,100
Initial Claims	14,471
Total New Hires	212,229

A link for "Labor Statistics Dashboard" is also present.
- FEATURED PRODUCTS:** Includes links for "PA Monthly Work-Stats Career Guides" and "Top 50 Employers & Industries".

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## PA Workforce Statistics

- Research & Historical Data
- Products: by Customer, Category, Data Set, A to Z
- Learning Center
- Glossary

The screenshot shows the website header with navigation links: "RESEARCH & HISTORICAL DATA", "PRODUCTS", and "LEARNING CENTER". The main content area includes the "pennsylvania" logo, a search bar, and a "MEDIA CENTER" section with links for "GLOSSARY" and "PRODUCTS A TO Z".

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## PA Workforce Statistics

### Research & Historical Data

#### Labor Market Information System

- Labor Market Analysis
- Job Seekers
- Employers
- Learning Center

The screenshot shows a "Labor Market Analysis" menu with the following options:

- ▶ Labor Market Analysis
- ▶ Area Profile
- ▶ Income and Wages
- ▶ Occupation Profile
- ▶ Labor Market Facts
- ▶ Industry Profile

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## PA Workforce Statistics

### Products by:

- Customer
  - Employers, Job Seekers, Educators, Students
- Category
  - Labor Force, Occupations, Jobs, Wages
- Data Set
- A to Z listing

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## PA Workforce Statistics

### Learning Center

- E-Learning Videos
  - For employers, educators, job seekers
- Presentations
- Program Summaries & FAQs
- External Resources

### Glossary

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## Education Planner

### PA Higher Education Assistance Agency

- For students
  - Explore careers
  - Find a school and financial assistance
  - Self-assessments
- Resources
  - For parents
  - For counselors

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## Occupational Outlook Handbook



- Occupation information
  - By type
  - By pay scale
  - By growth
  - Projections

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## Power Library Support

The PA Job Resources are external sites managed by different entities.

Support for all other Power Library services



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[www.powerlibrary.org](http://www.powerlibrary.org)

This project is made possible by a grant from the Institute of Museum and Library Services as administered by the Pennsylvania Department of Education through the Office of Commonwealth Libraries, and the Commonwealth of Pennsylvania, Tom Wolf, Governor. © 2016



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