

Your PA CareerLink® in Carbon County.....



.....Let us be your link to success!

GUIDE TO SERVICES

Pennsylvania
CareerLink
CARBON COUNTY

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Auxiliary aids and services are available upon request to individuals with disabilities.

An Equal Opportunity Employer/Program

TABLE OF CONTENTS

What is the Commonwealth Workforce Development System (CWDS)/PA CareerLink [®] ?	1
Why Should You Use CWDS/PA CareerLink [®] ?	1
On-Site Services	1
Internet Services	1
Partner Agencies of PA CareerLink [®] Carbon County and the Services They Provide	2-3
Enrolling in CWDS/PA CareerLink [®]	
Why Enroll?	4
How to Enroll	4-5
Printing Your Resume	5
Editing or Adding Information to Your Enrollment	5
Logging In and Out – Your Keystone ID and Password	6
Job Search on CWDS/PA CareerLink [®]	
How to Search for Jobs	6
Applying for Jobs	7
Helpful Hints and Tips	7-8
Problems or Questions?	8
Telephone Directory for PA CareerLink [®] Carbon County	9

WHAT IS THE COMMONWEALTH WORKFORCE DEVELOPMENT SYSTEM (CWDS)/PA CAREERLINK®?

PA CareerLink® is a one-stop resource center for both employers and job seekers. PA CareerLink® online services are available through the Commonwealth Workforce Development System (CWDS) website – www.pacareerlink.state.pa.us. Partners in the PA CareerLink® are private and public agencies, organizations or educational institutions that provide education, training and employment or support services to job seekers and employers. Our customers can obtain information regarding recruitment, hiring, economic development, employment and training in a self-service or staff assisted atmosphere.

WHY SHOULD YOU USE CWDS/PA CAREERLINK®?

The PA CareerLink® Carbon County is your one-stop resource for career and employer information and a host of additional services. All Core services provided at the PA CareerLink® are available, at no cost, to anyone who is eligible to work in the United States. (Eligibility requirements must be met for some Intensive or Training Services.) Our Career Resource Center (CRC) has computers, Internet access, printer, fax machine, newspapers, and a wide variety of other resources to assist in your job search. Our knowledgeable staff is always ready to assist you.

Some examples of PA CareerLink® Carbon County On-Site Services:

- Orientation to PA CareerLink® and CWDS/PA CareerLink® website and services
- Job listings and self-service or staff assisted job referrals
- Resume, job search and interviewing skills assistance
- Career and occupational information
- Occupational skills training information
- Tuition assistance information
- Information and access to GED, Literacy and Adult Basic Education programs
- Workshops related to job search, financial aid for training and other topics

Some examples of CWDS/PA CareerLink® Internet Services:

- 100% job seeker controlled, fully customizable profile
- Ability to use the CWDS/PA CareerLink® website 24/7 from any computer with internet access
- Online registration process
- Direct access to unlimited job openings throughout Pennsylvania
- Internet resume, references and cover letter forwarding to employers
- Specialized job opening matching
- Register for events and workshops
- Access to individual services and training information, labor market and training resources
- Links to many other social services and websites to help with your employment and training goals.

PARTNER AGENCIES OF PA CAREERLINK[®] CARBON COUNTY
AND THE SERVICES THEY PROVIDE

Bureau of Workforce Development Partnership

The Bureau of Workforce Development Partnership (BWDP) administers federal and state workforce programs. The bureau provides universal access for employment and related services through the statewide network of one-stop PA CareerLink[®] centers and the web based Commonwealth Workforce Development System (www.pacareerlink.state.pa.us).

These services help job seekers obtain employment and enhance their skills, find appropriate training and education, and help employers find qualified workers.

Staff available at PA CareerLink[®] Carbon County Mon-Fri, 8:30am-4:30pm.

Carbon Career & Technical Institute Adult Education Center

Provides educational, career and personal enrichment opportunities to the adult population of Carbon County and the surrounding areas. CCTI also offers GED and literacy

programs. *Staff available at 77 West 13th St., Jim Thorpe, Mon-Fri 8:30am-3:30pm. Appointments can be made to meet with a staff person at PA CareerLink[®] Carbon County. Call (570) 325-5087.*

Carbon County Assistance Office

The Carbon County Assistance Office (Department of Public Welfare) determines eligibility for Medical Assistance, Food Stamps, Cash Assistance and LIHEAP (heating assistance). *Staff available at 101 Lehigh Drive, Lehighton, PA 18235, Mon-Fri, 7:00am-5:00pm.*

Carbon County Workforce Training

Provides services and financial aid to assist eligible Adults, Youth and Dislocated

Workers in need of training for high priority occupations. *Staff available at PA CareerLink[®] Carbon County, Mon-Fri, 8:30am-4:30pm.*

Child Care Information Services of Carbon County

Administers the Subsidized Child Day Care Program for low-income families and makes resource and referral services. The CCIS office provides referrals, not recommendations,

to child care options. *Staff available at PA CareerLink[®] Carbon County, Mon-Fri, 8:00am-5:00pm.*

Human Resources Center

Provides services designed to assist people with disabilities in finding, securing and maintaining competitive employment. *Staff available at PA CareerLink[®] Carbon County by referral and appointment, call (570) 325-9960.*

Office of Vocational Rehabilitation

Provides individualized services to assist people with disabilities to pursue, obtain, and maintain employment.

Staff available at PA CareerLink® Carbon County by referral and appointment only. Applications can be picked up at PA CareerLink® Carbon County, Jim Thorpe, Mon-Fri, 8:30am-4:30pm, or at 45 North Fourth Street, Allentown, Mon-Fri, 8:00am-5:00pm. Or, call 1-800-922-9536 to request an application.

PathStone, Inc.

Through their Senior Employment Services Program, offers employment services to low income adults 55 years of age or older. *Staff available at PA CareerLink® Carbon County, Mon-Fri, 8:30am-4:30pm.*

PrimeTech Training, Inc.

Private for profit training facility offering a variety of computer training courses. *Staff available at PA CareerLink® Carbon County by appointment, call (610) 377-9790.*

Unemployment Compensation

The Office of Unemployment Compensation Service Centers plans, organizes and directs all activities for taking, processing, and payment of all unemployment claims filed by Internet or telephone. *All claims, initial and continued, must be filed through the Internet or by telephone. The UCSC operates Mon-Fri, 7:00am-4:45pm. Ask the receptionist for an Unemployment Compensation Claims Guide. See phone directory in this brochure for UC phone numbers.*

Veterans Employment and Training

Veteran employment representatives provide veterans with a full range of employment services, including job referral services, job development, referral to training, and information and access to other government and community veteran services and agencies. *Staff available at PA CareerLink® Carbon County once per week, normally Wednesday. Appointment suggested for one-on-one case management service. Call (570) 325-2701 ext. 100.*

NOTE: Further information on the services provided by each partner is available at our website: www.carboncareerlink.org or feel free to ask a staff person for more information.

ENROLLING IN CWDS/PA CAREERLINK®

Why Enroll?

The Commonwealth Workforce Development System (CWDS)/PA CareerLink® website is a database of employers and providers as well as jobseekers. There are hundreds of job openings available for review. ***Your next job may be on-line already.*** Employers are searching the site for applicants who are right for their companies. ***That could be you.*** Because you create a personal profile in CWDS/PA CareerLink®, ***you have control*** over all your information, resumes and job search activities. The site, your personal profile, and your job search ***can be conducted from your home or any Internet connected computer.*** Enrolling enables you to ***apply for jobs and participate in other PA CareerLink® activities*** such as workshops, employer interviews, assisted job matching and supportive services.

How to Enroll

Enrolling in the CWDS/PA CareerLink® website will give you a profile containing a fully customizable on-line resume, job search results, direct access to job openings, history of services and more. The website can be reached through any Internet connection, 24 hours per day, 7 days per week. The website address is: www.pacareerlink.state.pa.us

Getting started on your enrollment:

- Click on “New User?” under the Keystone Key on the right side of the screen.
- You will start with the creation of your Base Record (your basic information). Required fields are marked with a red asterisk (*). After creating your Keystone ID and Password, write them down, you will need them to log in to your CWDS/PA CareerLink® profile. Upon completion of your base record you will see the “New Participant Confirmation” screen. It is highly recommended that you record your Participant Identification Number, or print out the page, and keep it in a safe place. Your Participant ID Number will be needed if you ever forget your Keystone ID and/or Password.
- To continue your registration, login to CWDS/PA CareerLink® by entering your Keystone ID and Password that you just created in the Keystone Key section, then click “Login.”
- Next, create your resume by clicking on “Resume” in the Quick Links section on the left side of the screen. Keep in mind you are building an online resume that employers can see. Remember to capitalize where appropriate. It is not recommended to type in all capital letters – it is not pleasing to the eye. After entering all of the information you want on your resume, be sure to check the boxes “Include in Resume” in front of

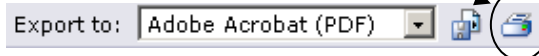
each entry. Also select whether or not to display dates, duration in months or no dates at all from the “Display dates as:” dropdown boxes in sections such as Work, Military and Education records. Make sure you click one of the “Save” options at the bottom when you have completed your entire resume. **TIP: It is a good idea to have your employment, military and education history on hand before you start to register. All of this information, as well as any certifications you hold or special skills or qualifications you possess can be entered on your resume. Make sure you provide enough information to show potential employers exactly what type of experience and skills you possess.*

- The next step will be entering your Job Preferences to allow you to search for jobs. Please see page 6 of this guide for instructions on completing your Job Preferences.

Printing Your Resume

From your Participant Home Page, click on “Resume” under the Quick Links section. Select the resume you wish to print, then click the “Print Resume” button. Your resume will then appear, click on the printer symbol.

Another screen will appear with just your resume, then click the print button.



Editing or Adding Information to Your Enrollment

Editing the information you entered during enrollment:

From the Participant Home Page, click on “Resume” under Quick Links. Select the resume you want to edit, then click the “Edit” button. Scroll to the section(s) you want to change (work, education, military, etc.). Click the “Edit” button to the right of the entry you want to change. Make your changes and be sure to click the “Save and Finish” button at the bottom of the page to save your changes. After you have made all of the changes, scroll to the bottom of the page and click “Save and Finish.”

To change your address, phone, etc., click on “View My Basic Information.” This will bring up another screen where you need to scroll down and click “Edit.” Make your changes, then scroll to the bottom of the page and click “Save and Continue” to save your changes.

Adding new information:

To add new information to your resume, click on “Resume” under Quick Links. Select the resume you want to add information to, then click the “Edit” button. Scroll to the section(s) you want to add information to (work, education, military, etc.), then click on the “Create” button in that section. Note the checkboxes by each entry. Make sure there is a check in the box for every entry you want to show up on your resume. Then scroll to the bottom of the page and click on “Save and Finish” to save your changes.

Logging In and Out – Your Keystone ID and Password

After you have registered, to open your Participant Home Page, you must **Login**. Enter your Keystone ID and Password in the Keystone Key section on the right side of the page, then click “Login.” To keep your information private and secure, be sure to **Logout** when you are finished by clicking on the word “Logout” at the top of the page.

Note: If you forget your Keystone ID and/or Password, click “Forgot Your Password?” under the Keystone Key and follow the instructions for retrieval.

JOB SEARCH ON CWDS/PA CAREERLINK®

How to Search for Jobs

The procedure is slightly different depending upon what method of job search you are using:

Using “Job Preferences” - Click on “Job Preferences” in the Quick Links section. Fill in your Job Preference Basic Detail Screen. You will note that your Occupational Preferences will already be generated based on the job titles you listed on your resume. You can edit, remove or add to this list. Make sure it says “Yes” in the “Match on this Occupation” column in order to search for jobs in those occupations. To do this, click the radio button to select an occupation, then click the “Edit” button. After clicking edit, scroll down to the **Occupation Details** section. This is where you will enter your experience and select “Yes” to “Match to this Occupation.” Then click “Save.” You can edit as many as you wish. When finished, click the “Save & Continue” button at the bottom of the screen. A **Job Preference Skills Detail Page** will come up. Most entries are optional but filling in this information may produce better job matches; then click “Save & Finish” at the bottom of the page. This will bring you to the **Job Preferences Summary** page. Make sure, in the very first box called Matching Preference, you select “Yes” for “I am available for matching” if you want employers to be able to find your resume and match with their job orders. Then click “Save.” You are now ready to search for jobs. Click on the **“Run Match”** button.

Using “Browse Jobs”- Click on “Jobs” from the blue navigation bar and select “Browse Jobs” from the dropdown box. For example, by selecting 18229, plus 25 miles, it will search all of the job orders in that radius. Or, select a county to see all jobs listed for that county. This is helpful if you want to see all job openings not specific titles. If you would like to narrow your search, you can enter job titles or other search criteria along with your location search criteria.

Applying for Jobs

Using “Job Preferences” – By clicking on “Run Match” this brings you a list of all jobs matched to your criteria. Select a job order number; then you will see the job order details. If you are interested in the job, scroll down and select “Choose Options to Apply.” By selecting “Choose Options to Apply,” you will be brought to the “Job Application Options” page. Select the resume you would like to use for this job application. You also have the option of selecting a Cover Letter to accompany your resume. Then, scroll down and select “Apply Now.” By selecting “Apply Now,” you will be brought to the “Job Application Confirmation” screen. **Be sure to follow the instructions on how to apply for the job, or, if not interested, click on “Withdraw Application.”**

Using “Browse Jobs” – From your Browse Results List, click the “Add” button under the Job Cart column for each job you might be interested in. After reviewing all jobs, scroll down and click “View Job Cart.” This will bring up a list of jobs you selected. By clicking on the job order number, this will bring up the job details. Scroll down to select either “Choose Options to Apply” or “Remove From Job Cart.” By selecting “Choose Options to Apply,” you will be brought to the “Job Application Options” page. Select the resume you would like to use for this job application. You also have the option of selecting a Cover Letter to accompany your resume. Then, scroll down and select “Apply Now.” By selecting “Apply Now,” you will be brought to the “Job Application Confirmation” screen. **Be sure to follow the instructions on how to apply for the job, or, if not interested, click on “Withdraw Application.”**

TIP: Print the page with the Job Application Confirmation information to follow up with the employer.

HELPFUL HINTS AND TIPS

- Please be careful to use the correct web address - www.pacareerlink.state.pa.us. CWDS/PA CareerLink® does not charge a fee for use of their web services.
- When creating your Keystone ID try something unusual - a combination of letters and numbers often works well. If you try a fairly common name or word you may find that it is already in use by someone else. There are many users on the CWDS/PA CareerLink® website and no two people can have the same Keystone ID.
- Upon registration you will be assigned a random Participant ID# – write this number down – it can be used instead of your Social Security Number when you call, write, or e-mail the PA CareerLink® office.
- Watch the date formats on your resume. There is an option to show the dates, duration in months, or no dates at all for Work, Military and Education records.
- Make sure you are registered on the CWDS/PA CareerLink® website and logged in – if you aren’t registered and logged in, you won’t be able to apply for jobs you find.

- Take a look at your e-mail address! Don't use an e-mail address that sounds unprofessional or that an employer could find offensive. This doesn't mean you have to change your e-mail address, you can always set up a free e-mail account with Hotmail, Yahoo or Gmail to use for your job search efforts.
- Check your CWDS/PA CareerLink® resume to make sure all of your information is up to date (address, phone, job history, etc.). If there are changes to be made do it BEFORE you start looking at job openings. That way your resume is up to date and current if you apply for a job where the employer requests your resume be sent through the CWDS/PA CareerLink® website.
- Make sure you have completed your "Resume" and "Job Preferences" section and have indicated that you are available for job matching. This is important when employers are searching for potential applicants for their job openings because the system matches with the preferences you entered.
- Use Job Applications to track the jobs you've applied for - click on "Jobs" in the blue navigation bar and select "Job Applications" from the dropdown box. *(NOTE: It is possible you could have jobs in your Job Application list that you have not applied for. This would happen if you clicked on "Apply Now" when viewing job openings but did not follow through on the application process.)*
- Don't hesitate to click on links such as "Resources" in the blue navigation bar to find a wealth of information available to you such as Individual Services or Web Resources. One example on the Individual Services page is "Pennsylvania CareerLinked Employers." This page features company logos of participating PA CareerLinked Employers. By clicking on any logo, you can access the company's profile, view their job openings, and apply for jobs. If you click on a company logo, and then click on "View Job Orders," a new screen will come up asking for you to login if you are not logged in already. You will use the same Keystone ID and Password you use for CWDS/PA CareerLink®.
- PA CareerLink® Carbon County offers a number of workshops on various topics throughout each month. See the calendar of events in our lobby or at our website, www.carboncareerlink.org (click on Workshop Schedule). All of the workshops and events we hold are provided at NO cost to you.

PROBLEMS OR QUESTIONS???

Please don't hesitate to request assistance from any of our staff. If you are not in our office, call us at (570) 325-2701. Our staff is ready to assist you!

TELEPHONE DIRECTORY FOR
PA CAREERLINK® CARBON COUNTY

Bureau of Workforce Development Partnership	(570) 325-2701
General Questions/Receptionist	Ext. 100
Job Order Questions	Ext. 238
PREP	Ext. 112
TAA/TRA	Ext. 106
Carbon Career & Technical Institute Adult Education Center	(570) 325-4140
Number at PA CareerLink® Carbon County	(570) 325-5087
Carbon County Assistance Office	(610) 577-9020
Toll Free Number	(800) 314-0963
Carbon County Workforce Training	(570) 325-2915
Or	(570) 325-2701 Ext. 237
Child Care Information Services of Carbon County	(570) 325-2226
Toll Free Number	(888) 212-0483
Human Resources Center, Inc.	(570) 325-9960
Or	(570) 325-2701 ext. 107
Office of Vocational Rehabilitation	(610) 821-6441
Toll Free Number	(800) 922-9536
Number at PA CareerLink® Carbon County	(570) 325-2701 ext. 104
TTY/TDD Number for Deaf & Hard of Hearing	(888) 377-9207
PathStone, Inc.	(570) 325-9444
PrimeTech Training, Inc.	(610) 377-9790
Number at PA CareerLink® Carbon County	(570) 325-2701 ext. 113
Unemployment Compensation	
For Initial Claims	(570) 496-2332
Toll Free Number	(888) 313-7284
TTY/TDD Numbers for Deaf & Hard of Hearing.....	(570) 562-4871 or (888) 334-4046
For Continued Claims	(570) 562-4800
Toll Free Number	(888) 255-4728
TTY/TDD Numbers for Deaf & Hard of Hearing.....	(570) 562-4870 or (888) 411-4728
Veterans Employment and Training.....	(570) 325-2701 ext. 100