



**LOOKING FOR VALUABLE TALENT? ....JOB GATEWAY® IS THE ANSWER!**  
**JobGateway® ([www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)) is a NO-CHARGE online tool provided to connect job seekers to employers. With this tool you can:**

- **Search for potential employees**
- **Create job postings online**
- **Receive candidate recommendations**
- **Manage your company profile**
- **Learn more about other services to better assist your business**

**Services and Benefits:**

***Gain Access to Search Registered Job Seekers***

- Gain access to thousands of candidates, review resumes and get connected

***Create Your Company Profile***

- Manage your business's location, profile, and contact information

***Create or Upload Job Postings***

- Create new job postings, manage existing, or upload postings in bulk

***Save Searches & Email Alerts***

- Save customized search preferences and receive desired email alerts for new candidates.

***Get Candidate Recommendations***

- Possible candidates are matched to you based on your job postings

***Manage and Track Top Talent***

- Keep track of candidates associated with your job postings

***Search Occupation Profile Information***

- View Occupation Information including wages, knowledge & skills, education & training, and more!

**Need Assistance?**

**Need help getting started?**

**Our BUSINESS SERVICES TEAM is here to help!**

**Youngwood, PA-724-755-2330**

**Alle-Kiski-724-334-8600**

**Fayette-724-434-5627**

**Indiana-724-471-7220**

## **LOOKING FOR THE BEST? HIRE A VET**

Many employers are discovering the option of hiring new veterans, who are now separating or retiring from the military services. Today's military service members are extremely well trained, highly motivated, well educated: probably more so than most civilian, private sector employers realize. This brochure, prepared for the use of potential employers, provides a profile of today's emerging veteran.

### **Today's Military – Higher Standards Going In**

To begin, it's more difficult to enlist in the services than before. Applicants have to pass a tough screening process in order to enlist. Over 90 percent of our military recruits had a high school diploma or had completed some higher education.

Recruits must be in excellent health, so applicants undergo a battery of exams to test hearing, vision and so on and to detect evidence of alcohol or drug abuse. Such health problems as high blood pressure, asthma or allergies can be disqualifying. Recruits must also have a clean police record.

### **Today's Veterans – Well Trained Coming Out**

Employers in today's changing world know that worker 'trainability' is often the key to success. Since rigorous in-service training is a regular feature of military preparedness, service-members have learned to absorb instruction quickly. They've been trained to be trainable. Indeed, today's new veterans will have spent one-quarter of their military careers either as students for instructors in their various specialties.

### **Experienced - Computer Literate**

In addition to rigorous training, these new military veterans have sophisticated and up-to-date work experience in hundreds of occupational specialties, many of which require them to be computer literate. Not surprisingly, a lot of these skills are directly transferable to the civilian economy. Some examples are:

- Accounting • Education • Engineering • Foreign language
- Construction • Electronics • Financial administrative • Law enforcement

The military has traditionally encouraged its service-members to take advantage of continuing education programs. Indeed, over 95 percent of our military officers possess baccalaureate degrees, and 35 percent have earned a master's degree or higher. A significant number of enlisted soldiers and non-commissioned officers (NCOs) have earned their associate's or bachelor's degrees.

### **Conscientious and Hard Working**

Employers will also benefit from the outstanding work ethic that military service instills. Service members are taught early on to pay meticulous attention to detail. Follow up, persistence, and pride in doing one's very best, are all hallmarks found in the military. These emerging new veterans know how to set priorities, how to work under pressure, and how to function as part of a team.

## **Tapping the Talent How Employers Can Learn More**

It's easy for employers to learn more about the availability and quality of these potential employees. Contact a Local Veterans Employment Representative (LVER) or a Disabled Veteran Outreach Program (DVOP) Specialist, who can be found at your Pennsylvania CareerLink®. Employers can also visit the Pennsylvania CareerLink® website at [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov) for online employment services available to you at no cost. In addition, employers may contact the Director, Veterans' Employment and Training Service, U.S. Department of Labor, located in each state.

*When you hire a veteran, you're employing an individual who has had to uphold the highest standards. Veterans have demonstrated integrity, a commitment to excellence and a determination to do the best job possible that really offers businesses an edge on the competition. With the shortage of skills that exist in the labor market, the ability to hire experience is a definite plus for any corporation. The Department of Labor, in conjunction with Pennsylvania CareerLink® Offices, also sponsors America's Job Bank, which is a valuable tool for employers to fill vacancies with veterans and separating military personnel.*

## **CONTACT US**

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## **LET PA CAREERLINK® HOST YOUR NEXT JOB FAIR EVENT!**

***Let us work with you to customize your next hiring event***

**When you need to hire several individuals, why not use PA CareerLink's® specialized service of creating a Job Fair at our spacious location?**

**Our staff has experience working with various companies creating Job Fairs and can tailor the event to meet your specific recruitment needs.**

**We do all the work of setting up and promoting the event. You simply show up for your recruitment!**

**Your Job Fair event will be promoted:**

- **To Job Seekers at PA CareerLink®**
- **To an extensive network of workforce professionals**
- **On PA CareerLink's website [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)**

**RECRUITMENT SERVICES – HELPS YOU SAVE TIME AND MONEY!  
LET OUR TEAM HELP YOU FIND YOUR NEXT EMPLOYEES**

- **Do you struggle to find time to use your online resume search service?**
- **Are you a small business without a Human Resource professional?**
- **Are you a Human Resource professional with multiple responsibilities and could use help with recruitment?**

**If you answered yes to any of these questions...  
We have a no-cost solution for you!**

***What are Recruitment Services?***

- Our Employer Services Team can assist you in advertising, collecting and screening resumes/applications, providing assessment services to evaluate applicant experience and skills, and referring qualified candidates to your business.
- To assist with the recruitment efforts of companies in Northampton and Lehigh County, the Employer Services Team can manage your JobGateway® folder.

***How do you make certain that I receive quality, hand-selected resumes?***

- A PA CareerLink® Employer Services Representative will be your single point of contact that will perform applicant searches within the PA CareerLink® data base, pre-screen the resumes based on YOUR criteria: education requirements, skills, years of experience, indicate which resumes meet your requirements and which don't. YOU control the selection process! YOU make the hiring decisions!

***How much information does the PA CareerLink® need from me?***

- It's easy to get started! Give us your job specifications and we'll post them in your folder on the JobGateway® website.

***"No cost"? ... Come on, tell me the truth.***

- This service has been prepaid by your federal tax dollars.

***How Do I Get Started?***

- **Recruitment Services** are administered by the Business Services Team in your local PA CareerLink® office.

**Whatever service level you need to recruit qualified workers—we can help!**

## **FREQUENTLY ASKED QUESTIONS**

### **How much does it cost for employers to use Pennsylvania CareerLink®?**

There is no charge for employers to list job openings with Pennsylvania CareerLink®. Our state job bank, JobGateway® ([www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)) is free of charge to employers and job-seekers.

### **Why must an employer register with Pennsylvania CareerLink®?**

Registration on JobGateway® is necessary to insure data integrity. Service is limited to United States employers, employment agencies, or other organizations that have job openings and do not charge job seekers a fee.

### **If I register with Pennsylvania CareerLink®, will job seekers find this registration and contact me directly about employment?**

No. Names of registered employers are confidential and are not available to job seekers. You choose whether or not to display your company information each time you create a job posting. You may want applicants to contact you directly. You can choose to have all applicants pre-screened by the local PA CareerLink® staff, or you can use the screening tools on JobGateway® to sort through candidates on your own. You determine the level of service you want from local PA CareerLink® staff.

### **Can I enter a job posting for more than one location?**

Yes, if the same job is available at more than one location. However, to guarantee that applicants' searching by geographic location see your posting, it's better to enter a separate job posting for each job location.

### **Can I enter different types of jobs on the same job posting?**

No. In order to avoid confusion and make applicant searching most efficient, it is necessary to enter a separate job posting for each job opening.

### **Can I modify a job posting that is already in the system?**

Yes. You can modify job postings at any time. Also, closed or filled job postings may be reopened when subsequent job openings occur.

### **When I enter a job posting, why don't I see it right away?**

Before a job posting becomes a part of the public database on JobGateway®, staff must review the posting to insure that it meets the PA CareerLink® guidelines. Every effort is made to complete this process within one business day.