How to Apply

1. Visit www.employment.pa.gov and click the Open Jobs tile.

2. Click on Subscribe to Job Alerts to set up email alerts for jobs are posted in specific categories, or click on Continue to Open Jobs to see the full list of job postings.

3. You should be on the Commonwealth of PA Job Opportunities page.

4. Click a job title to view the associated posting.

5. Read the posting details, and click "Apply" in the upper-right corner.
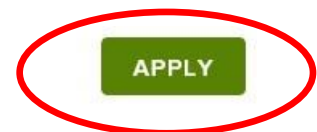
6. If you already have an account, sign in. If not, click "Create an account."

Enter your email address, followed by a username and password of your choice. Then click "Create."

Note: The password you create must be eight characters long, and include upper and lower case letters, numbers, and symbols.

7. After setting up your username and password, a screen that gives you the option to upload your resume will display. For now, please click "Skip this step" in the lower-right corner to enter your detailed work experience and education into the application. You will still be able to include a resume in the attachments section of the application, if you choose to do so.

8. The next screen will allow you to enter general information about yourself.

Once you have entered and saved your information, click "Next" at the bottom of the screen.

Next

9. You will be prompted to navigate through additional sections of the application, including Work, Education, Additional, References, Attachments, and Questions. After completing these sections, you will be given the opportunity to review your application and ensure the information you provided is complete and accurate. You can edit your information be clicking the "Edit" icon at the right of each section.

10. Once you have finished reviewing your application, click "Proceed to Certify and Submit" at the bottom of the page.

Proceed to Certify and Submit

11. Read the information on the certify page carefully before clicking "Accept & Submit" at the bottom of the page.

Accept & Submit

12. You should see a message indicating your application has been successfully submitted.

Application Submitted!