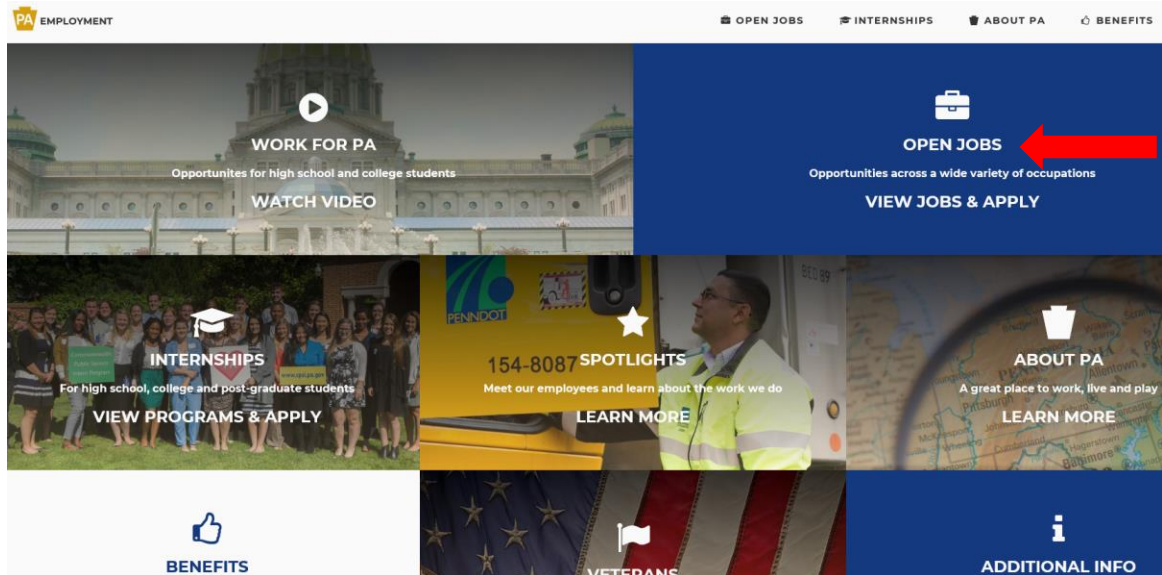# Candidate Instructions for Scheduling an Interview

1. Go to www.employment.pa.gov, click on the "Open Jobs" box.

2. Click on the "Open to Public" link.
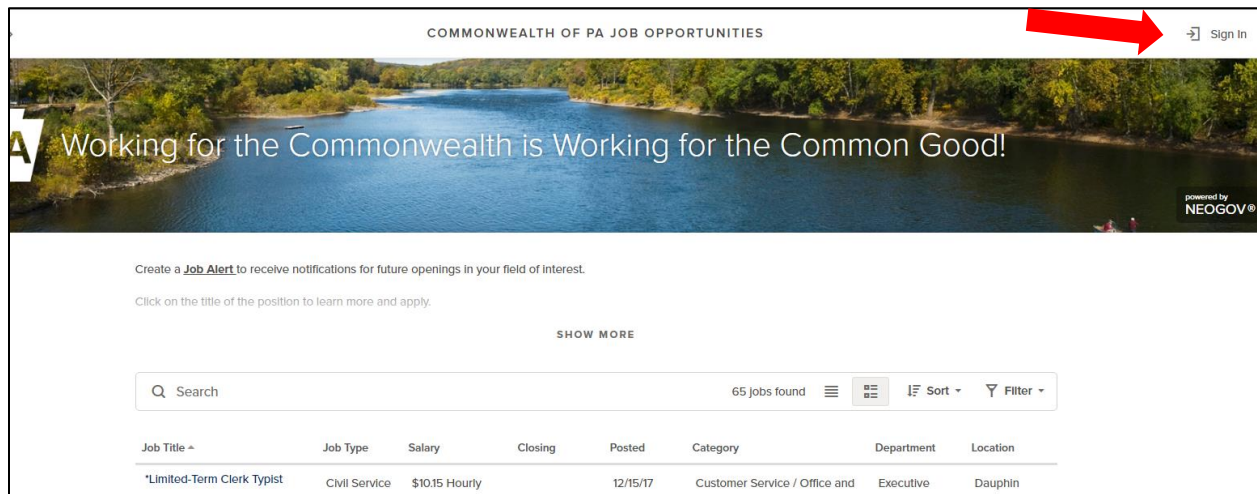
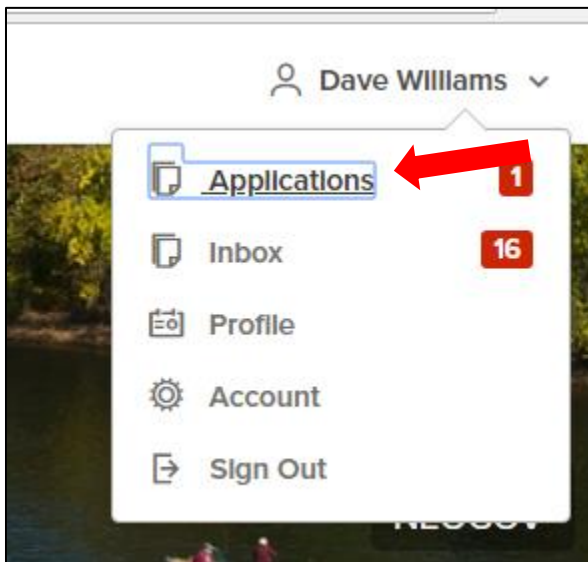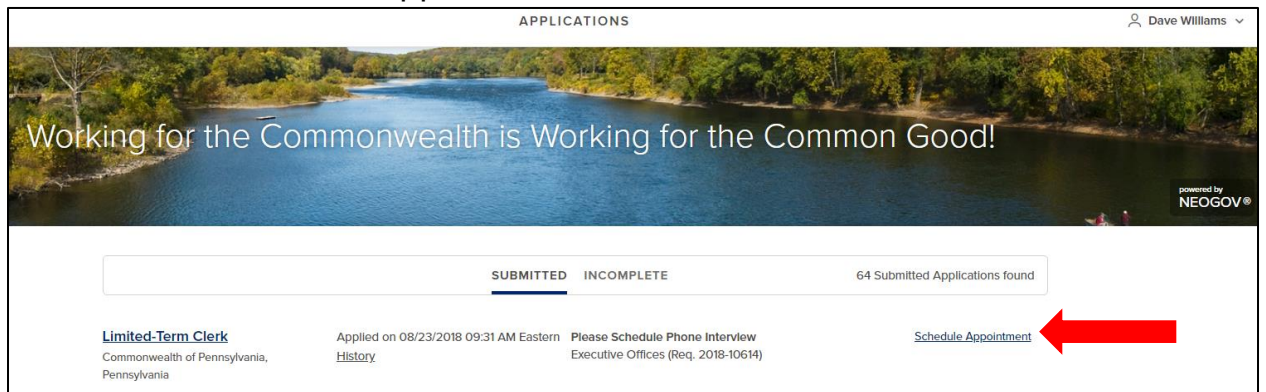3. Sign in to your account by entering your email and password. (Note: If you have trouble accessing your account, or if you are locked out of your account, please contact 855-524-5627.)

4. At the top of the screen, click on the dropdown menu next to your name and select "Applications."
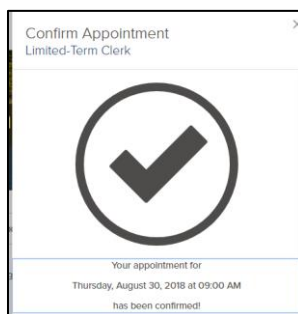
5. Click on the "Schedule Appointment" link.

6. The available interview dates and times will display. Simply click on the date and time that works for you.

7. A confirmation screen will display.

8. For phone and virtual interviews, you will either receive additional information regarding the logistics of the interview, or the interviewer will contact you at your scheduled date and time to conduct the interview. For in-person interviews, you will need to report to the interview site at your scheduled date and time.

9. If you need to reschedule your interview, sign in to your account (as described in step one above), click on "Applications," find the position for which you are interviewing, and click on the "Change" link. You will need to click on the "Unschedule me for this exam" button at the bottom of the screen and select another interview date and time.