

MEMORANDUM

TO: Community Leader

From: Salvatore M. Sirabella
Director, Governor's Office of Public Liaison

Date: November 19, 2009

RE: Applicants

- The Bureau of State Employment (BSE) is converting to a more efficient and environmentally sound online (Internet) application system. **The current system has become obsolete.**
- The new online application system will be available to the public on December 9, 2009. This system is well-tested and Pennsylvania will join such diverse states as South Carolina, Ohio, Tennessee, Oregon, Michigan, West Virginia & Illinois who have been successfully utilizing this program. Also, the states of Nebraska and New York are in the process of implementing the system.
- To apply, applicants will go to www.employment.pa.gov where they will find information and instructions.
- The initial entering of personal information, skills and employment history may take 20-30 minutes, but that basic profile **will not need to be renewed annually** as is now the case. Once the basic information is in the system, applicants can log on to quickly update information or apply for categories of jobs that they find of interest.
- Applicants who currently have resumes on file with BSE will still need to enter their information into the new system, and they will receive a postcard in early January to prompt them to do so.
- After December 9, 2009, hard copy resumes/applications will begin to be phased out. Applicants should not attempt to forward resumes and Personal Data Sheets, but should be strongly encouraged to apply online.
- Computers with Internet access can usually be located at public libraries and PA CareerLink centers. Call 1.866.858.2753 to locate the nearest PA CareerLink. Of course, any computer with online service will suffice.
- Questions can be directed to the Bureau of State Employment at 717.787.5703 or TTY 717.787.0570.
- **Most importantly**, once a candidate is entered into the system only a letter or an e mail of recommendation is needed. We will not need a resume and/or Personal Data Sheet.
- Please share this memo or information with any interested candidate. Thank you for your continued cooperation.