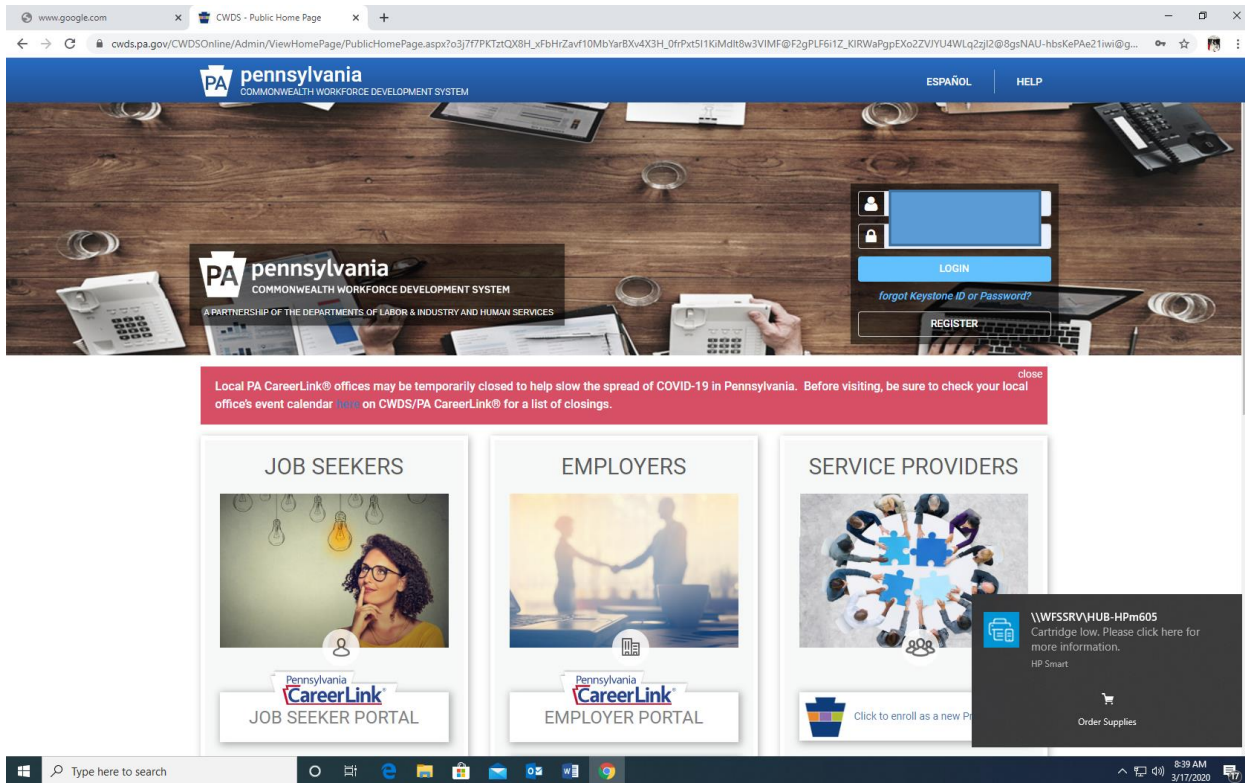
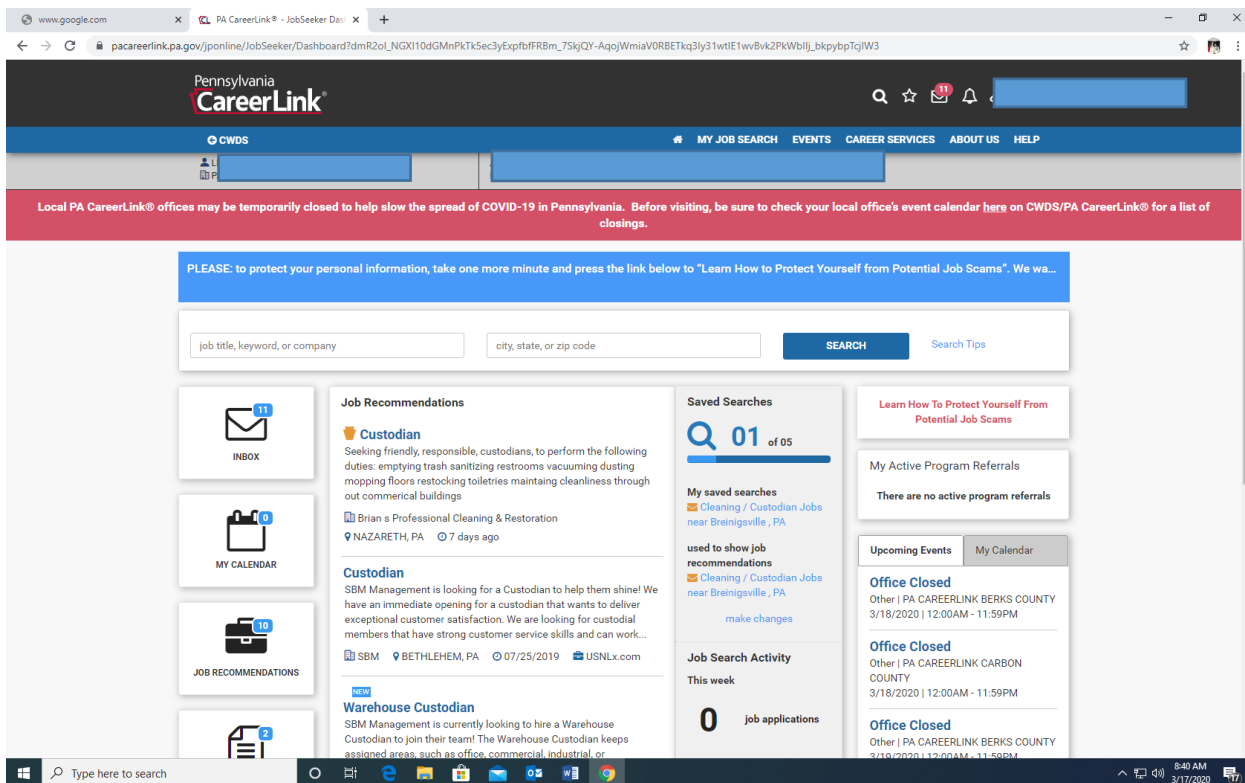


# TRACK & SAVE YOUR JOB SEARCH ACTIVITY: LOGIN SCREEN



## THIS TAB LETS YOU NAVIGATE TO "JOB SEARCH ACTIVITIES"



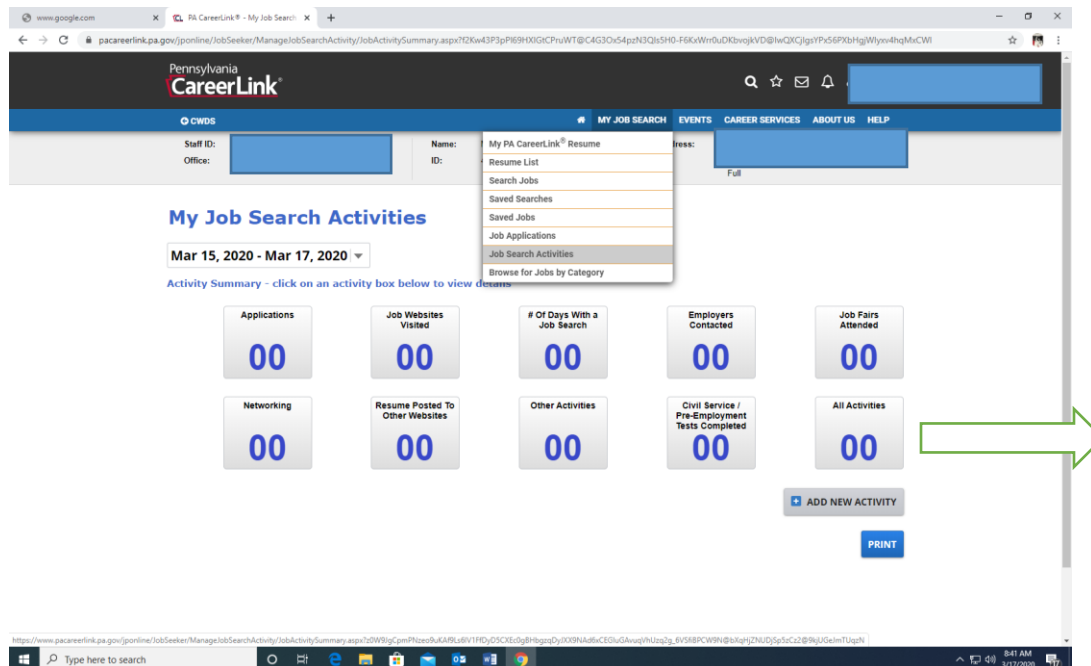
## Go to My Job Search:

The screenshot shows the Pennsylvania CareerLink® Job Seeker Dashboard. The user is logged in, and the 'MY JOB SEARCH' dropdown menu is open, displaying the following options: My PA CareerLink® Resume, Resume List, Search Jobs, Saved Searches, Saved Jobs, Job Applications, Job Search Activities, and Browse for Jobs by Category. The 'Job Search Activities' option is highlighted. The dashboard includes a search bar, a sidebar with links to INBOX, MY CALENDAR, and JOB RECOMMENDATIONS, and a main content area with job recommendations and saved searches.

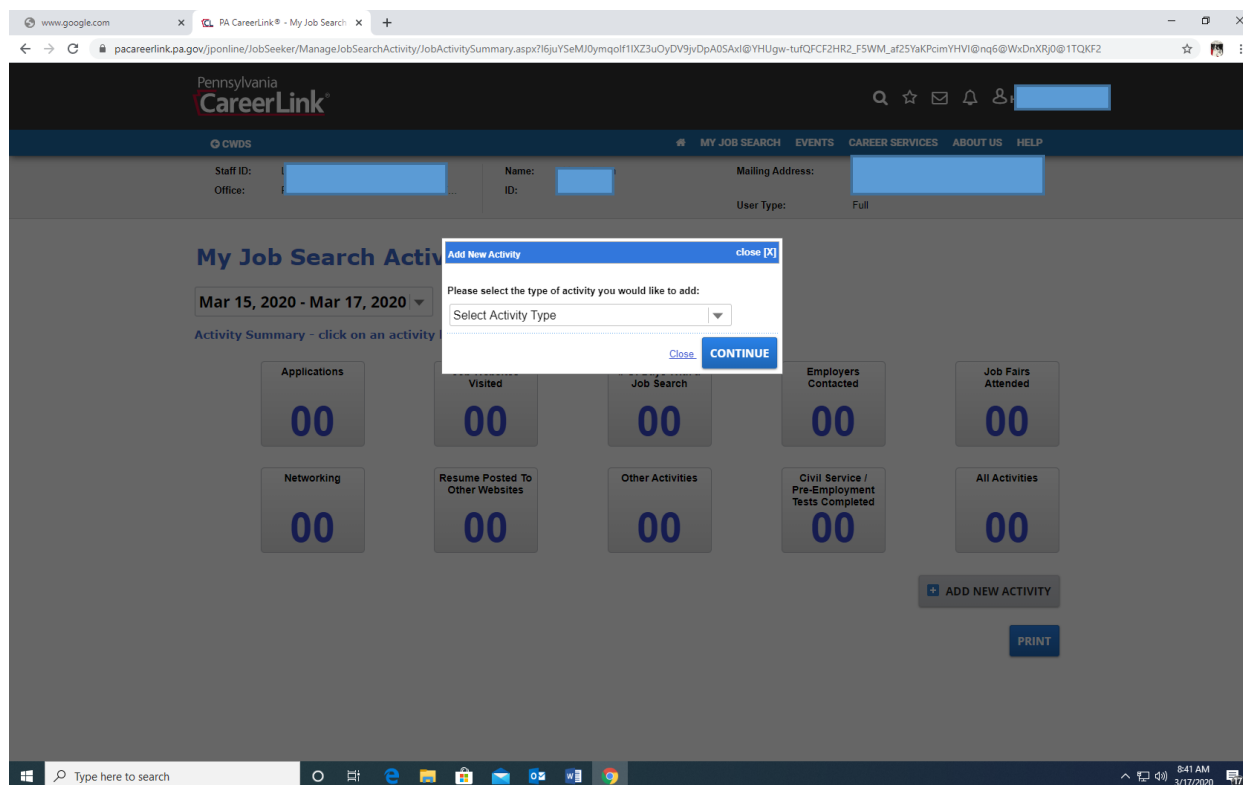
## HOVER w/MOUSE & SCROLL DOWN TO “JOB SEARCH ACTIVITIES” THEN CLICK IT!

This screenshot is identical to the one above, but with the 'Job Search Activities' option in the 'MY JOB SEARCH' dropdown menu selected. The URL in the browser's address bar has changed to: <https://www.pacareerlink.pa.gov/jonline/JobSeeker/ManageJobSearchActivity/jobActivitySummary.aspx?2kw4323p969XIGCPrWt@C4G30c45pn3Q55H0-F6KwWnDuDKbvqjKVD@lwQXGjgnYk56PzaHgWYwYwhMcWl>

**JOB SEARCH ACTIVITY SCREEN (ALL ACTIVITIES is 00)** Go to the date box and select the arrow to then select ALL. This will show all of your activities since you have enrolled on PA CareerLink. You may select the box stating ALL Activities to view your research and entries.



**TO ADD AN ACTIVITY CLICK ADD ACTIVITY, THEN SELECT TYPE OF ACTIVITY FOR EXAMPLE "JOB SEARCH"**



**FINAL STEPS TO ADD ACTIVITY: FILL OUT AS MUCH INFORMATION AS YOU CAN. IN THE NOTE BOX YOU CAN ADD THE JOB NUMBER FOR THE POSTING ON PA CAREERLINK OR ADD THE POSITION AS SEEN ON INDEED. THEN CLICK “SAVE”**

The screenshot shows the 'Job Search Activity: Job Search' form in the Pennsylvania CareerLink system. The form includes fields for Staff ID, Office, Name, ID, Mailing Address, and User Type. Below these is the 'Activity Details' section, which contains a date picker for 'Activity Date' (set to 03/16/2020), a 'Job Search Methods' section with checkboxes for Internet, Classified Ads, and Kiosk (Internet is selected), a 'Website' field (set to Indeed.com), a 'Job Position / Title' field (set to Warehouse worker), a character count for the title (22 characters of 250), a 'Notes' text area (containing 'looking for 3rd shift'), and a 'Back' button. At the bottom of the form are buttons for 'Check Spelling', 'Save And Add Another', and 'Save'.

**THEN YOU WILL SEE YOUR ACTIVITY BEING COUNTED: IN THIS EXAMPLE “ALL ACTIVITIES” NOW SHOWS 01**

The screenshot shows the 'My Job Search Activities' summary page in the Pennsylvania CareerLink system. The page displays a date range of 'Mar 15, 2020 - Mar 17, 2020' and a link to 'Activity Summary - click on an activity box below to view details'. Below this are ten activity boxes, each with a title and a count: Applications (00), Job Websites Visited (00), # Of Days With a Job Search (01), Employers Contacted (00), Job Fairs Attended (00), Networking (00), Resume Posted To Other Websites (00), Other Activities (00), Civil Service / Pre-Employment Tests Completed (00), and All Activities (01). At the bottom right of the activity boxes are buttons for 'ADD NEW ACTIVITY' and 'PRINT'.