

“How to Apply”

How to apply to Commonwealth Positions—both Civil and Non-Civil Service

The Governor’s Office of Administration, Bureau of Talent Acquisition (BTA), acts as a referral organization for Civil and Non-Civil Service positions in all agencies under the Governor’s jurisdiction. When there is an open position, we request a referral list(s) from BTA based on the applicant pool, their qualifications, veteran status, position requirements, and for civil service a list based off the score that was given on the supplemental questions or written/online exam.

The Department that is posting the position does not interview applicants for entry-level positions unless they are first referred by BTA. Non-entry level positions are filled through BTA only if qualified Department employees with seniority rights are not available or have not expressed interest in the advertised vacancy.

To create an account with NEOGOV, go online to www.employment.pa.gov.

From the main page, click “OPEN JOBS.” On the next screen there are three options for positions, “Open to the Public, Internal Postings & Internships.” Open to the public are positions that anyone is eligible to apply for. Internal postings are for current and former Commonwealth employees that are eligible to apply for internal postings. Internships are open to anyone that meets eligibility requirements to apply.

You are able to filter positions by location, department, job category, or estimated salary. This is an optional tool that helps narrow down positions you may be interested in. Once you find a position that you want to apply for, click the green “Apply” button in the top right corner of the job bulletin. If you have not created an account, click the blue hyperlink that says “Create an account.” Follow the steps and directions to create your online profile. If you already have an account, log in and continue the application process.

List of documents to have ready to upload: resume, cover letter, DD-214 (if applicable), transcripts, and any certificates/licenses that are requested on the job posting. Be sure to read the job posting thoroughly to ensure all required documents and information indicated on the application are attached.

If you are setting up an account for the first time, create your user name and password, read the terms of use, accept, and confirm. You will want to upload your resume. This will allow the system to auto-generate your employment information. You will need to complete all sections: Info, Work, Education, Additional, References, Attachments, Questions, Review, and Certify.

The Questions Section

This section is the online exam for Civil Service or the supplemental questions for Non-Civil Service positions. Answer each section completely and as thoroughly as possible. The answers you provide for Civil Service positions are scored and that is where you rank on an eligible list. For Non-Civil Service, it indicates if you have the experience, training or other requirements needed to perform the job duties.

Online Exams & Center Exams

Some positions require a score prior to applying to a vacancy. Review the job posting and it will provide a link to take the online exam or it will direct you to scheduling an exam at one of our testing centers throughout the Commonwealth.

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

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