“How to Apply”

Non-Civil Service Procedures

The Governor's Office of Administration, BSE acts as a referral organization for Non-Civil Service positions in all agencies under the Governor's jurisdiction. When we have a Non-Civil Service vacancy, we often request a referral list from BSE. BSE will provide a candidate list based on the requirements of the position and the qualifications of the applicants.

The Department does not interview applicants for entry-level positions unless they are first referred to us by BSE. Non-entry level positions are filled through BSE 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 on “OPEN JOBS.” Scroll to the bottom of the page and click on “ACCOUNT”. Click “Create an account.”

Enter your email address, preferred username, and password. Usernames may contain letters, numbers and underscore characters. Passwords must be at least 8 characters in length, contain upper and lower case letters, at least one number and one special character, i.e., an exclamation mark. Once you're done, click "Create."

The next page that displays is the résumé import page which reduces the amount of time to set up your profile, particularly your work history and education. You have one of three options: (1) transfer from LinkedIn, (2) upload from a résumé document, or (3) if you do not have a LinkedIn account or résumé document handy, skip this step and manually enter information.

Populate the General Information, Personal Information, Preferences section, Work Experience section and continue the process repeating this step for any additional steps required. Once you’re done, click “next” to proceed to the Attachments section.

Click “Accept & Submit” from the Certify & Submit page.

After an account is created, you will be able to apply to any position you are interested in.

Visit the website at www.employment.pa.gov; or go back to the main screen. On the right side, select “Open Jobs,” then you will need to click on menu which is found on the top left of the screen. This will open a drop down, select commonwealth of PA internal Job Postings for current or former Commonwealth of Pennsylvania employees. If you are a non-commonwealth employee, please choose Commonwealth of PA Job Opportunities from the drop down.

Civil Service Procedures

Apply online at www.scsc.pa.gov; Scroll down to Online Services near the bottom on the right; on the left choose New user? Create an Account; Select View Open Announcements & Apply; all of the test announcements will appear; Select next page; Scroll down to find the Job Title and Test Announcement Number; click on the test announcement number; √ check all job titles for which you desire to test (additional titles cannot be added after testing).

Most Civil Service examinations are written and administered on a computer at one of the SCSC’s testing centers. When applying online for a job title that requires a written exam, you may schedule yourself for a testing time and location of your choosing. When you apply for a job title that does not require a written exam, you will be required to submit the corresponding “Application Supplement”. Your completed “Application Supplement” provides information that Civil Service would use to rate your work experience and training in place of a written exam. Make sure you meet all requirements, since your qualifications may not be reviewed until after you have taken the test or submitted the supplement. If you do not meet the requirements, your test results will not be counted. If you do meet all requirements and have passed the test, your score will be sent to you in the mail. You will be ranked on the Civil Service eligible list for that job title with all other candidates in descending score order.

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

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