



**PITTSBURGH/ALLEGHENY COUNTY CAREERLINK SYSTEM**  
**FEE SCHEDULE**

PA CareerLink Web Site: [www.cwds.state.pa.us](http://www.cwds.state.pa.us)

The CareerLink provides all of the following services at no cost to an employer:

- An orientation to the system and services provided by CareerLink
- An easy registration process
- Unlimited posting of job openings
- Ability to conduct your own search for qualified applicants
- Staff assistance in writing a job posting and/or locating qualified applicants
- Labor market information
- Salary information and job descriptions

Market your company by posting your corporate logo on our site and become a CareerLinked employer, which allows job seekers to:

- Learn about your company
- Research employee benefits
- Explore your industry

Use CareerLink to easily link to web sites of interest to employers:

- Economic development
- Training providers
- Workforce Information
- Tax credits
- Unemployment Compensation
- Labor Law Compliance
- PA Workstats

The fees listed below apply for customer use of Pittsburgh/Allegheny County CareerLink facilities. Each new customer will have the benefit of one complimentary visit within the Pittsburgh/Allegheny County system (based upon availability). Fees will then be charged to each customer for subsequent scheduled sessions. Sessions can be scheduled in ½ day (maximum 4 hours) or full day increments. The fee includes a staff member to assist with set up and applicant flow.

**Fee Schedule:**

<b>Large Conference Room (15+ seats)</b>	<b>\$135.00 per ½ day</b> <b>\$210.00 per full day</b>
<b>Small Conference Room (15 or less seats)</b>	<b>\$85.00 per ½ day</b> <b>\$135.00 per full day</b>
<b>Employer Interview Room</b>	<b>\$40.00 per ½ day</b> <b>\$60.00 per full day or for a time frame involving shift overlap</b>
<b>Computer Labs (High Speed Internet &amp; Projector)</b>	<b>\$150.00 per ½ day</b> <b>\$275.00 per full day</b> <b>\$40.00 per hour for staff assistance</b>

Fee includes use of copy machines, telephone for local calls, and fax machine. TV, VCR and white boards can be made available for conference room. Fees are subject to change without advance notice.

These facilities must be scheduled in advance and are subject to availability. To schedule rooms, please contact 866-317-JOBS and ask to speak with a Business Development Representative. No drug testing is allowed on premises.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request. Requesting accommodations in advance helps to ensure that reasonable accommodations are available at the time service is provided. Phone 412-809-3500; TTY 412-809-3502; [www.careerlinkpittsburgh.com](http://www.careerlinkpittsburgh.com), click on "Reasonable Accommodations".