RESOURCES FOR USING PALCARE

What is PalCare?

PalCare is Palco's self-direction job board for connecting prospective Employers and Caregivers for long-term meaningful career relationships. To get started with PalCare, visit palcare.palcofirst.com

Caregivers- Create Job Seeker Profile

Before applying for a job, you must first create a Job Seeker Profile. This will allow you to have a homepage where you can post jobs, view and manage applications, and monitor how well your postings are performing. When creating your profile, it is best to provide any information for job seekers to contact and learn more about your needs.

To create an account:

Step 1: Click on "Sign up" in the top right-hand corner.
Step 2: From the "Create an account" page, choose Job Seeker by clicking the box.
Step 3: Fill out the data fields to set-up your account. (Email, password, Services and Photo are required, but it is best to fill out as many details to assist in finding the perfect fit for you.)
Step 4: Click on "Register."

Once registered, an adminstrator will review the account and activate it once it has been approved.

Before you seek new opportunities, you will need to create a resume. From your Account Dashboard, click "Create New Resume" to get started.

My Account

My Resumes   My Applications   Saved Jobs 0   Account Settings
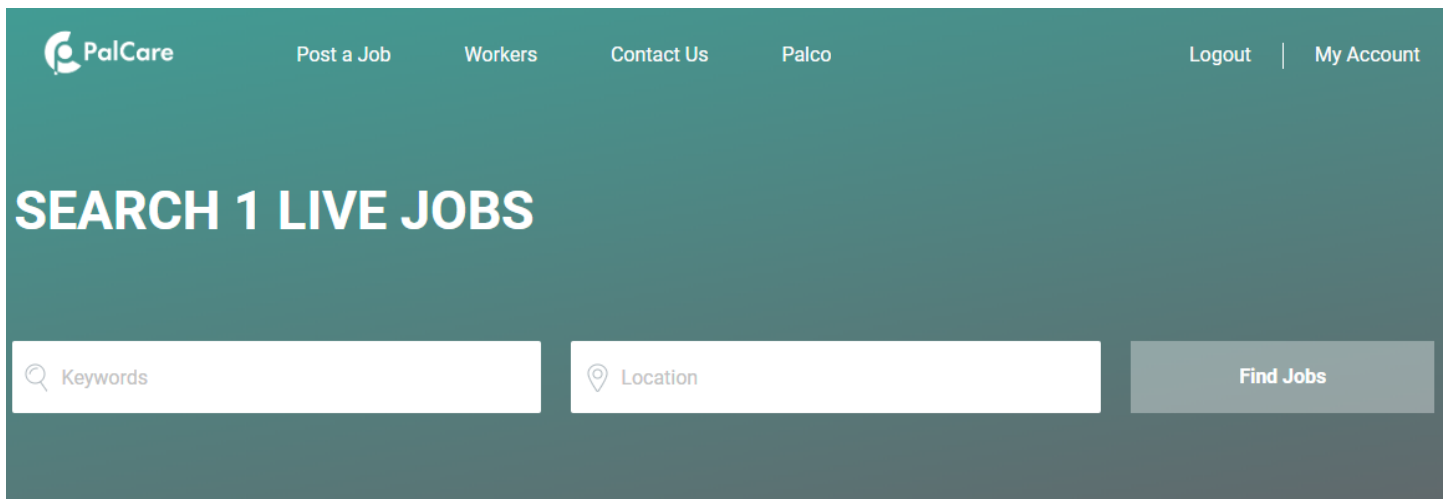
Create New Resume

Caregivers- Creating a Resume

After clicking on "Create New Resume," you will see many data fields to fill with information. However, this can be auto-filled by uploading a resume that you have saved in either a PDF or Word document file. Once uploaded the various fields below will generate based on the information included in the resume. (Not every resume has the same format, so it is best to double check all the fields to make sure there are no mistakes before posting your resume)

If you do not have a resume, the fields will help you create one.

The only required information is the Desired Job Title, Job Type, and Category for which you wish to apply. However, the more details you give about yourself and your work history will only help employers who are looking to fill positions.

Once completed, you are now ready to search for and apply to jobs on the PalCare job board. You can do so by clicking the PalCare logo in the top left corner of the page.

Search jobs with keywords that you are relevant to the work you are seeking. You can also search by location to find jobs that are nearby.

Once you find a job that interests you, you can select "Apply Now" at the bottom of the job description. With your resume completed, the process will be quick and you will start hearing from employers in no time!

Employers- Creating a Profile

Before posting a job, you must first create an Employer Profile. This will allow you to have a homepage where you can post jobs, view and manage applications, and monitor how well your postings are performing. When creating your profile, it is best to provide any information for job seekers to contact and learn more about your needs.

To create an account:

Step 1: Click on "Sign up" in the top right-hand corner.

Step 2: From the "Create an account" page, choose Employer by clicking the box.

Step 3: Fill out the data fields to set-up your account. (Only an email and password are required, but it is best to fill out as many details to assist in gathering the best candidates.)
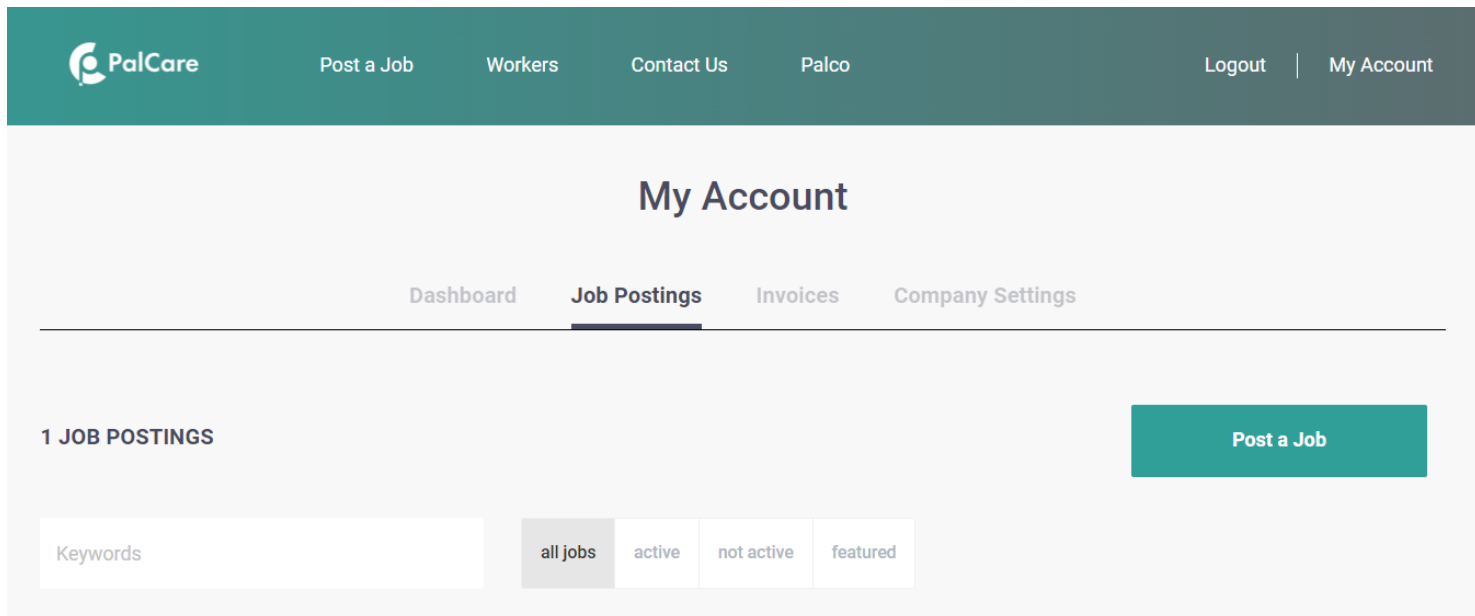
Step 4: Click on "Register Now."

Once registered, you will have access to your account dashboard where you will be able to manage all of your job postings and applications.
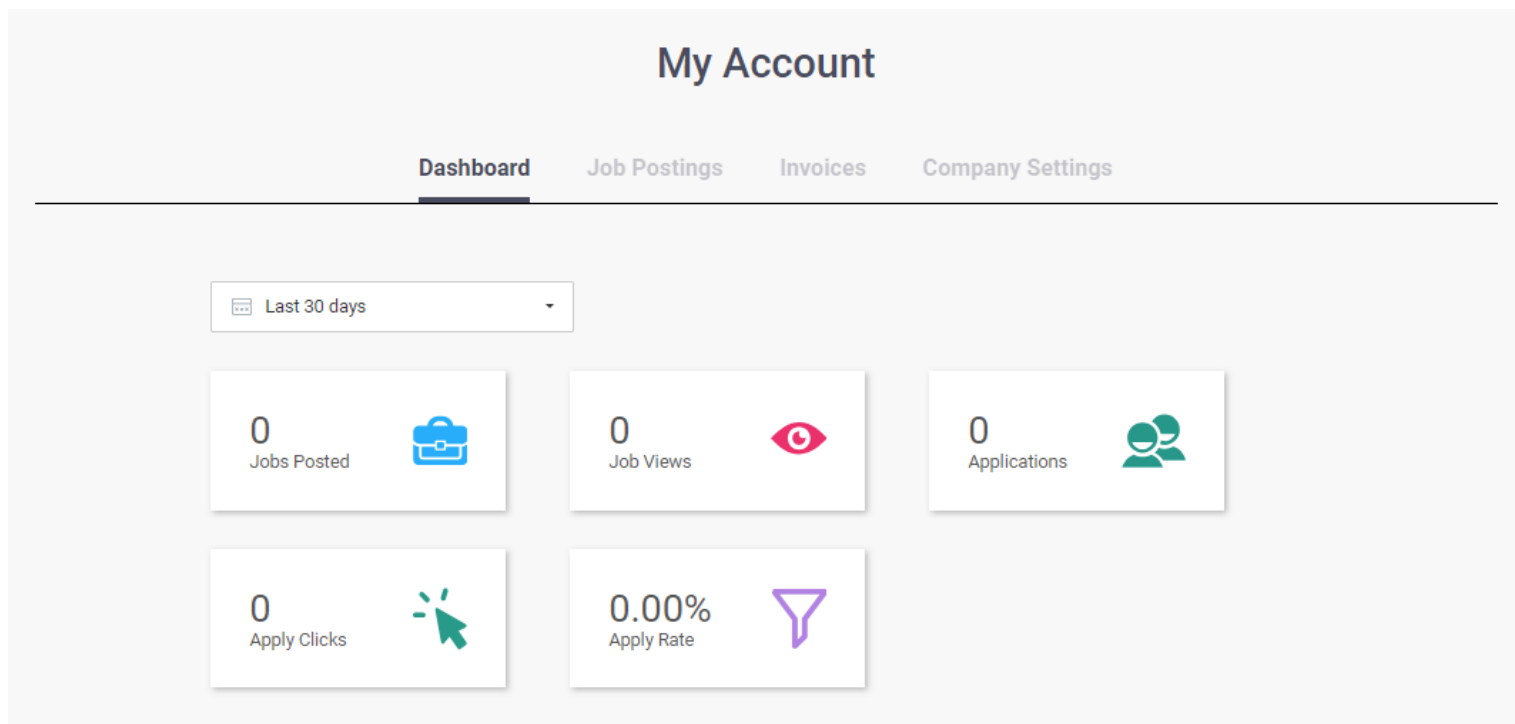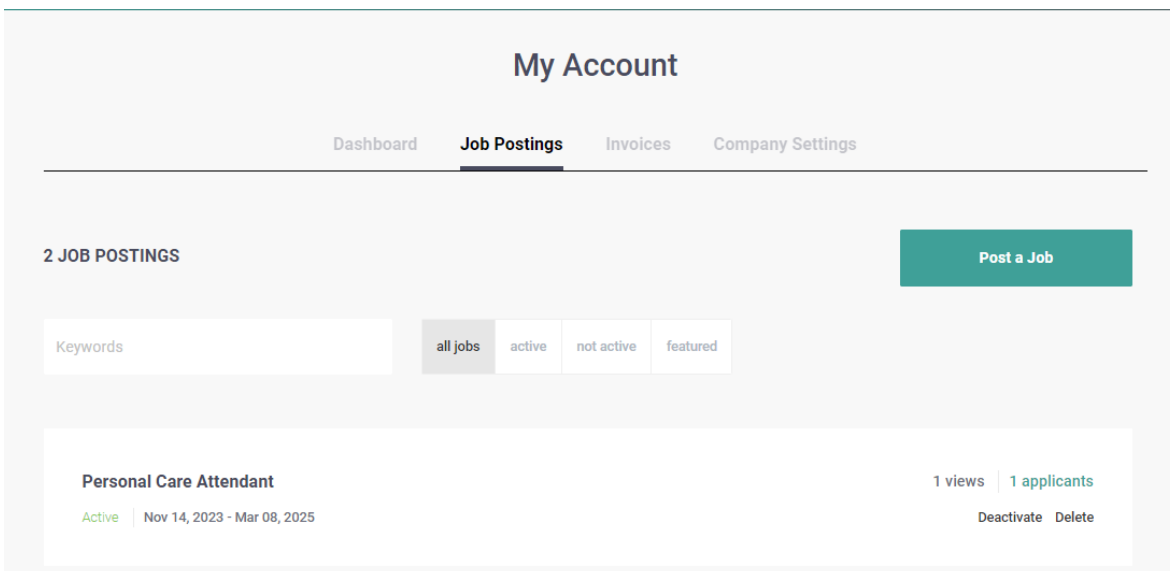
Employers- Posting a Job

To post a job:

Step 1: Click on "Post a Job" at the top of the page OR you can select "Post a Job" from the Job Postings section on your Account Dashboard.

Step 2: Fill out the data fields to describe the job you are posting about. (Only a Job Title, Type, and Category are required to post a job. However, the more details you give about location, salary, and description will lead to more applicants.)

Step 3: Once you are finished, you will have the opportunity to preview the job posting. If you want to change any information, you can edit the post. If you are ready to start receiving applications, click "Post."

Once posted, an administrator will review the post and activate it once it has been approved.

Employers- Reviewing Applications

Now that your posting is active, job seekers can begin applying for the position. To review the applicants, click on applicant option to the right of the job you posted.

Personal Care Attendant

Active | Nov 14, 2023 - Mar 08, 2025

1 views | 1 applicants

Deactivate Delete

From the applicant screen, you will be able to look at each individual applicant's resume that is listed by clicking on the applicant's name. This will generate the resume and give options to download the resume, contact the candidate through email, or write notes as you go through the hiring process. For each resume, you will also have the ability to move the candidate through the four steps listed to better manage the hiring process.

Personal Care Attendant

〈 Back

New (1)	Interview (0)	Made Offer (0)	Disqualified (0)
Jane Doe Nov 14, 2023			

By clicking and holding the mouse over the candidate you are reviewing, you will be able to move the candidate to the other sections listed to keep the process organized. Listed below are the sections listed and what each mean.

New: This is where all new applications will start. This is a great opportunity to review each application and decide the next step moving forward.

Interview: Use this section to filter all of the applications that you wish to contact and interview for your position.

Make Offer: This section should be reserved for the applicant(s) you would like to hire. If only hiring one, it is probably a good practice to list a couple options if the position isn't accepted by your first choice.

Disqualified: Move any applications here that do not fit your needs at any time during the process.

Once you have made your offer and the candidate accepts, you can return to your job posting and deactivate it to end the search.