



PGA

Employment Services

PGA Employment Services – Resources and Publications

- PGA CareerLinks
- PGA Jobfinder
- Employment Consultants
- Career counseling/planning
- Job search assistance
- Resume tips/samples
- Resume critiquing
- Interview tips/questions
- Contract information
- Negotiating techniques
- Sample job descriptions
- Performance review forms
- PGA Compensation Survey
- Career Fitness Manual
- Job Hunter's Tool Kit
- Employer Communication Plan
- PGA Employer Guide
- CareerLinks Hiring Guidebook
- Wage & Hour information
- Wage & Hour Consultant
- Background checks

PGA CareerLinks

- PGA job notification service for management positions (Head Professional, Director of Golf, GM, etc.)
- Available to all PGA members and apprentices in good standing
- Create your personal CareerLinks ProFile on www.PGA.org
- Review and update ProFile anytime
- Receive CareerLinks notifications for jobs where your ProFile matches employer specified criteria
- Receive job notifications via e-mail or view on the PGA.org Employment Center

PGA Jobfinder

Job and resume posting service for non-management positions – assistant professional, teaching professional, sales, retail, golf facility support staff, and other golf industry positions.

- **Employers**
 - Post jobs to be viewed by PGA Professionals on www.PGA.org
 - Post entry level assistant and other golf facility jobs to be viewed by public on www.PGA.com
 - View resumes posted by PGA Professionals and public interested in golf industry jobs
- **Job seekers**
 - Search for available assistant, teaching, and non-management jobs
 - Set up automatic alert to receive e-mail when new job is posted that meets selected criteria
 - Post resume in Word or PDF format for assistant and teaching jobs in selected PGA sections

PGA Compensation Survey (available on PGA.org Employment Center)

- Interactive report tool allows you to create customized compensation reports using a combination of filters:
 - Total income, base salary, benefits, lessons, merchandising, additional facility information
 - Average, median, and percentiles (10th, 25th, 75th, 90th)
 - PGA section/chapter or state (or combination of multiple sections/states)
 - Job title, facility type, fee structure, number of holes, job tenure
- Customized printable PDF reports can be created

Career Fitness Manual

- Ideas on excelling in your job, providing value to your employer, evaluating your career, transitioning between jobs, and more

Job Hunter's Tool Kit

- Career and job search tips, sample resumes and cover letters, interviewing, dealing with a job loss, and more

Employer Communication Plan

- Step by step plan to help you create regular communication with your employer
- Ideas on content and frequency and methods of communication
- Sample monthly Executive Summary to highlight your activities, accomplishments, plans, etc.

PGA Employer Guide

- A guide for PGA Professionals who are in a supervisory role
- Information on recruiting, hiring, training, and mentoring staff
- Developing job descriptions and conducting performance reviews

Additional PGA Resources

- Golf 2.0 / Player Development Programs
- PGA Best Practices
- PGA Marketing Resource Center
- Certified Professional Program 2.0
- PerformanceTrak
- Facility Operations Survey
- Annual Budget Model
- PGA Partner Programs

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