

Pure Michigan Talent Connect Employer User Guide

Getting Started

Pure Michigan Talent Connect is your launch pad for new jobs, careers and talent. It is a tool connecting Michigan's job seekers and employers and serves as a central hub linking all public and private stakeholders who support Michigan's workforce. Pure Michigan Talent Connect serves as the state's labor exchange system.

For more information on Pure Michigan Talent Connect, call the Customer Contact Center Monday – Friday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. EST at 888-522-0103.

The screenshot shows the Pure Michigan Talent Connect homepage. At the top, there is a navigation bar with links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below this are buttons for SIGN IN and CREATE ACCOUNT, and a search bar. A main navigation menu includes HOME, JOB SEEKER, EMPLOYER, CAREER EXPLORER, VETERAN, and SKILLED TRADES. The main content area features a COVID-19 Jobs alert, three columns of job listings (Employers Hiring Now, Newest Jobs, and Search All Jobs), and a search filter section with fields for keywords, job title, location, radius, and posted within.

Create an Account

Click “Create an Account” from the upper right corner of the Home page. Select “Employer” as the type of account you would like to create.

Create Account

Which type of account would you like to create?

I am a/an :

JOB SEEKER
EMPLOYER
TRAINING PROVIDER

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CREATE AN ACCOUNT

Fields marked by a red asterisk (*) are required.

[PRIVACY/TERMS OF USE](#)

[EIN](#)

[EMPLOYER PROFILE](#)

[USER PROFILE](#)

CHECKLIST

Employers Before You Get Started

Required documentation you will need to create an account:

- Federal Employer Identification Number (EIN)
 - Michigan Department of Labor and Economic Opportunity staff will match your EIN information with Michigan Unemployment Insurance Agency records for validation.
 - If your EIN cannot be verified, you will be requested to provide proof of your company's EIN.
 - Acceptable forms of documentation as proof of your company's EIN are:
 - SS-4 IRS Confirmation Letter (Excluding W9-form and any additional documents that would accompany your application to the IRS). If you need a replacement copy of your EIN, contact the IRS at 1-800-829-4933.
 - Articles of Organization for the State of Michigan and SS-4
 - DBA papers and SS-4
 - Correspondence from the IRS or the Department of Treasury
 - Sales Tax License
 - Tax Withholding - W2 Verification (omit/remove financial and sensitive information)
- Contact Information
- Organization Description
- Number of Employees
- Valid Email Address (should include company domain if available)

Privacy/Terms of Use

Read the Privacy and Terms of Use Statement for Employers including Safeguards, Employer Responsibilities, Modifications and Contact information. At the end, please select the checkbox for Privacy and Terms of Use Statement to authorize your consent and click "Next".

Consent

By clicking on the box below, you agree with the terms of this Statement. Whenever you submit information, you consent to the collection, use, and disclosure of that information in accordance with this Statement.

* I agree with the terms of the Privacy and Terms of Use Statement.

NEXT >

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Federal Employer Identification Number (EIN)

Enter your 9-digit EIN. This number will be used to verify that your organization meets the criteria for using the system as indicated in the Terms of Use. Click “Next”.

Note: A notification will display below the EIN number if there are other accounts using the EIN. This is for informational purposes and will not prevent the creation of a new Employer account.

The screenshot shows a web form titled "CREATE AN ACCOUNT". At the top, there are four navigation tabs: "PRIVACY/TERMS OF USE", "EIN" (which is highlighted with a dark arrow), "EMPLOYER PROFILE", and "USER PROFILE". Below the tabs, a message states: "Fields marked by a red asterisk (*) are required." The "EIN" field is marked with a red asterisk and contains the value "987654321". Below the input field, a notification says: "There are 7 account(s) in PMTC with the same EIN." To the right of the input field, there is a block of explanatory text: "Pure Michigan Talent Connect uses the EIN (Employer Identification Number) to approve your business registration. This assures that only legitimate employers access the job portal. If we cannot verify the EIN through the Michigan Unemployment Insurance Agency or documents you provide, you cannot use the job portal. The Internal Revenue Service (IRS) assigns the EIN to your business. According to the IRS, all businesses employing one or more employees must have a nine-digit EIN ([IRS Information about Employer ID Numbers and EINs](#))". At the bottom right of the form, there are two buttons: "PREVIOUS" and "NEXT".

Michigan Department of Labor and Economic Opportunity staff will match your EIN information with Michigan Unemployment Insurance Agency records for validation.

If your EIN cannot be verified, you will be requested to provide proof of your company’s EIN. Acceptable forms of documentation as proof of your company’s FEIN are:

- SS-4 IRS Confirmation Letter (Excluding W9-form and any additional documents that would accompany your application to the IRS). If you need a replacement copy of your FEIN, contact the IRS at 1-800-829-4933.
- Articles of Organization for the State of Michigan and SS-4
- DBA papers and SS-4
- Correspondence from the IRS or the Department of Treasury
- Sales Tax License
- Tax Withholding - W2 Verification (omit/remove financial and sensitive information)

Employer Profile

On the following page is an example of the Employer Profile page. Enter your organization’s demographic information such as your company’s name, address, number of employees, website and a description of the organization. Select your business category from the dropdown menu. Select all that apply regarding military or federal information and click “Next”.

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Fields marked by a red asterisk (*) are required.

[PRIVACY/TERMS OF USE](#) [EIN](#) **EMPLOYER PROFILE** [USER PROFILE](#)

Fields marked by a red asterisk (*) are required.

- **Organization Name**
- **Address Line 1**

Street address, P.O. box, company name, etc
- Address Line 2**

Street address, P.O. box, company name, etc
- **City**
- **State/Province/Region**
- **Zip/Postal Code**
- **Country**
- **# of Employees**
- Website**

Use this field to link job seekers directly to your company's career or internship page.
- Alternate Website**
- **Organization Description**
- **Business Category/NAICS ([Census.gov NAIC 8 code information](#))**

Additional Questions (Check all that apply)

- Are you a Military Recruiter?
- Are you a Federal Contractor (FCJL)?
- Are you a Federal Contractor (FCJL) receiving federal funds?

TAP & MR 8 Questions (Check all that apply)

- The Bureau of Services for Blind Persons provides specialized employment and education-related services and training to employers recruiting, accommodating and retaining the talent of employees who are significantly visually impaired, or blind. These services can assist employers in retaining talent and increasing the productivity of employees without vision. By checking this box, you agree to receive communications from the Bureau of Services for Blind Persons. You will be able to unsubscribe from these emails at any time.
- Michigan Rehabilitation Services provides specialized employment and education-related services training to employers in recruiting, accommodating and retaining the talent of employees with disabilities. By checking this box, you agree to receive communications from Michigan Rehabilitation Services. You will be able to unsubscribe from these emails at any time.

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User Profile

Enter your full name, phone number, email address (which will become your User ID) and a password. Passwords must be 8 characters long, with one upper case letter, one lower case letter and one number.

Fields marked by a red asterisk (*) are required.

[PRIVACY/TERMS OF USE](#) > [EIN](#) > [EMPLOYER PROFILE](#) > **USER PROFILE**


* First Name

* Last Name

Middle Initial

* Telephone Ext.

Fax

* Email Address 

NOTE: Your email address will be your user ID. Emails from Talent Connect will come from webnoraply@michigan.gov. Please add this address to your address book to ensure you will receive messages from the system.

* Confirm Email Address

* Password

Password must include the following:
- Minimum of 8 characters
- Maximum of 20 characters
- At least 1 number
- At least 1 upper case letter
- At least 1 lower case letter
- You cannot use 1 of your last 3 passwords

* Confirm Password

Send job posting expiration emails to alternate email account.
 Send job posting expiration emails to both email accounts.
 Do not send job postings to National Labor Exchange (NLX).


Explanation/Note

If neither checked, all system emails (job posting expiration reminder, new cc on emails to candidate) go to email on account.

If first one checked, all system emails go to email entered.

If second one checked, all system emails to go both email on account and email entered.

If third box is checked, jobs posted on mitalent.org will not be sent to NLX to be posted on additional career sites.



* Please type in the code above (not case sensitive).

[← PREVIOUS](#) [SUBMIT](#)

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Account Created

A message will appear to indicate the account has been created. This message will also include links to Yahoo, Google and Outlook to finish the activation process by checking your inbox for the activation email.

ACCOUNT CREATED

You must now activate your account to complete the process. An email has been sent to you at tctestemployer@yahoo.com with instructions on how to activate your account. The activation email will be from webnoreply@michigan.gov. If you do not find it in your email inbox, be sure to check your spam/junk folder. If you do not receive an email, please contact our Customer Contact Center at 1-888-522-0103.

Below are quick links to common service providers to access your email account:

[Yahoo](#)

[Gmail](#)

[Outlook](#) (Previously Hotmail)

Activate Your Account

The activation email from webnoreply@michigan.gov will be sent to the email address on the account. Click the URL in the email to activate account. If you have not received the activation email, be sure to check your spam or junk email folder.

Once activated, you can update your account information. You will not be able to post jobs or search for candidates until your account is validated. This process may take up to 5 business days.

Sign In

Go to www.mitalent.org and click “Sign In” in the upper right corner.

SIGN IN ^CREATE ACCOUNT

SIGN IN

Email Address Or MILogin User ID

Role

Employerv

NEXT

Enter your email address and click “Next”. Choose ‘Employer’ in the Role drop-down menu, then click “Next”. Then, enter your password and click the “Submit” button.

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Employer Dashboard

The Employer Dashboard allows you to manage job postings and candidate searches.

EMPLOYER DASHBOARD Employer Account Example

Welcome back, Employer Account! [What's New! - 5/1/2020](#)

Manage Job Postings

[ACTIVE JOBS](#) [INACTIVE JOBS](#) [DRAFT JOBS](#)

No Active Jobs Listed in Your Account

[JOB POSTING FEEDBACK](#) [EXPORT ACTIVE JOBS TO EXCEL](#) [EXPORT ACTIVE JOBS TO PDF](#) [POST A JOB](#)

Saved Candidate Searches

[NEW SEARCH](#)

Manage Job Postings

Employers can post, re-post, copy, edit and save drafts of job postings. To view a job's details, click on the Job Code Number. Click on the Job Title to edit the job posting. To begin a new posting, click on "Post a Job".

Manage Job Postings

[ACTIVE JOBS](#) [INACTIVE JOBS](#) [DRAFT JOBS](#)

| <input type="checkbox"/> | ↕ JOB CODE | ↕ ORGANIZATION | ↕ JOB TITLE | ↕ CREATED | ↕ POSTED | ↕ EXPIRED | ↕ DEACTIVATED | FEEDBACK | VIEWS/ CLICKS/ SAVES |
|--------------------------|--------------------------|-------------------|---------------------------|------------|------------|------------|---------------|----------|----------------------|
| <input type="checkbox"/> | 10294913 | Test Organization | Job Title | 10/28/2019 | 10/29/2019 | 10/29/2019 | 10/29/2019 | ★ | 0/0/0 |

Display: [UPDATE RESULTS](#) Available operations for selected job(s): [SUBMIT](#)

[JOB POSTING FEEDBACK](#) [EXPORT INACTIVE JOBS TO EXCEL](#) [EXPORT INACTIVE JOBS TO PDF](#) [VIEW INACTIVE JOBS BY FEIN](#) [POST A JOB](#)

Saved Candidate Searches

If you have job postings you fill routinely, you can save your search criteria and run it whenever you need to. To re-run a saved search, click on "Show Results". To review saved search criteria, click on the job title, which is a hyperlink. To begin a new search, click the "New Search" button.

This list is comprised of candidate searches that have been saved. The saved searches can be run at any time and will return an updated list of results each time.

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| TITLE |
|--------------|
| Welder - Tig |

Buttons: Show Results, Delete

NEW SEARCH

Show Results of Saved Candidate Search

Click “Show Results” to see all results based on the candidate search criteria you provided for each saved search. This will re-run the search based on your previously provided criteria.

Delete Save Candidate Search

To delete a saved search, click "Delete" in the appropriate row.

New Search of Candidates

To run a new search, click the "New Search" button located at the bottom of this section.

Post a Job

Click “Post a Job” to create a job posting.

Manage Job Postings

ACTIVE JOBS | INACTIVE JOBS | DRAFT JOBS

No Active Jobs Listed in Your Account

JOB POSTING FEEDBACK | EXPORT ACTIVE JOBS TO EXCEL | EXPORT ACTIVE JOBS TO PDF | POST A JOB

Post a Job – Step 1

Employer

Please choose the Employer Name from the dropdown menu. After typing two letters you will see a dropdown menu appear; you can continue to type the employer’s full name until you identify the correct employer. Please do not alter the field – it is not displayed in the job posting.

Organization Name

The Organization Name is displayed in the Job Posting and should be typed in. This can be used if a parent company has different location names. For example, if the job is for the east side store, the Organization Name can be listed as “Meijer – East Side”. The employer is still Meijer, but the job seeker will know which location has the posting.

Select the checkbox for “Give job seekers the ability to view your organization's full profile” to connect the job posting to Employer Profile.

Required Fields

Enter the city and the zip code where the job is located. Enter the job title and the number of positions you have open. Type or cut and paste the final draft of the job description into the Job Description field.

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POST A JOB

Employer Account Example

[< Return to Employer Dashboard](#)

STEP 1 **STEP 2** STEP 3

Are you interested in bulk upload of jobs? [Contact us](#) for more details

Fields marked by a red asterisk (*) are required.

* Organization Name

Organization Website

* City

* State/Province/Region

* Zip/Postal Code

Give job seekers the ability to view your organization's full profile.

State Wide Job

Agricultural Job Order

* Job Title * # of Positions

Job Description

To save time, cut and paste the final draft of the job description and then use the text editor to finalize formatting. There is an option to spell check the job posting as well as save it as a draft.

* Job Description

Formats **B** *I* U

POWERED BY [TINYMCE](#)

0 characters entered | 8000 remaining

SPELL CHECK SAVE DRAFT NEXT

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Post a Job – Step 2

Select Minimum Education Level Required and Job Level. Select Foreign Labor Certification, if applicable.

[STEP 1](#) **STEP 2** [STEP 3](#)

* Minimum Education Level Required

< Select an Education Level >

* Job Level (Select one)

< Select a Job Level >

Minimum Pay (in \$)

Pay Type

< Select Pay Type >

Foreign Labor Certification

< Select Foreign Labor Certification >

You can search Standard Occupations and Military Occupations by clicking hyperlinks for O*NET Codes or Military Crosswalk, respectively.

Enter O*NET code or keyword text in the search box (a results list will be available for you to pick from after typing two numbers or letters). Select an occupation from results list. To delete an occupation, click on the “X” next to the occupation to remove it. To see the full list of O*NET online occupations, use the links next to the search box or visit <https://www.onetonline.org/>.

O*NET Online Occupations

● Standard Occupation

Search by Keyword or O*NET Code(XX-XXXX)

[O*NET Codes](#) [Military Crosswalk](#)

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Check only job characteristics that apply. Selecting job characteristics will help job seekers readily identify positions that have certain characteristics that are important to them.



Job Characteristics (Select all that apply) ?

| | |
|--|--|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Commission |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Willing to train/training program |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> 1099 | <input type="checkbox"/> Contract/consulting |
| <input type="checkbox"/> Flexible hours | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Nights/weekends available | <input type="checkbox"/> Older Worker |
| <input type="checkbox"/> Veteran focus | <input type="checkbox"/> Returning Citizens (formerly in prison) |
| <input type="checkbox"/> Medical benefits provided | <input type="checkbox"/> Remote/Virtual |

Add any additional requirements for the position. It is recommended to spell check and then click “Next” to continue.

Additional Requirements

← → Paragraph **B** *I* U ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡

  *Ix*

POWERED BY TINY

0 characters entered | 8000 remaining

SPELL CHECK **SAVE DRAFT** **← PREVIOUS** **NEXT →**

Post a Job – Step 3

Enter any additional instructions for the job seeker on how to apply for this position. This may include having the candidate submit a cover letter or a writing sample.

How to Apply

Enter any specific application instructions and indicate all requirements for application in the “How to Apply” section, including the method for applying (via email, phone, fax, web site, etc.) and any necessary documents.

Information provided under How to Apply Instructions will not be visible to job seekers until they click “How to Apply” on the posting. These actions are being tracked by the system so you can view how many job seekers viewed this information. This is considered a “click” on the tracking tool.

Select the checkbox to “Allow job seekers to also respond through the system” to give potential candidates the option of submitting resumes via an email sent from Pure Michigan Talent Connect. Only job seekers who have active accounts and are logged into the system will have access to this functionality. If you elect to allow

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job seekers to respond to your job posting via PMTC, emails will be sent from **webnoreply@michigan.gov** with the PMTC job code number and job title in the subject line.

COVID-19 Jobs – Select the checkbox if your business provides critical infrastructure and has immediate job openings. This will allow the job posting to be promoted on the COVID-19 Job Portal page.

POST A JOB Employer Account Example

[Return to Employer Dashboard](#)

STEP 1 STEP 2 **STEP 3**

* How to Apply Instructions

Paragraph **B** *I* U [Alignment icons] [List icons]

0 characters entered | 8000 remaining

For example: Please submit a cover letter and resume to example@email.com.

Allow Job Seekers to also respond through the system

COVID-19 Jobs

Please check this box if you are a business that provides critical infrastructure as outlined by the Governors Executive Order and has immediate job openings. Your job posting will be promoted on our Michigan Talent Connect COVID-19 Job Portal page.

Position Period

* This job will expire on Max 30 days. Click Text Box to show calendar

SPELL CHECK SAVE JOB PREVIEW JOB PREVIOUS SUBMIT

Posting Period

Use the calendar to select the date the job posting will expire. Job postings can be posted for a minimum of 2 days and a maximum of 30 days. Job postings will display on the dashboard and will be placed into the 24-hour job hold for Veterans' preference. After 24 hours, the job posting will be released for public view.

The default expiration date is 30 days from today's date. This is the maximum length of time a posting can be displayed. You will be notified via email prior to the expiration date and will have the opportunity to repost to an extended date.

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Information on inserting hyperlinks:

* Job Description

Paragraph

0 characters entered | 8000 remaining

* Minimum Education Level Required

< Select an Education Level >

Foreign Labor Certification

< Select Foreign Labor Certification >

Insert/Edit Link

URL

Text to display

Title

Open link in...
Current window

Cancel Save

To hyperlink a website address in the “How to Apply” section, simply highlight the section you wish to hyperlink and click the hyperlink button, indicated above with the black arrow. You will then see a pop-up window – in the first line, type the complete website address (example: <http://www.mitalent.org>) and select “open link in a new window” from the second dropdown list entitled “Target”. Click “Insert”. Job seekers will be able to click on the link directly from the “How to Apply” section of the job posting.

Always double-check your job posting for clarity, accuracy and use the spell-check feature to avoid misspellings. Failure to do so can reduce your job’s visibility to job seekers. Click “Submit”.

Job Details

The job title is a hyperlink to the Dashboard to access the Job Details.

Manage Job Postings

ACTIVE JOBS INACTIVE JOBS DRAFT JOBS

ALL JOB CODE ORGANIZATION JOB TITLE POSTED EXPIRED FEEDBACK VIEWS/CLICKS/SAVES

| | | | | | | |
|----------|-------------------|-----------|------------|------------|---|-----------|
| 10294913 | Test Organization | Job Title | 10/29/2019 | 10/29/2019 | ★ | 0 / 0 / 0 |
|----------|-------------------|-----------|------------|------------|---|-----------|

Display: 25 UPDATE RESULTS Available operations for selected job(s): < Select One Option > SUBMIT

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This page contains information about a job posting such as the Job Code Number, Job Description, Position Details and How to Apply. You can also choose to repost a position, copy a posting, edit a job posting, reset the views, or deactivate a posting on this page using the dropdown box <Select an Action>.

JOB DETAILS

Job Title Test

Select available actions for this job posting

< Select an Action > ▼

SUBMIT

JOB DESCRIPTION

Job Code Number
10228236

Job Description
Example Job Description

Position Details

Minimum Qualifications:

- Entry Level

Education Required:

- Some College

Job Characteristics:

How to Apply

Through the system.

Copy Position Instructions

Copying a position will create a new job code number, auto-populate the fields for a new job posting, and allow you to edit before posting. Use this function if you need to create several similar, but separate, positions. An example would be having the same position open in multiple locations.

1. Select Copy Position from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit” and make the desired changes. This will create a new job code number and will go into the 24-hour job hold for Veterans’ preference.
3. Click “Save”.

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Deactivate Instructions

1. Select Deactivate from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit.” Deactivation triggers a request for feedback on your job posting.
3. Enter the number of positions filled and the number of qualified candidates for this job.
4. Click “Save”.

Edit Job Postings Instructions

1. Select Edit Job Posting from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit”.
3. Make desired changes.
4. Click “Save”.

Repost Position Instructions

Reposting a position will retain the job code number. Use this function if you need to extend the expiration date or reactivate an expired position.

1. Select Repost from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit”.
3. Enter a new expiration date.
4. Click “Save”.

Reset Views Instructions

Clicking on “Reset Views” will only reset the number of views – it will not affect “clicks” (the number of times job seekers have clicked on the “How to Apply” button) or “Saves” (the number of times the job posting has been saved to a job seeker’s workspace).

1. Select Reset Views from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit”.

Change Multiple Job Postings

To print, reactivate or deactivate multiple job postings, select the check box next to the posting(s), choose the action you wish to perform from the “Available operations for selected job(s)” dropdown menu and click “Submit”. Once you select submit, you will be asked to provide feedback for each job posting. From the inactive tab, you can repost or print multiple job postings. Use the “All” checkbox to quickly select all the job postings listed on the current page.

| ACTIVE JOBS | INACTIVE JOBS | DRAFT JOBS | | | | | |
|---|---------------|-----------------|-----------------|------------|------------|----------|--------------------|
| <input checked="" type="checkbox"/> ALL | ↑↓ JOB CODE | ↑↓ ORGANIZATION | ↑↓ JOB TITLE | ↑↓ POSTED | ↑↓ EXPIRED | FEEDBACK | VIEWS/CLICKS/SAVES |
| <input checked="" type="checkbox"/> | 5571436 | Project Manager | Project Manager | 12/19/2015 | 03/07/2016 | ★ | 3 / 0 / 0 |
| <input checked="" type="checkbox"/> | 5724048 | Lucy's Catering | chef | 03/27/2015 | 03/07/2016 | ★ | 25 / 3 / 1 |

Display Available operations for selected job(s)

Job Posting Feedback

If you have jobs that have expired since your last login (or are unresolved), the first page to display after signing in is Job Posting Feedback. This page was designed to gather feedback to help improve service for this website. If you have withdrawn or decided not to fill a position, enter “0” in the Filled field.

Instructions to Job Posting Feedback

1. Enter the number of positions that were filled.
2. In the second text box, the Candidates box should reflect the qualified candidates chosen from the original search result.
3. Click “Save”.
4. Repeat as necessary.
5. Or, to go directly to your dashboard, click “Return to Employer Dashboard”.

The Job Posting Feedback page can be accessed anytime from the Employer Dashboard.

JOB POSTING FEEDBACK

Amy Test Co. ?
[< Return to Employer Dashboard](#)

These jobs have expired or been deactivated. Please help us improve our service by filling out the number of positions filled and the number of **qualified** candidates you received below.

Unresolved Positions - 19 listings

Display
 ▼ UPDATE RESULTS

| JOB | ↕ JOB TITLE | ↕ CITY | ↕ STATE | ↕ POSITIONS | ↕ FILLED | ↕ CANDIDATES |
|---------|-------------|---------|----------|-------------|----------------------|--------------------------------|
| 3884685 | TEST JOB | Lansing | MI | 0 | <input type="text"/> | <input type="text" value="0"/> |
| 3885011 | Test | Lansing | Michigan | 0 | <input type="text"/> | <input type="text" value="0"/> |
| 4141437 | Test | Lansing | Michigan | 0 | <input type="text"/> | <input type="text" value="0"/> |
| 4301230 | test | Lansing | Michigan | 0 | <input type="text"/> | <input type="text" value="0"/> |

Searching for Candidates

The process to search for a candidate can begin from the Employer submenu bar or from the Employer Dashboard. When you save a candidate search, it will display in the Saved Candidate Search section on the Employer Dashboard. Saved searches can be run as often as you like.

Candidate Search

Select the requirements needed for the job posting you are looking to fill. The criteria you specify will help narrow down your candidate pool.

CANDIDATE SEARCH

Test Organization ?

[< Return to Employer Dashboard](#)

▶ [Boolean Search](#)

Select the criteria on which you wish to search on. (You must select at least one search option before clicking submit.)

| | |
|---|---|
| Keyword (With at least one of these words) | Keyword searches against the following fields on the job seeker profile and the entire primary resume: <ul style="list-style-type: none">• O*NET Online Occupations• Top Skills• Certificates/Licenses/Credentials & Issuing Organization |
| <input type="text"/> | |
| Keyword (With the exact phrase) | |
| <input type="text"/> | |

Keyword searches may be used for O*NET Online Occupation, Top Skills and Certificates/Licenses/Credentials. The information you select corresponds to the information provided by job seekers in their profile.

You can search Standard Occupations and Military Occupations by clicking hyperlinks for O*NET Codes or Military Crosswalk, respectively.

Enter O*NET code or keyword text in the search box (a results list will be available for you to pick from after typing two numbers or letters). Select an occupation from results list. You may have up to 5 O*NET codes. To delete an occupation, click on the “X” next to the occupation to remove it. To see the full list of O*NET online occupations, use the links next to the search box or visit <https://www.onetonline.org/>.

O*Net Online Occupations ?

Standard Occupation Military Occupation

Search by Keyword or O*NET Code(XX-XXXX)

(0 of 5 O*NET Occupations Selected) [O*NET Codes](#) [Military Crosswalk](#)

Veterans

Search only for veterans

Select checkbox for “Search only for veterans” to find only job seekers who have indicated they are veterans.

Location preference indicates where the candidates would prefer to work, while radius searches within a specified radius of the candidates’ location.

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Location Preference(s) (select all that apply)

Any, Willing to relocate

Upper Peninsula (1)

Western UP (1a)

Central UP (1b)

Eastern UP (1c)

Northwest (2)

Northeast (3)

West Michigan (4)

West Central (4a)

West Michigan (4b)

East Central Michigan (5)

East Michigan (6)

South Central (7)

Southwest (8)

Southeast Michigan (9)

Detroit Metro (10)




[Click on the map for a larger view.](#)

City

or

Zip/Postal Code

Radius (from City or Zip/Postal Code) 

< Select a Radius >

Select if there is Minimum Education Level Required, Available Part-Time and Job Level. There is also an option to exclude candidates who do not have a resume or candidates who have previously been emailed.

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Minimum Education Level Required

< Select an Education Level > ▼

If not checked, candidates with the selected education level and higher will be returned. If checked, candidates with ONLY the selected education level will be returned.

Available Part-Time

Exclude Candidates who do not have a Resume

Exclude emailed Candidates

Job Level (select all that apply)

Internship

Entry Level

Experienced (Non-Manager)

Manager/Supervisor

Executive

Apprenticeship

MAT2

SUBMIT

Enter at least one search criteria and click “Submit”. The more criteria you select, the narrower your results will be.

Candidate Search Results

This will generate a list of candidates that meets the search criteria. The search criteria you indicated in the Keyword Search boxes will be highlighted in yellow.

A candidate’s status indicates whether that person is actively seeking employment. A candidate may display one of these three statuses: Actively Searching, Open to Opportunities or Career Explorer.

Narrow your search with the Refine Search sidebar, then click “Apply Changes”. To start your search again, click “New Search”. If a Veteran has chosen to allow you to see their Veteran status, a flag icon will appear next to their name.

The ‘eye’ icon will appear next to the candidate’s name if you have **previously** viewed their resume. Additionally, the red check mark next to the envelope indicates you have previously contacted the candidate via system-generated email.

CANDIDATE SEARCH RESULTS

[Return to Candidate Search](#)

Employer Account Example ⓘ

Search Results - 1 candidate found 100 remaining downloads/emails for the day.

Display
Sort By
UPDATE RESULTS

25
Relevance

Choose the options that you want, then select the resumes that you want to email and click on Send Email.

Email Options Email to me SEND EMAIL

Email to candidate PRINT PROFILE

Select All/Clear All

John Byrd ✉

Location Preference West Michigan (4b), South Central (7), Southwest (8), Southeast Michigan (9)

O*NET Online Current Occupation

O*NET Online Occupations

11-2021.00 Marketing Managers,

41-3099.00 Sales Representatives, Services, All Other,

43-4051.00 Customer Service Representatives,

41-3021.00 Insurance Sales Agents

| Top Skills | Experience |
|---------------------------|------------|
| Customer Service | 20 yrs |
| JOB SEEKER EXAMPLE | 20 yrs |

Certificates/Licenses/Credentials

JOB SEEKER EXAMPLE, EXAMPLE, MI

Veteran Yes

Job Level Manager/Supervisor, Apprenticeship

Education Associates Degree

Status Open to Opportunities

Download Resume ✉

LinkedIn Profile

Personal Website

Last Login Date 04/02/2021

Display
Sort By
UPDATE RESULTS

25
Relevance

Refine Search ⓘ

Keyword (With at least one of these words)

Keyword (With the exact phrase)

Job seeker example

City

or

Zip/Postal

Radius

< Select a Radius >

Exclude Candidates without a Resume

Exclude emailed Candidates

Veteran

Search only for veterans

Location Preferences

Any, Willing to relocate

Upper Peninsula (1)

Western UP (1a)

Central UP (1b)

Eastern UP (1c)

Northwest (2)

Northeast (3)

West Michigan (4)

West Central (4a)

West Michigan (4b)

East Central Michigan (5)

East Michigan (6)

South Central (7)

Southwest (8)

Southeast Michigan (9)

Detroit Metro (10)

Minimum Education Level Required

< Select Education Level >

Selected education level only

Job Level

Internship

Entry Level

Experienced (Non-Manager)

Manager/Supervisor

Executive

Apprenticeship

MAT2

[Refine Search](#)

APPLY CHANGES

NEW SEARCH

Save This Search

SAVE SEARCH

[Feedback about this page?](#)

f in

Listen to Carolina share what she loves about robotics. #MISTEM #ShtBy30 <https://t.co/7yv77EUIZk> about • 4 hours ago

Job Seeker

Job Search

Just for You

Internships

Agriculture Employment

Other Resources

Employer

Dashboard

Post a Job

Candidate Search

My Account

Report Refusal of Work

Agriculture Employment

Other Resources

Career Explorer

Pathfinder

MAT2 Program

Michigan Training Connect

e-Learning Soft Skills Program

Veteran

Find a Job

File a Vet

Education and Training

Other Resources

Skilled Trades

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201 N. Washington St., Lansing, MI 48912
1-888-823-0100

For security reasons it is important to remember to close your browser completely when you are done. Hide this Message

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Save a Candidate Search

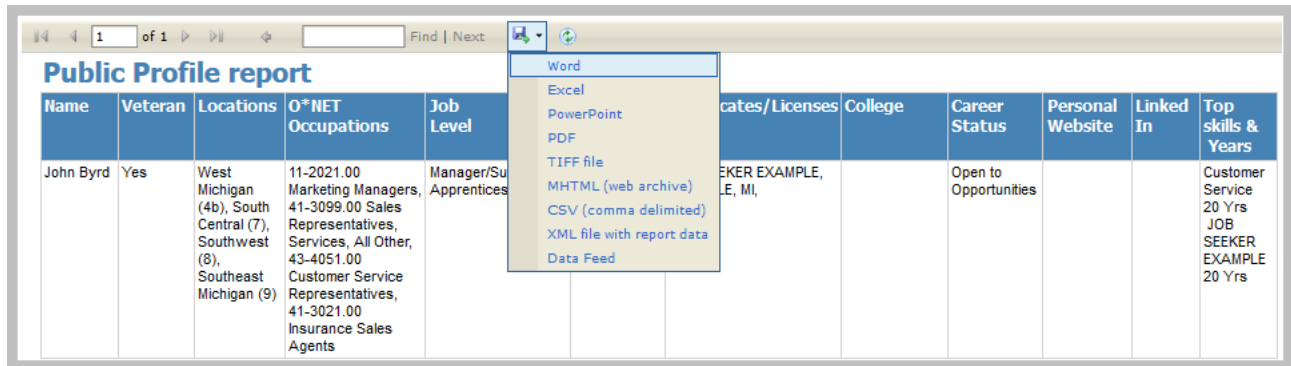
Once you run a search, you can save it to your Employer Dashboard. Saved searches can be run as often as you need.

Save This Search

Name search

SAVE SEARCH

The “Print Profile” button will allow you to select desired candidate(s) and print the results in profile format. Results will open in a separate window. This report can be exported to a variety of formats including Excel, Word and PDF.



The screenshot shows a web browser window displaying a 'Public Profile report'. The report is a table with the following columns: Name, Veteran, Locations, O*NET Occupations, Job Level, Licenses/Licenses, College, Career Status, Personal Website, Linked In, and Top skills & Years. The first row of data is for John Byrd, a veteran located in West Michigan (4b), South Central (7), Southwest (8), and Southeast Michigan (9). His O*NET occupations include Marketing Managers (11-2021.00), Sales Representatives (41-3099.00), Services, All Other (43-4051.00), Customer Service Representatives (41-3021.00), and Insurance Sales Agents. His job level is Manager/Su. A dropdown menu is open over the table, showing export options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed.

| Name | Veteran | Locations | O*NET Occupations | Job Level | Licenses/Licenses | College | Career Status | Personal Website | Linked In | Top skills & Years |
|-----------|---------|--|--|------------------------|------------------------|---------|-----------------------|------------------|-----------|--|
| John Byrd | Yes | West Michigan (4b), South Central (7), Southwest (8), Southeast Michigan (9) | 11-2021.00 Marketing Managers, 41-3099.00 Sales Representatives, Services, All Other, 43-4051.00 Customer Service Representatives, 41-3021.00 Insurance Sales Agents | Manager/Su Apprentices | SEEKER EXAMPLE, E, MI, | | Open to Opportunities | | | Customer Service 20 Yrs JOB SEEKER EXAMPLE 20 Yrs |

Sending Email to a Candidate

Send standard emails to multiple candidates to refine large search results and to recruit candidates by notifying them of a position opening and requesting interested job seekers apply. Since the candidates will not be able to reply directly to this email, be sure to include information on how they can contact you or learn more about the position.

While a template email is provided, emails (sent from webnoreply@michigan.gov) should be customized prior to sending. The Download Resume feature is only available if the candidate has attached their resume.

Pure Michigan Talent Connect Employer User Guide

Choose the options that you want, then select the resumes that you want to email and click on Send Email.

Email Options Email to me Email to candidate

SEND EMAIL **PRINT PROFILE**

cc me

Enter your message to the candidate(s).

Greetings,

After viewing your profile on Pure Michigan Talent Connect, I feel you may be a good candidate for a position within our company. I encourage you to read more about the position details below.

Job Title:
Organization: Test Company
Location:
Requirements:
URL to more Job Details:

Instructions to Send Email to a Candidate

1. Select the candidate(s) to send an email message to by either clicking “Select All” (which will only select the candidates displayed on the current page) or by selecting each individual candidate by clicking the checkbox next to their name.
2. Click “Email” to candidate.
3. Click “CC Me” to receive a copy of the message sent to the candidate, along with a listing of all candidates selected.
4. A pop-up text box opens with a template message. To customize the message, click in the email text box and modify as desired. It is important to add the job title, location, and requirements of your job posting.
5. Click “Send Email”.

Sending Email to Me

Select one or more candidates and choose “Email to Me”. The system will send an email to your PMTC email address with the candidate’s resume attached. If you select multiple candidates, you will receive a separate email for each candidate. Your search criteria will be included in the email.

Email Individual Candidate

You can also email an individual candidate directly. Once you select the envelope icon next to the desired candidate, your email application will launch. Click the envelope icon next to the candidate’s name to email the candidate from your own email provider account.

My Account

The My Account page has two tabs to help you manage your organization’s profile and change your password. You can also review the Privacy and Terms of Use statement by clicking on “Privacy and Terms of Use”.

Manage Profile

The first tab contains information about your organization and your contact information. This information can be updated anytime you wish.

Pure Michigan Talent Connect Employer User Guide

MY ACCOUNT

Employer Account Example

[< Return to Employer Dashboard](#)

[Privacy and Terms of Use](#)

[MANAGE PROFILE](#) [CHANGE PASSWORD](#)

| | |
|--|--|
| Organization Name | Email Address |
| Employer Account Example | testbyrdj1@gmail.com |
| Address Line 1 | Alternate Email Address |
| 201 N Washington Square | |
| Address Line 2 | Website |
| 4th Floor | |
| City | Website Alternate |
| Lansing | |
| State/ Province/ Region | No. of Employees |
| MI | 1234567 |
| Zip/Postal Code | Telephone |
| 48913 | 5175551212 |
| Country | Fax |
| United States | 5175551211 |
| EIN | Organization Description |
| 987654321 | This is an example of an Employer Account. |
| First Name | |
| Employer | |
| Last Name | |
| Example | |
| Middle Initial | |
| | |
| <input type="checkbox"/> Send job posting expiration emails to alternate email account. | |
| <input type="checkbox"/> Send job posting expiration emails to both email accounts. | |
| <input checked="" type="checkbox"/> Do not send job postings to National Labor Exchange (NLX). | |
| Explanation/Note | |
| If neither checked, all system emails (job posting expiration reminder, new oc on emails to candidate) go to email on account. | |
| If first one checked, all system emails go to email entered. | |
| If second one checked, all system emails to go both email on account and email entered. | |
| If third box is checked, jobs posted on mitalent.org will not be sent to NLX to be posted on additional career sites. | |
| Organization Information | |
| <input type="checkbox"/> Are you a Military Recruiter? | |
| <input type="checkbox"/> Are you a Federal Contractor (FCJL)? | |
| <input type="checkbox"/> Are you a Federal Contractor (FCJL) receiving federal funds? | |

[EDIT PROFILE](#)

Click "Edit Profile" to unlock the fields. Update as necessary, and then click "Save".

Pure Michigan Talent Connect Employer User Guide

The screenshot shows a web interface for an employer account. At the top left, it says "MY ACCOUNT" and "Employer Account Example". Below that is a link to "Return to Employer Dashboard". There are two tabs: "MANAGE PROFILE" and "CHANGE PASSWORD", with the latter being active. The "CHANGE PASSWORD" section has three input fields labeled "Current Password", "New Password", and "Confirm Password". Below these fields is a list of password requirements: minimum 8 characters, maximum 20 characters, at least 1 number, at least 1 upper case letter, at least 1 lower case letter, and cannot use 1 of your last 3 passwords. A "SAVE" button is at the bottom.

Enter your current password. Then, enter a new password which must be at least 8 characters long with a maximum of 20. You must use at least one upper case letter, one lower case letter, and one number. Click "Save".

The system will require you to reset your password every 180 days.