

Pure Michigan Talent Connect Job Seeker User Guide

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Pure Michigan Talent Connect (PMTTC)

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.

To reach Pure Michigan Talent Connect assistance, call our Customer Contact Center at: 1-888-522-0103. Hours: Monday - Friday: 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. EST.

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Home

Start at www.mitalent.org by clicking “Sign In” button at the top right corner of the home screen.

My Workspace

My Workspace was designed to help organize a job search. You can save up to 30 job postings and up to 5 job searches. Additionally, they can set up the email notification frequency to receive an email alert when a job is posted that matches their job search criteria.

The screenshot shows the 'My Workspace' page for a job seeker. At the top, there is a navigation bar with the Pure Michigan Talent Connect logo, links for Newsletters, Career Events, About Us, and Contact Us, a language selector, and buttons for SIGN OUT and HELLO JOB SEEKER. Below this is a search bar. The main navigation menu includes HOME, JOB SEEKER (highlighted), EMPLOYER, CAREER EXPLORER, VETERAN, and SKILLED TRADES. The 'MY WORKSPACE' section features a warning about online job search safety and a note about visibility settings. The page is personalized with 'Welcome back, Job Seeker!' and a 'What's New!' link dated 09/20/2019. There are three main sections: 'Jobs' with tabs for 'SAVED JOBS' and 'APPLIED JOBS', showing 'You do not have any saved jobs.'; 'Profile' with tabs for 'RESUMES', 'DOCUMENTS', and 'PUBLIC PROFILE', showing 'You do not have any Resumes.' and buttons for 'SET PRIMARY', 'UPLOAD A RESUME', and 'BUILD A RESUME'; and 'Saved Searches' showing 'You do not have any saved searches.' and buttons for 'SAVE EMAIL PREFERENCES' and 'NEW SEARCH'. At the bottom, there are 'RESET' and 'VIEW PROFILE' buttons, and statistics for 'Resume Viewed: 0000' and 'Appeared in Search: 0000'.

Search Jobs

To help narrow a job search, select the options of desired position. The more criteria you enter, the more limited your search results will be. Entering fewer criteria will usually return more jobs in your search results. When an employer posts a job, the same criteria selections are used.

The screenshot shows a web interface for job seekers. At the top, there's a header 'Jobs'. Below it, there are two tabs: 'SAVED JOBS' and 'APPLIED JOBS'. The 'SAVED JOBS' tab is selected. Underneath, it says 'Saved Jobs (0 of a possible 30 jobs)'. A message in a light gray box states 'You do not have any saved jobs.' In the bottom right corner, there is a green button labeled 'SEARCH JOBS'.

Note: Jobs postings can be eliminated from your job search if the select criteria was not completed by the employer. This may result in not seeing a job posting that you would want to apply for. It is recommended to explore several search criteria to determine which results are best.

Search Criteria

Enter search criteria to narrow search results. Click “Submit” to view results.

Search by how long the job has been posted: 1 day, 1 week, 2 weeks or 1 month.

Searching on Keywords or Job Title, such as Project Manager, will search on both words. If you would like to search on the exact phrase, use quotes as in “Project Manager.” When you begin typing a job title, the system will generate a list of active job titles currently in the system.

The screenshot shows a search interface titled 'JOB SEARCH'. Below the title is a heading 'Enter Your Search Criteria'. There are two main sections. The first section is for filtering by time: 'Only show jobs posted in the past:' with a dropdown menu currently set to '1 Month'. To the right of this dropdown are two green buttons: 'CLEAR' and 'SEARCH'. The second section is for keywords: 'Keywords' with an input field containing the placeholder text 'Enter Keywords'. To the right of the input field are two radio buttons: 'Match ALL words' and 'Match Phrase'.

There is also an option to search by Job Code Number, which can be used to find a single job posting for which the Job Code Number is known.

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| |
|--|
| Job Title |
| <input type="text" value="Enter Job Title"/> |
| Job Code Number |
| <input type="text" value="Enter Job Code Number"/> |

Search by location of job position by city, Zip/Postal Code, State or State Wide jobs. When searching for certain employers, enter Organization Name (search results will only auto generate employers with active postings at time of search) for active job postings. Click “Add Employer Name” to add multiple employers.

| | | |
|---|-----------------|--|
| City | Zip/Postal Code | |
| <input type="text" value="Enter City"/> | or | <input type="text" value="Enter Postal Code"/> |
| | | <input type="checkbox"/> Include State Wide Jobs |
| State/Province/Region | | |
| <input type="text" value="Enter State"/> | | |
| Radius (from City or Zip/Postal Code) ? | | |
| <input type="text" value=" < Select a Radius >"/> | | |
| Search by Organization Name (search results will only auto generate employers with active postings at time of search) | | |
| <input type="text" value="Enter Organization"/> | | |
| ⊕ Add Employer Name | | |

Search by education level for the job posting. You can select all the education levels that apply.

| |
|--|
| Education Required (select all that apply) |
| <input type="checkbox"/> None |
| <input type="checkbox"/> High School Diploma/Equivalency |
| <input type="checkbox"/> Some College |
| <input type="checkbox"/> Associates Degree |
| <input type="checkbox"/> Bachelors Degree |
| <input type="checkbox"/> Masters Degree or above |
| <input type="checkbox"/> Industry Recognized Credential |

Search by O*NET Online Occupations using the Standard Occupation code (default) or Military Occupation code by entering the first four respective O*NET occupation code numbers or the first 2 letters of a keyword in the search box. This will generate a dropdown menu. To select an

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occupation from the results list, click on the desired occupation. Repeat the steps above to select up to a maximum of 5 occupations. Click on the 'X' next to the occupation to remove the occupation from the list.

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](#)

Select only the job levels that apply.

Job Level of the Position You are Looking For (select all that apply)

Internship

Entry Level

Experienced (Non-Manager)

Manager/Supervisor

Executive

Apprenticeship

Check only job characteristics that apply.

Job Characteristics (check 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 | |

Select the checkboxes if you are not interested in search results which include staffing companies/recruiters or outside job boards, such as the National Labor Exchange (<https://usnlx.com>).

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Exclusions (do not include the following)

- Staffing Company/Recruiters
- Jobs from other boards

CLEAR

SEARCH

Job Search Results

Search results will display with the job title, the date it was posted, and a brief position summary. The default display setting for the number of jobs on one page is 25, which can be changed by choosing another number from the drop box menu. If there are more jobs that can be displayed on the first page, additional page icons appear.

Sort results by Posted Date, Title or City and then click “Update Results.” To view a job posting, click on the job title link.

JOB SEARCH RESULTS

[< Return to Job Search](#)
10 Job(s) matched your search.

Display: 25 | Sort By: Relevance | [UPDATE RESULTS](#)

Screw machine operator

Cardinal HR Group LLC - Hillsdale, Michigan, 49242 - Posted 10/8/2019
Current need is for set-up and operations specialists on Tornos Multispindle 8x26 sliding spindles automatic. Qualified candidates will be able to use and read gages and prints in both standard and me...

Machine Operator

Express Employment Professionals - Monroe, Michigan, 48162 - Posted 9/30/2019
Machine Operator responsibilities:Run multi spindle lathe Machines to specs.Meet production numbersQuality checkMachine Operator qualifications:Must have general machine capabilitiesMust be able to st...

Screw Machine Operator - Experienced

Master Automatic - Plymouth, Michigan, 48170 - Posted 10/15/2019
Summary/Objective:Depending on skill level, operators produce parts, set-up/change over machines and troubleshoot two multiple spindle screw machines equipped with an automatic indexing and feeding me...

Experienced Screw Machine Operator

Express Employment Professionals - Chelsea, Michigan, 48118 - Posted 10/24/2019
Express Employment Professionals of Howell/Brighton is working with a premier manufacturer in the Chelsea area searching for an Experienced Screw Machine Operators for 1st shift positions.These positi...

3rd shift Folder Gluer Operator

WestRock - Holland, MI, 49422 - Posted 10/1/2019
About WestRock WestRock (NYSE: WRK) partners with our customers to provide differentiated paper and packaging solutions that help them win in the marketplace. WestRock's 50,000 team members support cu...

36.0 hour Gluer Assistant

WestRock - Holland, MI, 49422 - Posted 10/24/2019
About WestRock WestRock (NYSE: WRK) partners with our customers to provide differentiated paper and packaging solutions that help them win in the marketplace. WestRock's 50,000 team members support cu...

1st and 2nd shift Folder Gluer Operators

WestRock - Holland, MI, 49422 - Posted 10/3/2019
About WestRock WestRock (NYSE: WRK) partners with our customers to provide differentiated paper and packaging solutions that help them win in the marketplace. WestRock's 50,000 team members support cu...

Machine Operator Production - 5000545012106

PepsiCo Beverages North America - Howell, Michigan, 48843 - Posted 10/15/2019
Machine Operator Production (PT/Rotating Shifts)17.24 per hourPosition operates one or multiple pieces of manufacturing equipment. This may include moving raw material handling to the production line...

3rd Shift Folder Gluer Operator

WestRock - Lansing, MI, 48915 - Posted 9/26/2019
About WestRock WestRock (NYSE: WRK) partners with our customers to provide differentiated paper and packaging

Refine Search

Posted Within: 1 Month

Keywords: Enter Keywords
 Match ALL words
 Match Phrase
 Include StateWide Jobs

Job Title: Enter any Job Title

City: Enter City or Zip Code: Enter Zip

State/Province/Region: Enter State/Province/Region

Radius: < Select a Radius >

Education Required (select all that apply)
 None
 High School Diploma/Equivalency
 Some College
 Associates Degree
 Bachelors Degree
 Masters Degree or above
 Industry Recognized Credential

Job Level of the Position You are Looking For
 Internship
 Entry Level
 Experienced (Non-Manager)
 Manager/Supervisor
 Executive
 Apprenticeship

[Refine Search](#)
[APPLY CHANGES](#)
[NEW SEARCH](#)

[+ Feedback about this page?](#)

Narrow search options by entering additional criteria on the Refine Search sidebar and then click “Apply Changes.”

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Job Details

To view job details, click the job title on the job search results page. The job code number, along with a detailed description, displays on the Job Details page. Organization details of the employer posting the position is on the second tab, if the employer has chosen to display this information.

JOB DETAILS

[< Return to Job Search Results](#)

[JOB DETAILS](#) [ABOUT EXCYL, INC.](#)

Test Driver

Job Code Number
9317061

Job Description

Description:

This position involves driving test vehicles of various build levels to determine quality performance and data collecting objectives. Vehicles will be driven on public roads following all local traffic laws and posted speed limits. It is the driver who will be responsible for proper note taking of issues identified / observed relating to the vehicles performance and/or functionality. Routes will be provided in which the driver will travel to ensure we are getting the right road mix and blend of different driving conditions.

Job Requirement:

- A Valid driver license and good driving record (based on client's MVR criteria attached).
- Must be 21 years of age.
- Pass a written and a basic road test (facilitated by client's prior to contractor being on boarded).
- Must have good writing and verbal skills for proper note taking.
- High School education minimum.

[HOW TO APPLY](#)

Job Summary

Organization
Excyl, Inc. [View Profile](#)

Employer Website

Location
Warren, Michigan 48089

Job Code Number
9317061

Positions Available
5

Expiration Date
10/31/2019

O*NET Code
53-3099.00

O*NET Occupation
Motor Vehicle Operators, All Other

Education Level
High School Diploma/Equivalency

Job Level
Experienced (Non-Manager)

Job Characteristics

- W-2

Job Tools

[✉ Email to me](#)
[🗉 Report this job](#)
[🖨 Print](#)
[➦ Share](#)

Job Tools Description

- **Save** - Saves this job posting to My Workspace.
- **Email to me** – Sends this job posting to an email address.
- **Report this job** – This feature reports inappropriate postings to PMTC staff.
- **Print** – Print the job posting.
- **Share** – Share a job posting on a variety of social media sites, including Facebook, Twitter and LinkedIn.

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How to Apply

Click “How to Apply” to view how the employer has chosen to allow potential candidates. One option is to apply via PMTC, and an “Apply Now” button will display.

Apply Now

Apply Now will display a customizable message that will allow you to email the employer via PMTC. There is an option to attach a resume and/or documents to send to the employer. The default resume will be the primary resume, but this can be changed to another resume saved in PMTC. Click on the “Documents” tab to select any documents to send to the employer.

Job Code Number
6553488

Job Title
Test Project Manager

* Body

Dear Employer,

I am applying for the Test Project Manager (6553488) position you currently have posted on the Pure Michigan Talent Connect website, www.mitalent.org. After reviewing the position description, I would like to submit my information for your review. Please see the attached documents for information on my background, skills and qualifications. I look forward to hearing from you.

Sincerely,

RESUMES DOCUMENTS

Do not attach resume

| SELECT | RESUME TITLE | DATE | STATUS |
|----------------------------------|------------------------|----------|--------|
| <input checked="" type="radio"/> | Project Manager Resume | 2/6/2016 | Built |

SEND CANCEL

Jobs - Saved Jobs

In My Workspace, save up to 30 job postings under the Saved Jobs tab. This tab is an easy way to keep track of the selected positions you want to apply for. Once you have applied, click the “Applied” tab to have the position moved to the Applied Jobs tab.

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Jobs

[SAVED JOBS](#) [APPLIED JOBS](#)

Saved Jobs (1 of a possible 30 jobs)

| ACTION | ↑↓ JOB TITLE | ↑↓ SAVED DATE | ↑↓ EXPIRE DATE | ↑↓ EMPLOYER NAME | DELETE |
|---------|-----------------------------|---------------|----------------|-------------------------------|------------------------|
| APPLIED | NO real job | 10/16/2019 | 10/27/2019 | Test Employer | Delete |

[SEARCH JOBS](#)

Jobs - Applied Jobs

Jobs applied through PMTC will be listed under Applied Jobs. A job can be saved under Applied Jobs, if you saved the posting under Job Tools. It will be saved under Saved Jobs and can be moved to the Applied Jobs tab when “Applied” is selected. You can maintain a record of job applications as well as print the history if needed. Clicking on the pencil icon will allow editing of the notes. The green “M” icon indicates you have applied for the job posting via PMTC.

[SAVED JOBS](#) [APPLIED JOBS](#)

Applied Jobs (1 applied jobs)

| ↑↓ JOB TITLE | ↑↓ JOB CODE | ↑↓ DATE APPLIED | NOTES | DELETE |
|-----------------------------|-------------|-----------------|-------------------------------|------------------------|
| NO real job | 8595969 | 10/16/2019 | Submitted application, re ... | Delete |

= Edit Note = Applied through Talent Connect

[PRINT HISTORY](#)

Save Job Searches

If you have job searches you will run on a frequent basis, you can save your search criteria. Another feature of PMTC is to have daily or weekly email notifications on searches sent to your email address.

Alcatel-Lucent - Lansing, MI, 48915 - Posted 1/24/2016
Career Type(s):
Description: Job Position Summary Description:-?xml:namespace prefix = o /- The Roll Out Manager is the single point of accountability for all aspect of field force related services. The Roll Out Mana...

Epic Inpatient Project Manager
CTG - Lansing, MI, 48915 - Posted 1/24/2016
Career Type(s):
Title: Epic Inpatient Project Manager Location: United States Job Number: 15205160 CTG Health Solutions (CTGHS), a division of Computer Task Group, Inc., is a full-service provider of IT and business ...

Technical Project Manager - Java, Commercial Lending
American Express - Lansing, MI, 48915 - Posted 1/24/2016

Save This Search

- No email notifications related to this search
- Send daily email notifications related to this search
- Send weekly email notifications related to this saved search

[SAVE SEARCH](#)

Save This Search

1. In the Save This Search sidebar, type a name for your search.
2. Select an email notification frequency.
3. Click “Save Search.”

To view saved job search results, click “Show Result” under Saved Searches on the My Workspace. Click “New Search” to create a new job search.

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Saved Searches

| TITLE | EMAIL NOTIFICATIONS | SHOW RESULT | DELETE |
|--|---------------------|-----------------------------|------------------------|
| steel metallurgist | Weekly | Show Result | Delete |
| steel metallurgical engineer | None | Show Result | Delete |

[SAVE EMAIL PREFERENCES](#) [NEW SEARCH](#)

You may save up to 5 searches

To update email notification frequency, go to the My Workspace and select your preference from the drop-down list under Email Notifications and click “Save Email Preferences.”

Profile

1Q profile was established when the account was registered.

Profile

[RESUMES](#) [DOCUMENTS](#) [PUBLIC PROFILE](#)

Resume

Save up to three resumes to be easily accessible when applying for a job. Word or RTF format from another location can be uploaded. Or, build a resume with PMTC Resume Builder.

One resume must be set as the primary resume. To set the Primary resume, click the radio button of your resume preference. Click “Set Primary.”

If an employer elects to view resume, the primary resume is sent. A resume created in PDF, Resume Viewed tells you the number of times a resume has been viewed by employers and “Appeared in Search” is the number of times the profile has appeared in an Employers Search for Candidates.

Upload a Resume

Upload a resume already created in PDF, Word or RTF format from another location. Resumes are saved in the same format as created.

Profile

[RESUMES](#) [DOCUMENTS](#) [PUBLIC PROFILE](#)

| PRIMARY | RESUME TITLE | DATE | STATUS | OPEN/PRINT | UPDATE | DELETE |
|----------------------------------|--|------------|----------|------------|-------------------------|------------------------|
| <input checked="" type="radio"/> | Test IT Resume.docx | 6/26/2019 | Uploaded | | Replace | Delete |
| <input type="radio"/> | Sample Resume_tcm24-8135.doc | 10/16/2019 | Uploaded | | Replace | Delete |

[SET PRIMARY](#) [UPLOAD A RESUME](#) [BUILD A RESUME](#)

You may save up to 3 resumes

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How to Upload a Resume

1. Click **Upload a Resume**.
2. Click **Browse** and navigate to the location where your resume is stored.
3. Once the file path is viewable in the Browse box, click **Upload a Resume**.
4. To set the primary resume, click the desired resume radio button and then click **Set Primary**.

Build a Resume

Click “Build a Resume.”

1. Type a name for your resume.
2. The contact information is pre-filled based on the information provided on your profile. Update your resume contact information, if desired.

BUILD A RESUME

STEP 1 STEP 2 STEP 3 STEP 4

If you have previously built or uploaded a resume, you can access it on your [Workspace](#).

Resume Name ?

Edit Contact Information

* First Name

NOTE: Changes made on this screen won't update your account information.

3. Select checkbox(s) for which personal contact information is to be included in the resume.

Personal contact information to include ?

Name and:

| | |
|---|--------------------------|
| <input checked="" type="checkbox"/> Address | <i>Example</i> |
| <input checked="" type="checkbox"/> Phone | <i>Jane Smith</i> |
| <input checked="" type="checkbox"/> Email | <i>123 Main St</i> |
| | <i>City, State 12345</i> |
| | <i>(123) 456-7890</i> |
| | <i>jane@email.com</i> |

or


Only display email

4. Select format for resume from three resume templates and Click “Next.”
 - a. Chronological resumes will list information in date order.


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- b. Functional resumes will group information by function.
- c. A Combination resume will give a combination of each of these types of resume formats.


Select Resume Type

 **Chronological**

A chronological resume is developed around your work history. Jobs are listed in reverse chronological order with your most recent position listed first. Employers like this type of resume, because it is easy for them to see where you worked and when you worked there. Chronological resumes work best for job seekers with a solid, unbroken history of employment. Sample Chronological Resume ([link to Chronological Resume Sample.pdf](#))

 **Functional**

A functional resume is arranged around your skills and experience, rather than your chronological work history. Functional resumes highlight relevant skills instead of position titles. They are often used by job seekers who are changing careers or who have gaps in their employment history. Sample Functional Resume ([link to Functional Resume Sample.pdf](#))

 **Combination**

Combination resumes work well for job seekers with varied employment histories or for those who are changing careers. Sample Combination Resume ([link to Combination Resume Sample.pdf](#))

NEXT >

5. Enter your Employment Objective for desired position.

Employment Objective ?

Describe your desired position.

6. In the School section, enter school name, the year(s) attended and other relevant information. Add multiple schools by clicking “Add School.”

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School

School Name

Diploma/degree

Course of study/major

Years Attended

Location

[+ Add School](#)

7. Add relevant Certificate, License and Credential by entering its name, the issuing organization and the state. Click “Add Certificates/Licenses/Credentials” to enter more.

Certificates/Licenses and Credentials

| Certificates/Licenses/Credentials | Issuing Organization | State |
|-----------------------------------|----------------------|--------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text" value="▼"/> |

[+ Add Certificates/Licenses/Credentials](#)

8. To proceed, click “Next.”
9. Add relevant or most recent work experience, including name and location of employer, Job Title and Dates Employed.

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Work Experience ?

Re-Order ▲ ▼

Employer

City

State/Province/Region

Job Title

Dates Employed

















From (mm/yyyy) To (mm/yyyy)


Note: "Present" is accepted

10. Enter job duties, responsibilities and accomplishments to be included in Chronological and Functional resumes.

11. Click "Add Work Experience" to include additional employment.

Enter job duties, responsibilities, and accomplishments. Information entered here is included in Chronological and Functional resumes.

↶ ↷ Formats ▾ **B** *I* U                

POWERED BY [TINYMCE](#) 

0 characters entered | 8000 remaining

[+ Add Work Experience](#)

12. Add Summary of Qualifications to be included in Chronological and Combination resumes.

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Summary of Qualifications ?

Enter a summary of training, skills, and abilities. Information here is included in Chronological and Combination resumes.

↶ ↷ Formats ▾ **B** *I* U *I*_x

POWERED BY [TINYMCE](#)

0 characters entered | 8000 remaining

13. Add relevant Skills and Experience which are included in Functional and Combination resumes. Click “Add Bulleted Skill Description” to include additional skills or experience.

Relevant Skills and Experience ?

Skills/Experience

|

Information entered here is included in Functional and Combination resumes.

↶ ↷ Formats ▾ **B** *I* U *I*_x

POWERED BY [TINYMCE](#)

0 characters entered | 8000 remaining

[+ Add Bulleted Skill Description](#)

14. Enter any honors or activities such as civic awards, commendations, clubs, organizations or volunteer work that is relevant to the jobs applying for.

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Honors, Awards, Professional Organizations ?

Enter any honors or activities such as civic awards, commendations, clubs, organizations, or volunteer work.

↶ ↷ Formats ▾ **B** *I* U

POWERED BY [TINYMCE](#)

0 characters entered | 8000 remaining

15. Click “Save & Preview” to preview resume when building it or need to stop at this point.
16. Click “Spell Check” for a popup window to appear with spelling errors to correct.
17. When finished, click “Completed Resume.”

SPELL CHECK SAVE & PREVIEW ◀ PREVIOUS COMPLETE RESUME

If resume contact information is changed, the account information is not affected. Likewise, if account information is changed, it is not changed in the resumes.

To change a resume built on PMTC, click “Update.” This will open the first tab of the resume builder and click “Complete Resume” to save resume.

Documents

Save up to 30 additional job search documents on PMTC, which are uploaded the documents or created on PMTC.

Profile ?

RESUMES DOCUMENTS PUBLIC PROFILE

| ↑↓ DOCUMENT TITLE | ↑↓ DATE | ↑↓ STATUS | OPEN/PRINT | UPDATE | DELETE |
|--|------------|-----------|------------|---------------------------|--------------------------|
| Departmental Specialist 13 PD (1).docx | 10/16/2019 | Uploaded | | ↔ Replace | ⊗ Delete |

UPLOAD A DOCUMENT CREATE NEW DOCUMENT

You may save up to 30 documents

For your own safety, and the protection of your information, please refrain from storing documents (i.e. transcripts, DD14) containing any Personally Identifiable Information (or PII) such as social security number, date of birth, financial information etc. in the Pure Michigan Talent Connect system without redacting the information before uploading.

Create a Document

To create a document, click “Create New Document.” Use the following screen to create a new document such as a cover letter, thank you letter, reference list or any document pertaining to job search.

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Once the document is complete, click on “Save Document.” Documents can be saved in either PDF or Word format (select preferred format at the bottom left hand corner).

CREATE A DOCUMENT

* Document Title

← → Formats **B** *I* U [List Icons] [Link Icon] [Image Icon] *I*_x

POWERED BY TINYMCE

0 characters entered | 8000 remaining

Document save as

PDF File ▼

SPELL CHECK **SAVE DOCUMENT**

Use this feature to store materials related to job searches to easily access when applying for jobs. Employers cannot see these documents, but you can use it as a convenient place to store them. Examples of documents include: transcripts, references, cover letters or work samples.

Upload a Document

1. To upload a document, click “Upload Document.” On the Document tab, the acceptable file types are: PDF, DOC, DOCX, RTF, XLS, XLSX, PPT, PPTX, TIF, JPG, PNG, GIF and BMP.
2. To replace a document listed on this page, click replace link.
3. Navigate to where your document file is located by clicking “Choose File.”

Document Upload

You may upload a document file that you have already created.

Choose File No file chosen

UPLOAD A DOCUMENT

CLOSE

4. Click Upload A Document.

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Public Profile

The Public Profile page shows the information entered when registering a Job Seeker account. This information can be modified at any time.

| RESUMES | DOCUMENTS | PUBLIC PROFILE | |
|---|---------------------------|--|----------------------|
| First Name: Riley Last Name: townsend Location Preference: Southeast Michigan (9), Detroit Metro (10) O*NET Occupations: 17-2112.00 Industrial Engineers, 17-3026.00 Industrial Engineering Technicians, 15-1134.00 Web Developers | | Top Skills: Steelmaking Process Research (Metallurgy), Quality System Certificates /Licenses /Credentials: Job Level: Experienced (Non-Manager), Manager/Supervisor Education Level: Masters Degree or above Recent/Future Graduate: N/A, N/A, N/A Career Status: Actively Searching Resume: Test IT Resume.docx (primary) Manage Resumes LinkedIn Profile: Website: Last Login Date: 10/16/2019 10:12:54 AM | |
| My information is shown to employers. | | To improve your chances of being returned in employer candidate searches, update your profile information by clicking on the Edit button. | EDIT |

To change or update your Public Profile, click “Edit.” This will redirect you to MILogin to change account information. The system will be logged out of the current session, and user must log back in to access PMTC.

My Account

My Account contains your personal profile information such as contact and career information. Make changes to profile by locating the Job Seeker tab at the top of the page and clicking on “My Account.”

Account Information

To change First Name, Middle Initial, Last Name, Email Address or Password, click the link to “Change Password and/or Account Information in MILogin.”

| MY ACCOUNT | | Privacy and Terms of Use ? |
|---|-------------------------------------|---|
| Fields marked by a red asterisk (*) are required. | | |
| ACCOUNT INFORMATION | PROFILE INFORMATION | |
| First Name Riley | | Change Password and/or Account Information in MILogin You will be redirected to MILogin to change your account information. You will be logged out of your current session and must log back in to access MiTalent. |
| Middle Initial | | |
| Last Name townsend | | |
| Email Address pmtctestuser@gmail.com | | |

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This link will redirect to MILogin and log you out of PMTC. Enter User ID and Password, then click "Sign In."

Michigan.gov

HELP CONTACT US

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

MILogin

User ID

Password

LOGIN

Don't have an account?

SIGN UP

Forgot your User ID? Need Help? Forgot your password?

Update Profile Information and click "Submit" to save.

Pure Michigan Talent Connect Job Seeker User Guide

Update Profile

1 Profile Information 2 Confirmation

Profile Information

Update your profile information

* Required

| | | | |
|---|--------------------------------|-----------------------------------|----------------------|
| * First Name | Middle Initial | * Last Name | Suffix |
| <input type="text" value="Job Seeker"/> | <input type="text" value="A"/> | <input type="text" value="User"/> | <input type="text"/> |

| | |
|---|---|
| * Email Address | * Confirm Email Address |
| <input type="text" value="pmtctestuser@gmail.com"/> | <input type="text" value="pmtctestuser@gmail.com"/> |

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

Mobile Number

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

You will receive confirmation of the profile being successfully updated. Click on “Home” to return to Home Page of Job Seeker.

Update Profile

1 ✓ Profile Information 2 Confirmation

Confirmation

✓ Success
Your profile has been successfully updated.


The Home Page indicates how long until password will expire. To return to PMTC, click on “Talent Dashboard” to be redirected to My Workspace.

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Home Page of Job Seeker User

Your password will expire in **245** days

Access your applications by clicking on the application links below

**Michigan Secretary of State (SOS)**

Secretary of State Online Vehicle Services

**Michigan Talent Investment Agency (TIA)**

Talent Dashboard

Profile Information

Profile information can be shared with Employers or used to populate a resume when using Build a Resume. Profile Information includes Address, Phone Number, Email, LinkedIn Account, Personal Website, Career Status, Desired Position Level, Certificates/Licenses/Credentials, O*NET Online Occupations, Skills, Veteran Status, Location Preference, and Employer Search Preference.

| <u>ACCOUNT INFORMATION</u> | <u>PROFILE INFORMATION</u> | | |
|--|---|--|--|
| * Address Line 1 <input type="text" value="41300 W 14 Mile RD"/> <small>Street address, P.O. box, company name, c/o</small> | Address Line 2 <input type="text"/> <small>Apartment, suite, unit, building, floor, etc.</small> | | |
| * City <input type="text" value="Commerce Township"/> | * State/Province/Region <input type="text" value="mi"/> | * Zip/Postal Code <input type="text" value="48390"/> | * Country <input type="text" value="United States"/> |
| * Primary Phone <input type="text" value="412-228-0221"/> | Alternate Phone <input type="text"/> | | |
| LinkedIn Account (Optional) <input type="text"/> | Personal Website (Optional) <input type="text"/> | | |
| * Career Status <input type="text" value="Actively Searching"/> | | | |

If you would like to have your information be private and viewable by employers, click “Edit.” This will take to My Account, select “Profile Information” and at the bottom of the screen select the check box “I don’t want the information given to be viewable or searchable by employers.” and click “Save.”

| | | |
|---|--|-------------------------------------|
| Employer Search Preference <input type="checkbox"/> I don't want the information given above to be viewable or searchable by employers. | <input type="button" value="SPELL CHECK"/> | <input type="button" value="SAVE"/> |
|---|--|-------------------------------------|