

EMPLOYMENT & TRAINING

Pure Michigan Talent Connect – Career Events Submission

Please Note: To ensure your event gets posted before the event day, please submit your request at least two business days in advance.

1. Go to <u>https://www.mitalent.org/</u>, the Pure Michigan Talent Connect homepage.

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HOME	JOB SEEKER V	EMPLOYER ~	CAREER EXPLORER ~	VETERAN ~	SKILLED TRADES ~	\$		

- 2. Click the "Career Events" link in the header menu on the page.
- 3. Once you reach the "Career Events Calendar" page, click the <u>link</u> to submit your career event information for consideration.



4. Complete the Career Events Request Form and submit.

	JOB SEEKER ~	EMPLOYER Y	CAREER EXPLORER ~	VETERAN ~	SKILLED TRADES V
CAREER	EVENTS REC	QUEST FOR	RM		
* Requester Nam	16:				
* Requester E-M	ail:				
* Requester Phore	ne:				
* Requester Orga	anization Name:				

5. Up to five (5) dates can be selected for a single event within a 5-day timeframe by selecting the "Add Additional Date" button.

* Date of Event: (MM/DD/YYYY)	
* Start Time of Event: (HH:MM AM/PM)	* End Time of Event: (HH:MM AM/PM)
ADD ADDITIONAL DATE	

6. There are three (3) career event formats to select from (1. In-Person Career Event 2. Virtual Career Event 3. In-Person and Virtual Career Event).

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	Event Format:	
	In-Person Career Event Virtual Career Event	
	In-Person and Virtual Career Event	
	* Addrose 1:	

- 7. Career Events will be approved by Pure Michigan Talent Connect staff Monday-Friday within at least 24 hours of receiving the submission.
- 8. Approved Career Events may be viewed <u>here</u>.
- 9. Any inquiries/updates/deactivations regarding Career Event submissions should be provided in an email to <u>LEO-TalentConnect@michigan.gov</u>.