

# 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 website. At the top right, there are links for Newsletters, Career Events, About Us, and Contact Us, along with a language selection dropdown. Below these are buttons for SIGN IN and CREATE ACCOUNT. A search bar is located below the navigation. The main navigation bar includes HOME, JOB SEEKER, EMPLOYER, CAREER EXPLORER, VETERAN, and SKILLED TRADES. The main content area features a banner with the text "THE FUTURE WON'T OPTIMIZE ITSELF. LET'S GET GOING. Going PRO IN MICHIGAN" and a photo of a smiling man. To the right is a "Find a job" section with input fields for Keywords, Job title, Location (City or ZIP code), Radius, and Posted Within, followed by a "SEARCH FOR JOBS" button and a link to "Advanced Search".

## 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.

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## Create an Account ×

Which type of account would you like to create?

I am a/an:

**JOB SEEKER**   **EMPLOYER**

## Employers Before You Get Started

Required documentation you will need to create an account:

- Federal Employer Identification Number (FEIN)
- Contact Information
- Organization Description
- Number of Employees
- Valid Email Address (should include company domain)

## Privacy/Terms of Use

Read the Privacy and Terms of Use Statement for Employers. At the end, 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 >**

## Federal Employer Identification Number (FEIN)

Enter your 9-digit FEIN. 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.”

# Pure Michigan Talent Connect Employer User Guide

## CREATE AN ACCOUNT ?

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

STEP 1 **STEP 2** STEP 3 STEP 4

\* FEIN   
Don't have a FEIN? [Contact Us](#)

Pure Michigan Talent Connect uses the FEIN (Federal Employer Identification Number) to approve your business registration. This assures that only legitimate employers access the job portal. If we cannot verify the FEIN through the Michigan Department of Treasury or documents you provide, you cannot use the job portal. The Internal Revenue Service (IRS) assigns the FEIN to your business. According to the IRS, all businesses employing one or more employees must have a nine-digit FEIN ([IRS Information about Employer ID Numbers and FEINs](#))

[← PREVIOUS](#) [NEXT →](#)

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

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

- SS-4 IRS Confirmation Letter (excluding all application documents). 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

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."

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

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

\* Organization Name   
Enter Organization Name

\* Address Line 1   
Enter Address Line 1  
Street address, P.O. box, company name, c/o

Address Line 2   
Enter Address Line 2  
Street address, P.O. box, company name, c/o

\* City   
City

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\* State/Province/Region

\* Zip/Postal Code

\* Country

United States ▼

\* # of Employees

Website

Use this field to link seekers directly to your company's career or internship page.

Alternate Website

\* Organization Description

\* Business Category/NAICS ([Census.gov](http://Census.gov) NAICS code information)

< Select Business Category > ▼

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?
- Have you received funds from the American Recovery and Reinvestment Act of 2009 (the Recovery Act) ARRA?

[< PREVIOUS](#)   [NEXT >](#)

## 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.

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

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


\* First Name

\* Last Name

Middle Initial

\* Telephone  Ext.

Fax

\* Email Address 

\* Confirm Email Address

\* Password

\* Confirm Password

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

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

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.

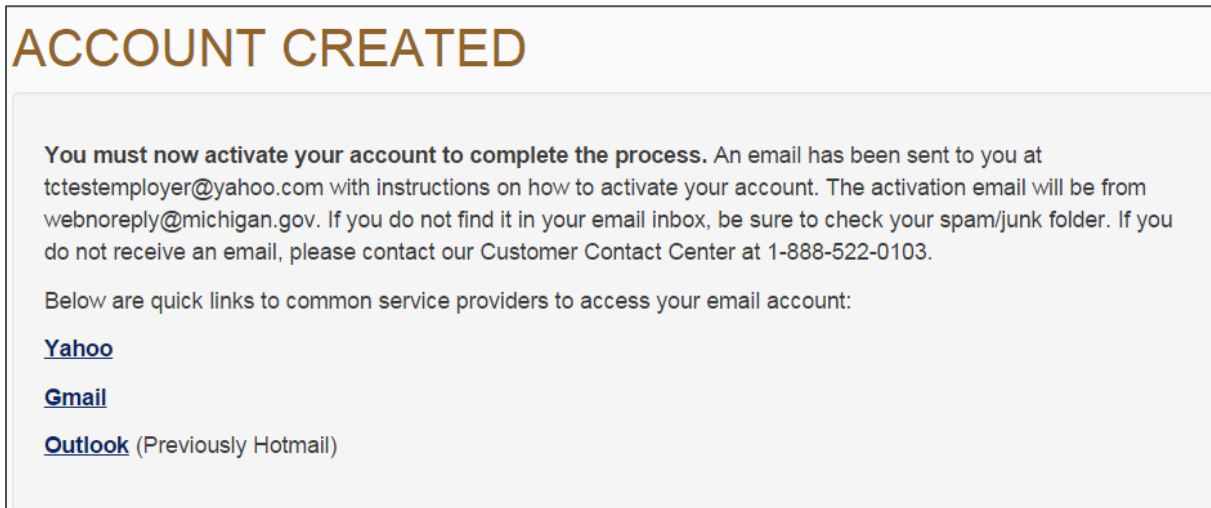
## Choose Your Security Questions

Select three different security questions and answer appropriately. If you lock your account, one of these questions will be asked and must be answered correctly before your password can be reset. Enter the characters in the CAPTCHA security block exactly as you see them and then click "Submit."

# Pure Michigan Talent Connect Employer User Guide

## 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.



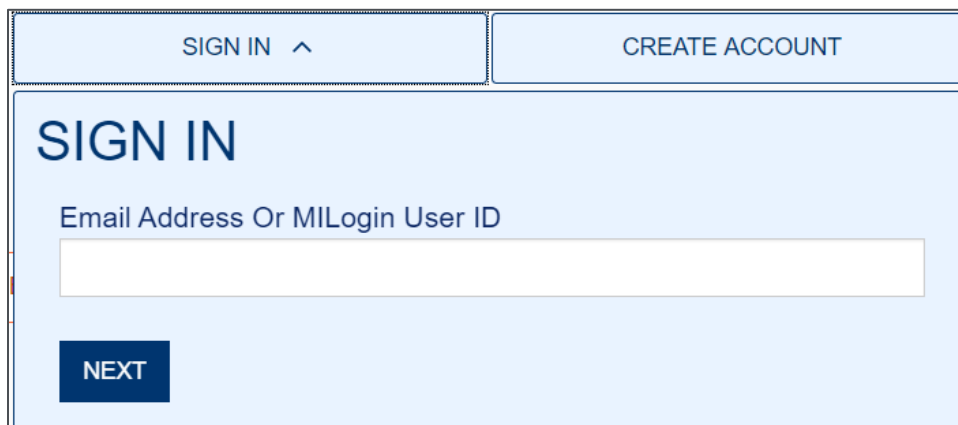
## Activate Your Account

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 2 business days.

## Sign In

Go to [www.mitalent.org](http://www.mitalent.org) and click "Sign In" in the upper right corner.

A screenshot of a web form for signing in. At the top, there are two light blue buttons: "SIGN IN ^" on the left and "CREATE ACCOUNT" on the right. Below these is a large light blue box containing the heading "SIGN IN" in a large, bold, dark blue font. Underneath the heading is the label "Email Address Or MILogin User ID" in a smaller dark blue font. Below the label is a long, empty white text input field. At the bottom left of the light blue box is a dark blue button with the word "NEXT" in white, uppercase letters.

Enter your email address and click "Next." Then, enter your password and click the "Sign In."

Once your account is created, staff will validate your account. After your account is validated, you will be able to post jobs and search for candidates.

# Pure Michigan Talent Connect Employer User Guide

## Employer Dashboard

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

### EMPLOYER DASHBOARD

Test Organization ?

Welcome back, First Last! [What's New! – 09/20/2019](#)

#### 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 in order to edit the job posting. To begin a new posting, click on "Post a Job."

### Manage Job Postings ?

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

☐	↕ JOB CODE	↕ ORGANIZATION	↕ JOB TITLE	↕ CREATED	↕ POSTED	↕ EXPIRED	↕ DEACTIVATED	FEEDBACK	VIEWS/ CLICKS/ SAVES
☐	<a href="#">10294913</a>	Test Organization	<a href="#">Job Title</a>	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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## Saved Candidate Searches ?

↑ TITLE
Welder - Tig <span>Show Results</span> <span>Delete</span>

[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. Select the Minimum Education Level Required and Job Level from the dropdown.



## POST A JOB

Test Organization 

[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

Test Organization

Organization Website

\* City

Jackson

\* State/Province/Region

Michigan

\* Zip/Postal Code

48854

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

State Wide Job

\* 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.

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\* Job Description

← → Formats **B** *I* U [List Icons] [Link Icon] [Image Icon] *I*<sub>x</sub>

POWERED BY TINYMCE

0 characters entered | 8000 remaining

SPELL CHECK SAVE DRAFT NEXT >

## 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 \$) [Text Box]

Pay Type < Select Pay Type >

Foreign Labor Certification < Select Foreign Labor Certification >

To select a candidate that matches specific O\*NET occupations, choose either Standard Occupations or Military Occupations. 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. Repeat steps 1 & 2 to select multiple occupations (selection limit is 5 occupations). 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](#)

[Search Box]

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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	

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

### Additional Requirements

  Formats               

POWERED BY TINYMCE 

0 characters entered | 8000 remaining

**ARRA**

\* Is this job created with funding from the American Recovery and Reinvestment Act of 2009 (the Recovery Act) ARRA?

Yes

No

**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 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](mailto:webnoreply@michigan.gov) with the PMTC job code number and job title in the subject line.

STEP 1 > STEP 2 > **STEP 3**

**\* How to Apply Instructions**

← → Formats **B** *I* U [List Icons] [Link Icon] [Image Icon] *I<sub>x</sub>*

POWERED BY [TINYMCE](#)

0 characters entered | 8000 remaining

For example: Please submit a cover letter and resume to [example@email.com](mailto:example@email.com).

Allow Job Seekers to also respond through the system

**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.

## POST A JOB

Test Company

[< Return to Employer Dashboard](#)

STEP 1    STEP 2    **STEP 3**

\* How to Apply Instructions

**B** *I* U ABC | [bulleted list] [numbered list] Paragraph [link icon] [unlink icon]

[www.mitalent.org](http://www.mitalent.org)

For example: Please submit a cover letter and resume to exam

Allow Job Seekers to also respond through the system

Apply Now Contact

Please be sure to indicate all requirements for application in the method for applying (i.e. via email, phone, fax, web site, etc.) and any necessary documents (i.e. resume, transcripts, cover letter, etc.). Only Job Seekers who have active accounts and are logged into the system will have access to this functionality. If you elect to allow Job Seekers to respond through the system, emails will be sent from [webnoreply@michigan.gov](mailto:webnoreply@michigan.gov) to the email address provided above with the Talent Connect job code number and job title of the posting that the candidate wishes to apply for in the subject line. Job Seekers will have the ability to attach a resume and other documents to their email submissions. For your convenience, the email on your account has been prepopulated, although it can be updated as necessary.

In order 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 in order to access the Job Details.

# Pure Michigan Talent Connect Employer User Guide

## Manage Job Postings

ACTIVE JOBS   INACTIVE JOBS   DRAFT JOBS

ALL	↑↓ JOB CODE	↑↓ ORGANIZATION	↑↓ JOB TITLE	↑↓ POSTED	↑↓ EXPIRED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	<a href="#">10294913</a>	Test Organization	<b>Job Title</b>	10/29/2019	10/29/2019	★	0 / 0 / 0

Display:   Available operations for selected job(s):

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 >

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.



## 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

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 (With the exact phrase)

Keyword searches against the following fields on the job seeker profile and the entire primary resume:

- O\*NET Online Occupations
- Top Skills
- Certificates/Licenses/Credentials & Issuing Organization

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.

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 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](#)

Search Results - 1 candidate found ?

Display	Sort By	<b>UPDATE RESULTS</b>
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  Email to candidate

**SEND EMAIL**

**PRINT PROFILE**

Select All/Clear All

**Amy Hiltunen**

**Location Preference** **Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), South Central (7)**

**Career Categories** General Business & Administration, Government, Public Administration, **Information Technology**, Communications, Marketing, Sales, Customer Service

**Career Types** Business Management And Administration, Business Project Management, Executive Management, Library Science, Public Administration, Computer Analysts, Computer And Information Systems Management, Computer Specialists & Support, **IT Project Management**, Software Testing, Customer Service

**TOP SKILLS**

**IT Project Management/Project Manager;**

Requirements definition/gathering and documentation; System Design, testing and training

Web Content Management 12 yrs  
(Vignette, Ektron CMS 440.net, SharePoint)

**Information Technology (IT)** 14 yrs  
System/Implementation Support (ERP, EDI, custom web applications, labor exchange); Technical assistance/customer support

Workforce / Talent Development; Employee Engagement; Program Management; Strategic planning; Data analytics/analysis/metrics

volunteer at library 10 yrs

**Certificates/Licenses/Credentials**

PMP, PMI, N/A

**Veteran** Yes

**Job Level** Experienced (Non-Manager), Manager/Supervisor, Executive

**Education** Masters Degree or above

**Recent/Future Graduate** Davenport University, Information Technology, Dec. 2015

**Status** Actively Searching

**Download Resume**

**LinkedIn Profile**

**Personal Website**

**Last Login Date** 02/05/2016 005

# Pure Michigan Talent Connect Employer User Guide

## 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 titled "MiTalent Report Viewer - Google Chrome" with the URL "https://test-jobs.mitalent.org/ReportViewer.aspx". The page displays a "Public Profile report" for a candidate named Amy Hiltunen. The report includes a table with columns for Email, Name, Veteran status, Locations, and Career Categories. An export menu is open over the Career Categories column, listing various file formats for download.

Email	Name	Veteran	Locations	Career Categories
Ahiltunen@yahoo.com	Amy Hiltunen	Yes	Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), South Central (7)	General Business Administration; Government, Public Administration; Information Technology; Communications, Marketing, Sales, Customer Service; Administration Business Project Management Executive Management Library Science, Public Administration Computer Analysts

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

## 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

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 or candidates 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 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.

## MY ACCOUNT

Test Company

[< Return to Employer Dashboard](#)

[Privacy and Terms of Use](#)

MANAGE PROFILE CHANGE PASSWORD

Organization Name	Email Address
Test Company	pmtctestemployer@yahoo.com
Address Line 1	Alternate Email Address
123 Main Street	
Address Line 2	Website
City	Website Alternate
Lansing	
State/ Province/ Region	No. of Employees
MI	150
Zip/Postal Code	Telephone
48913	5175551212
Country	Fax
United States	
FEIN	Organization Description
757575757	Test Employer
First Name	
Test	
Last Name	
Employer	
Middle Initial	

Send job posting expiration emails to alternate email account.

Send job posting expiration emails to both email accounts.

Organization Information

Are you a Military Recruiter?

Are you a Federal Contractor (FCJL)?

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

Have you received funds from the American Recovery and Reinvestment Act of 2009 (the Recovery Act) ARRA?

[EDIT PROFILE](#)

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

## MY ACCOUNT

Test Company

[< Return to Employer Dashboard](#)

[Privacy and Terms of Use](#)

MANAGE PROFILE CHANGE PASSWORD

### Change Password

\* Current Password

\* New Password

\* Confirm Password

SAVE

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

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."

If you lock your account, one of the three security questions you answered when you registered your account will be asked. The questions must be answered correctly before you will be able to gain access to your account. The system will require you to reset your password every 180 days.