

Employer Get Started Guide

Account Features:

- Get a custom Dashboard that lets you keep track of your job postings and candidate searches.
- Post jobs to be viewed by top talent.
- Choose how you want job seekers to apply.
- Search for candidates based on the skills you need.
- Recruit and pre-screen candidates.
- Track how many job seekers are interacting with your postings.

Get Started in a Few Easy Steps:

1. Go to www.mitalent.org and click on Create An Account in the top right corner of the screen.
2. Select Employer.
3. Create your organizational profile including:
 - a. Contact Information
 - b. Organization Information
4. Activate your account through the email address entered in your contact information.
5. Your account will be validated within 48 hours.
6. Start posting jobs and connecting with talent!

Pure Michigan Talent Connect has many features to help you find the best talent! These are just a few highlights:

- You can create one account per unique email address, but your organization can have multiple users in the system.
- Jobs can be posted for a maximum of 30 days. If you need more time, positions can be reposted.
- Options are available to automatically post your jobs. Contact talentconnect@michigan.gov for details.
- Use the Email Candidates feature to send out screening questions to potential applicants.
- The Bulk Operations feature lets you repost or deactivate multiple job postings with a few clicks of your mouse.
- The Search for Candidates feature lets you search job seekers' profiles and resume to find candidates who have the skills you want and are looking for to fill jobs in your organization.
- Save candidate searches criteria so you can rerun them at any time, giving you up-to-date active job seeker information.
- Video tutorials, user guides, and help icons are available on Talent Connect to assist you.