

# Pure Michigan Talent Connect - Career Explorer User Guide

The goal of the Pure Michigan Talent Connect (PMTC) Career Explorer tool is to provide job seekers with personalized career and education data that is tailored to their individual needs. Career Explorer leverages job advertisements from PMTC (MiTalent.org) and training and education data from Michigan Training Connect (MiTC, MiTalent.org/MiTC) and Pathfinder (Pathfinder.MiTalent.org). The result is one tool with multiple sources of workforce, training and education data.

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# **PMTC Access**

PMTC Career Explorer must be accessed by the job seeker by signing in or creating a free account with PMTC.

# Sign In or Create an Account

To access PMTC Career Explorer, job seekers must first sign in or create a free account with PMTC. These buttons are found in the upper right-hand corner of the page.

14	Newsletters   Career Events   About I	Js Contact Us G Select Language V
PURE ICHIGAN Talent Connect	SIGN IN 🗸	CREATE ACCOUNT V
	SEARCH	۹.

If a job seeker does not have a PMTC account, they must select "Create an Account" and choose "JOB SEEKER" from the window.

	14			Newsletters Career Eve	ents About Us	Contact Us G Select Lange	uage 🔻
PURE ICHIGAN Talent Connect				SIGN IN	~	CREATE ACCOUNT	
	Talent Connect			Create Ac	count		
HOME	JOB SEEKER ~	EMPLOYER ~	CAREI	Which type of accou	unt would you lil	ke to create?	
				l am a/an :			
	Attention Unemple benefits will be required benefits. They must rep uploading your resume	to actively search for ort their work search	r work and i activity whe	JOB SEEKER		TRAINING PROVIDER	an <del>ı,</del>
Employers Hiring Now Newest Jobs			Jobs		Searc	h All Jobs	
Health Unit Clerk Ascension Health - All					Keywords	Keywords	
RN Per Diem	legan		HealthSource Saginaw - Saginaw Production Associate 1st and 3rd Shift		Enter any keyword		
Covenant Living Com Rapids	munities and Services - Grand	Unified Brands	Inc Weidmar		Job title		
Rapids <u>Safety Specialist</u>		<u>Machine Repai</u> PSG Worldwide		Rapids	Enter any	job title	

This will redirect the job seeker to MiLogin, where they will be able to enter their account information.

# Accessing Career Explorer

After a job seeker has signed in, they can access Career Explorer through the job seeker's Workspace (MY WORKSPACE), shown below. Click on the "OPEN CAREER EXPLORER" button.

HOME	JOB SEEKER 💉	EMPLOYER Y	CAREER EXPLORATION ~	VETERAN ~	SKILLED TRADES Y
MY WORK	SPACE		B SEARCH SAFETY		
Welcome	e back, Aaron	!	Job Seeke	r User Guide	Open Career Explorer
			Job See	ker Tutorials	
Jobs					
SAVED J	OBS APPLIED	JOBS			
Saved Jobs	(0 of a possible 30 jobs)				θ
		You do not ha	ve any saved jobs.		
					SEARCH JOBS

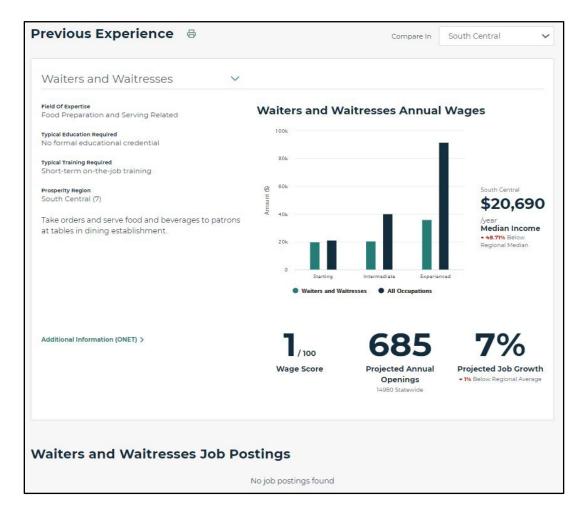
# **PMTC Career Explorer Functionalities**

The following features describe Reemployment and Pathways information available to customers through PMTC's Career Explorer tool. These features focus on regional labor market information, training and educational opportunities.

### **Previous Experience**

The below section shows information based on the job seeker's previous experience and the region where the jobseeker resides. These are populated directly from the participant's PMTC record, using the O\*NET code field.

If the participant has no previous experience or O\*NET code recorded in PMTC, a default occupation will be displayed. When a default occupation is displayed, a disclaimer will appear beneath the previous experience that reads: \**No previous experience found – please use the search box above to find a relevant occupation.* 



You can change the previous experience to a different occupation to see labor market information for that occupation. To find an occupation, begin typing in the occupation text box. Occupations matching the entry will be populated in a list for you to select from.

PCQ 19-3051.00 Urban and Regional Planners 29-1141.00	
Urban and Regional Planners	1
	3051.00
29-1141.00	an and Regional Planners
C I I I I I I I I I I I I I I I I I I I	1141.00
Registered Nurses	istered Nurses
29-9021.00	9021.00
Health Information Technologists and Medical Registrars	Ith Information Technologists and Medical Registrars

You can change the region of comparison by selecting a different region from the dropdown menu on the upper right ("Compare In").

# **Job Postings**

Job postings relevant to the selected occupation are populated from PMTC and displayed underneath the Previous Experience section. Postings from the participant's region are populated first. If there are no job postings in a job seeker's region, postings from the nearest surrounding regions will populate.

Server	Server	Server
Golden Corral Flint (East Michigan (6))	Cracker Barrel Port Huron (East Michigan (6))	Cracker Barrel Flint (East Michigan (6))
ierverFlint, MI Español Server Part Time - Flint, MI Our franchise rganization, Corral of Tricounty, Inc. dba Golden Corral, is currently eeking energetic, friendly individuals to join our team! The main espo	Store Location US-MI-Port Huron Overview As a server at Cracker Barrel, you will serve up smiles and Southern goodness in a fast- paced, family-friendly environment. Our mission of Pleasing Peo.	Store Location US-Mi-Flint Overview As a server at Cracker Barrel, you will serve up smiles and Southern goodness in a fast-paced, family-friendly environment. Our mission of Pleasing People g

To view all job postings for an occupation, click on the "View All Employment Opportunities" button. On this screen, you can filter employment opportunities by city or ZIP code. You can also sort the employment opportunities by Employer Name (default), City, Region or Post Date.

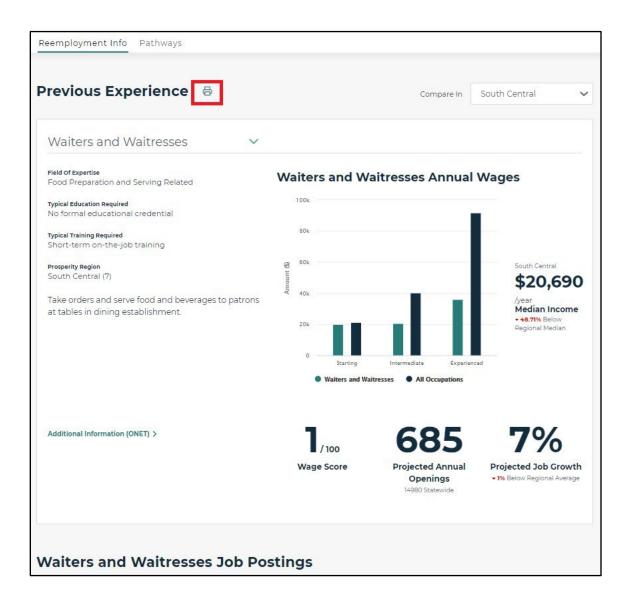
/aiters and Waitresses	Job Postings	Sort By		Order By
2 of 200		Employer	Name 🗸	Ascending
er by City or Zipcode	Radius			
nter City or Zipcode	10 Miles 🗸	Apply Filter		
Banquet Server OnCall/PartTime Embassy Suites Livonia Grand Rapids (West Michigan (4b)) Banquet Server On-Call/Part-Time.	Mystic Creek Golf Co Waitstaff City of Dearborn Dearborn (Detroit Metro (10)) PLACE OF EMPLOYMENT: Subsc		Server One Twenty Three Taver Grand Rapids (West Mic At One Twenty Three Tar atmosphere is as warm	higan (4b)) vern where the as the dish that just
	&hbsp:Mystic Creek Colf Course Banquet Center&hbsp &hbsp & &hb		came out of the kitchen American favorites into : exciting, Whether dining on the plazza, we can&	something new and g indoors or outdoors
Servers	Servers		Wait Staff	
M-55 Pour House Houghton Lake (Northeast (3))	Fred's of Roscommon ROSCOMMON (Northeast (3))		TNT Endeavors Erie (Southeast Michigar	n (9))
MSS Pour House has openings for full time and part time Servera. Entrop: Servers needed to wait on customers, take food and drink orders, bus tables and perform general dining area cleaning. Experienced preferred, but willing to train the	Fred's of Roscommon is hiring a Experience is preferred, but we- train servers who have the abilit outstanding customer service, p positive attitude and have good handling	are willing to y to provide cossess a	Wait Staff Tasks Include: answer telephone, take tables, and bus tables "F	food orders, wait on

To see more information about the job posting, click on the job title to view the employment card. The employment card contains information such as the job description, PMTC job number, education level, experience level and how to apply.

# **Print Functionality**

To print the Previous Experience and Job Postings section of the Reemployment screen, click on the print icon next to the "Previous Experience" title. A similar print option is also available for occupations searched on the Pathways tab, as well as the head-to-head occupational comparisons.

A formatted print option will appear. The page can be saved as a PDF or physically printed.



# Pathways

You can click on the Pathways tab and you will be directed to the page shown below. The Pathways page allows the job seeker to explore careers, training and education options.

mployment Info	Pathways			
	Career Search			
	Use the search tool below to search for	careers and to find pathways for pursuing those careers.		
	Search Career Or Fields Of St	udy		Search
	Career Carcon			
		Find a N	lew Path	
	There are	a number of job opportunities available in your area across all lev more about oppo	vels of education and training. Click on one of the occupatio ortunities near you.	ns below to learn
High School Diplo 0-3 Months	ma or Short-Term Training	Postsecondary Certificate or Moderate-Term Training 3-12 Months	Associate Degree / Long-Term Training / Apprenticeship 1-4 Years	Bachelor's Degree or Higher 4+ Years
Self-Enrichment Te	achers	Heavy and Tractor-Trailer Truck Drivers	Carpenters	Electrical Engineers
Transportation Ins	spectors	Insurance Sales Agents	Carpenters Electricians Mechanical Engineering Technologists and	Electronics Engineers, Except Compo Industrial Engineers
Industrial Enginee	ering Technologists and Technicians	Medical Assistants		
Computer Hardwar	are Engineers	Operating Engineers and Other Construction Equipment Operators	Technicians	Logistics Engineers
			Plumbers, Pipefitters, and Steamfitters	Mechanical Engineers
Computer Hardwa Forensic Science 1	Technicians			
	Technicians		Robotics Technicians	
Forensic Science 1	Technicians			

# Find A New Path

At the bottom of the Pathways page, occupations are listed by Education and Training Requirements. **Bolded** occupations are occupations related to the job seeker's current or previous occupation. Non-bolded occupations are those that are high-wage, highdemand occupations within that education level in the region the job seeker resides.

Search Career Or Fie	Search		
O Career O Educ	ation		
	Find a N	ew Path	
There	are a number of job opportunities available in Click on one of the occupations below to	your area across all levels of education and tr learn more about opportunities near you.	aining.
High School Diploma or Short-Term Training	Postsecondary Certificate or Moderate-Term Training	Associate Degree / Long-Term Training / Apprenticeship	Bachelor's Degree or Higher 4+ Years
0-3 Months	3-12 Months	1-4 Years	
Cooks, Institution and Cafeteria	Heavy and Tractor-Trailer Truck Drivers	Carpenters	Financial Managers
Food Servers, Nonrestaurant	Insurance Sales Agents	Dietetic Technicians	General and Operations Manager
Library Assistants, Clerical	Operating Engineers and Other	Electricians	Industrial Engineers
Ambulance Drivers and Attendants, Except Emergency Medical	Construction Equipment Operators	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Registered Nurses
Technicians Pharmacy Technicians		Plumbers, Pipefitters, and Steamfitters	

You can click on any of the occupations that are listed in the "Find a New Path" section to find out more about a career.

### **Career Search**

You can search for Careers by selecting the "Career" option beneath the search box, entering a keyword in the text box, and clicking on the "Search" button.

ployment	Info Pathways	
	Career Search	
	Use the search tool below to search for careers and to find pathways for pursuing those careers.	
	Search Career Or Fields Of Study	Search
	Career Cucation	

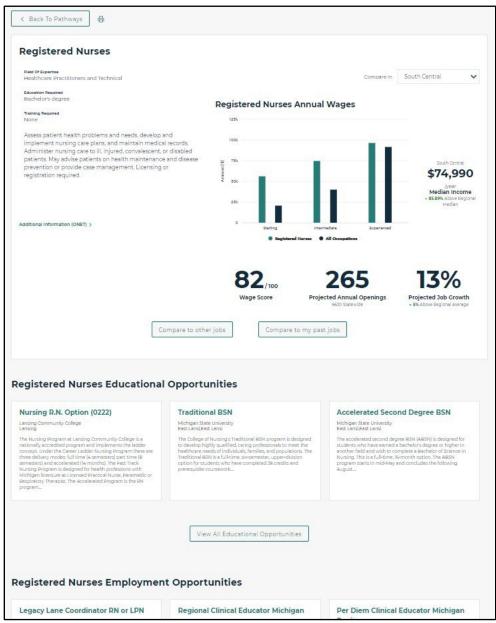
### Search Results

Search results are displayed that match the career entered in the text box.

Reemployment Info	Pathways	
U	Career Search Jse the search tool below to search for careers and to find pathways for pursuing those careers. registered nurse	Search
(	Career Education	
	showing Career results for "registered nurse" 12 of 22	
	Registered Nurses \$54,770 - \$96,370 / Year	
	Nursing Instructors and Teachers, Postsecondary \$38,780 - \$125,310 / Year	
	Nurse Anesthetists \$153,150 - \$0 / Year	
	Nurse Practitioners \$84,560 - \$133,440 / Year	

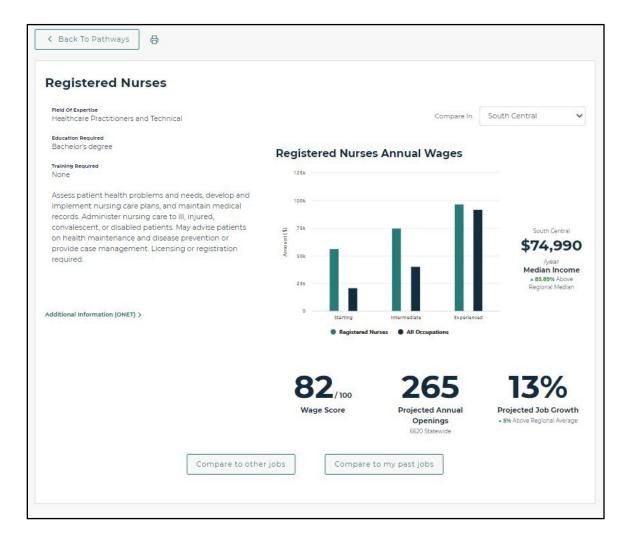
# **Occupation Information**

You can click on any of the careers listed and a page will be displayed with labor market information about the occupation. Below the labor market information are educational opportunities and employment opportunities related to the selected occupation.



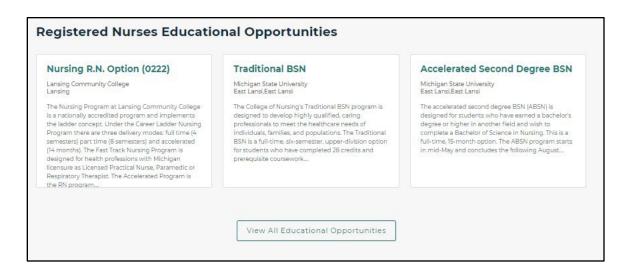
### Pathways – Occupation Statistics

The below section of the occupation information page shows a graph of annual wages for the occupation in the region where the job seeker resides compared to All Occupations in that region. The Wage Score, Projected Annual Openings and Project Job Growth are also displayed for the occupation in that region. You can change the region in the "Compare in" dropdown if you would like to compare wages in other regions.



#### Pathways – Educational Opportunities

You can look at Educational Opportunities for the occupation. Click on the program title to display the details of the program. Educational Opportunities are sourced from MiTC and Pathfinder. You can learn more about the specific educational opportunity through MiTC or Pathfinder in the program details.



### Pathways – Employment Opportunities

You can look at Employment Opportunities for the occupation. Click on the job title to display the details of the job posting. Employment opportunities are sourced from PMTC.



### Pathways – Print

To print the occupational, employment and educational options on this screen, click on the print button next to the "Back to Pathways" button, shown below.

Reemployment Info Pathways		
K Back To Pathways		
Registered Nurses		
Field of Expertise Healthcare Practitioners and Technical		Compare In South Central 🗸
Typical Education Required Bachelor's degree	Registered Nurses Annual Wages	
Typical Training Required None	1254	
Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.	100k 7 7k 15k	South Central \$74,990 /year Median Income - 85.89% Above Regional Median
Additional Information (ONET) >	0	
	Registered Nurses     All Occupations	
	82	13%
	Wage Score Projected Annual Openings 620 Statewide	Projected Job Growth + 5% Above Regional Average
Compare to	other jobs Compare to my past jobs	

### Pathways – Compare to Other Jobs

After searching and selecting an occupation on the Pathways page, click on the "Compare to other jobs" button to compare the selected occupation to other jobs. The below page is displayed where a new occupation can be selected on the right-hand side of the page for comparison. To go to the Occupation Statistics page for one of the occupations, you can click on the "Focus on this job" button.

egistered Nurses	~	Licensed Practical and Licensed Vocational Nurses
Field Of Expertise Healthcare Practitioners and Technical		Reid Of Superlise Healthcare Practitioners and Technical
Nypical Education Required Bachelor's degree		Typical Education Required Certificate
Spical Training Required		Typical Training Required None
Assess patient health problems and needs, develop and plans, and maintain medical records. Administer nursin convalescent, or disabled patients. May advise patients disease prevention or provide case management. Licen	g care to ill, injured, on health maintenance and	Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.
ditional information (ONET) >		Additional Information (ONET) >
Focus on this job		Focus on this job
Occupational Comparison		Focus on this job Compare In South Central
Occupational Comparison Annual Wages		Compare In South Central.
Occupational Comparison Annual Wages		Compare In South Central
Occupational Comparison Annual Wages		Compare In South Central
Occupational Comparison Annual Wages	tim Contrad	Compare in South Central  Peolitered Nurses \$74,990 //ver Median Income
Doccupational Comparison Annual Wages	etain Experienced ed Vocationel Names © All Occupations	Compare In South Central Peolitered Nurses \$74,990 //war Median Income • 65.89% Above Regional Median Licensed Practical and Licensed Vocational Nurses \$53,520 //war Median Income

You can compare the Educational Opportunities and Employment Opportunities for each occupation by clicking on the separate tabs in each section.

Nursing - ADN	Traditional BSN Program	Accelerated 2nd Degree BSN
St. Clair County Community College Port Huron	University of Michigan-Flint Flint	Program
Due to the dynamic nature of the health professions,	5-6 Semester BSN degree for pre-licensure students.	University of Michigan-Flint Flint
changes in either the curricula or course content or both may be made at any time. For updated information, viait https://e-deul/programs. Applicants planning to pursue a career in nursing should familiarize themselves with the essential physical tasks of the nursing profession and limitations based upon criminal convictions. Please feel free to contact Health and Human Services to discus such issues	Admission is twice annually, in Fall (September) and Winter (January), Students are required to carry personal liability health insurance, which is not included in tuition, fees, or other mandatory expenses listed below	Accelerated BSN degree for pre-licensure & veteran students. Admission is twice annually, in Fall (September) and Winter (January). Students are required to carry personal liability health insurance, which is not included in the tuition, fees, or other cos listed below
mployment Opportunitie	View All Local Educational Opportunities	]
Employment Opportunitie	5	
egistered Nurses Licensed Practical and Lice	5	Registered Nurse RN / PRN
egistered Nurses Licensed Practical and Lice RN - Med Surg/ICU/Emergency Dept. Float - Part Time - Days	S nsed Vocational Nurses RN - Med Surg/ICU/Emergency Dept. Float - Full Time - Nights	Select Employment Services - Select Medical Group
egistered Nurses Licensed Practical and Lice	5 nsed Vocational Nurses RN - Med Surg/ICU/Emergency	

### Pathways – Compare to Other Jobs Print

To print the head-to-head job comparison, click on the print button next to the "Back" button.

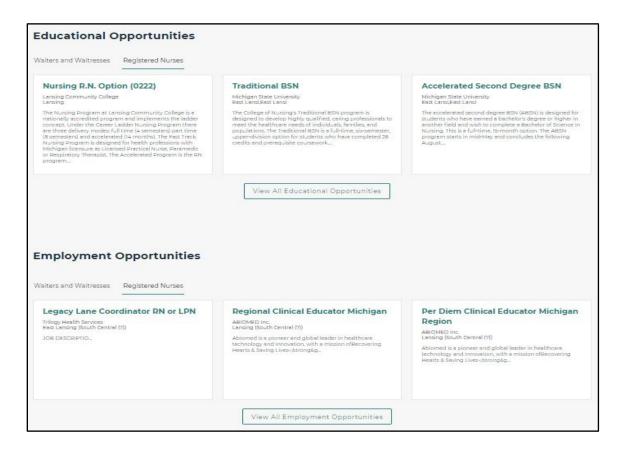
Back		
Registered Nurses	~	Licensed Practical and Licensed Vocational Nurse $\sim$
Reld Of Expertise Healthcare Practitioners and Technical		Field Of Expertise Healthcare Practitioners and Technical
Education Required Bischelor's degree		Education Required Certificate
Training Required		Training Bequired None

#### Pathways – Compare to My Past Jobs

You can click on the "Compare to my past jobs" button to compare the occupation to your previous occupation. The below page displays the participant's previous experience on the left-hand side of the page, and the occupation they are viewing is on the right-hand side of the page for comparison. To go to the Occupation Statistics page for one of the occupations, click on the "Focus on this job" button.

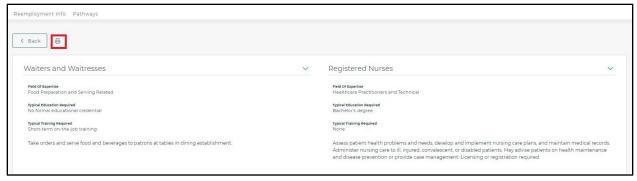
Vaiters and Waitresses	$\sim$	Registered Nurse	es		~
Reld Of Expertise Food Preparation and Serving Related		Field Of Expertise Healthcare Practitioners	and Technical		
Education Required		Education Required			
No formal educational credential		Bachelor's degree			
Training Required Short-term on-the-job training		Training Required None			
Take orders and serve food and beverages to establishment.	patrons at tables in dining	Assess patient health p nursing care plans, and to ill, injured, convaleso health maintenance an management. Licensin	l maintain medical re ent, or disabled patie id disease prevention	cords. Administer nurs nts. May advise patien i or provide case	ing care
dditional information (ONET) >		Additional Information (ONET	1 >		
Focus on this job	on	Focus on this job	Compare In	South Central	~
Occupational Compariso	on	Focus on this job	Compare in	South Central	v
Occupational Compariso	on	Focus on this job			v
Occupational Compariso	on	Focus on this job		Maiters and Waitresses	~
Occupational Compariso	on I	Focus on this job			57
Occupational Compariso Annual Wages	on	Focus on this job		Wites and Watresses \$20,690 /year Median Income	*
Occupational Compariso	on	Focus on this job		Alahers and Waltresses \$20,690 /year Median Income 48.7% Below Regional Medi	271
Occupational Compariso		Focus on this job		Vallers and Waltresses \$20,690 /year Median Income -477% Acrow Regional Medi Registered Nurses \$74,990 /year Median Income	
Occupational Compariso	I demadets	Focus on this job		Alahers and Waltresses \$20,690 /year Median Income 48.7% Below Regional Medi	
Occupational Compariso	di i			Vallers and Waltresses \$20,690 /year Median Income -477% Acrow Regional Medi Registered Nurses \$74,990 /year Median Income	
Occupational Compariso	I demadets	barrod		Vallers and Waltresses \$20,690 /year Median Income -477% Acrow Regional Medi Registered Nurses \$74,990 /year Median Income	

You can compare the Educational Opportunities and Employment Opportunities for each occupation by clicking on the separate tabs in each section.



### Pathways – Compare to My Past Jobs Print

To print the head-to-head job comparison, click on the print button next to the "Back" button.



# **Education Search**

You can search for education and training options by selecting the "Education" button, entering a keyword in the text box, and clicking on the "Search" button.

Reemployment Info	Pathways	
	Career Search	
	Use the search tool below to search for careers and to find pathways for pursuing those careers.	
	nurse	Search
	Career S Education	

#### Search Results

Search results are displayed for education and training options that match the career entered in the text box.

Reemployment Info	Pathways				
	Career Search				
	Use the search tool below to search for careers and to find pathways for pursuing those careers.				
	nurse		Search		
	Career O Education				
	Showing educational results for "n 1-12 of 38	urse"	Filter 💙		
Practical Nursing, Vocat Assistants	tional Nursing and Nursing	Practical Nursing, Vocational Nursing and Nursing Assistants	Practical Nursing, Vocational Nursing and Nursing Assistants		
Davenport University - Grand Rapids Bachelors Degree		Baker College - Flint Certificate	Davenport University - Grand Rapids Certificate		
	s in Licensed Practical/Vocational Nurse Training, Nursing ant/Aide, Practical Nursing, Vocational Nursing and Nursing	This field of dually includes condentiate in Licensed Practical/Vocational Nurse Training Nursing Asstance/New And Patient Care Asstant/Ande, Practical Nursing Vocational Nursing and Nursing Asstants, Other	This field of dualy includes essentials in Lisensed Particle/Nocional Nara Training Naring Asstantian/New and Patient Cire Asstant/Aria, Practical Nursing, Vocational Nursing and Nursing Asstants, Other		
Practical Nursing, Vocat Assistants	tional Nursing and Nursing	Practical Nursing, Vocational Nursing and Nursing Assistants	Practical Nursing, Vocational Nursing and Nursing Assistants		
Assistants Northern Michigan University - Marqu Certificate	iette	Assistentits Lake Superior State University - Sault Sainte Marie Associates Degree	Assistantia Northern Michigan University - Marquette Associates Degree		
This field of study includes credentials	s in Licensed Practical/Vocational Nurse Training, Nursing ant/Aide, Practical Nursing, Vocational Nursing and Nursing	<ul> <li>How and the second secon</li></ul>	Passivance Device Transmission of the American Strategy and Americ		

If you want to filter by city or ZIP code, click on "Filter" on the right-hand side to filter the education and training results.

Use the search tool below to search for		
nurse		Search
Career O Education		
	Its for "nurse"	Filter Y
Showing educational resu 1-12 of 200 Sort By	Its for "nurse" Order By	Filter 💙
1-12 of 200		Filter ~
I-12 of 200 Sort By	Order By	

# **Educational Program Card**

You can click on the program title on the card and the program information page is displayed. The bottom section of the page shows the educational programs for Related Careers.

Registered Research a	Nursing, Nursing Administration, Nursing nd Clinical Nursing	View Program Details
University of Detroit I Bachelors Degree	Aercy - Detroit	
Anesthetist, Family Pri Pediatric Nurse/Nursin Surgical Nurse/Nursin Nursing, Nursing Educ	ictice Nurse/Nursing, Maternal/Child Health and Neonatal Nurse/Nursing, Nurse Mi g, Pgychiatric/Mental Health Nurse/Nursing, Public Health/Community Nurse/Nurs J, Clinical Nurse Specialist, Critical Care Nursing, Occupational and Environmental H ation, Nursing Practice, Pallative Care Nursing, Clinical Nurse Leader, Geriatric Nur	dwife/Nursing Midwifery, Nursing Science, Ing, Derioperative/Operating Room and Health Nursing, Emergency Room/Trauma ex/Nursing, Women's Health Nurse/Nursing,
	Estimated Cost Per Year	61,800 edita Annual Income one Annual Climite Programs
	69% Employment Rate	N/A red Attainment Base
rvices Managers	Medical and Health Services Managers Require Borbario dogree 1938/00 / print Median Income	Medical and Health Services Managers Regular Bachtors degree 1936/07.ver Median Income
	Research all University of Obstrat N Boshelos Degree This field of study inclu Anesthetist, Tamily Para Pediatric NurseNaran Surgical NurseNaran Nursing, Nursing Educ Reserved, Forence Nur	Research and Clinical Nursing Hersearch and Clinical Nursing Hersearch and States and