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.

Table of Contents
PMTC Access ............................................................................................................................... 2
Sign In or Create an Account..................................................................................................... 2
Accessing Career Explorer ........................................................................................................ 3
PMTC Career Explorer Functionalities .......................................................................................... 3
Previous Experience.................................................................................................................. 3
Pathways ....................................................................................................................................... 7
Career Search ............................................................................................................................... 8
Occupation Information........................................................................................................... 9
Pathways – Occupation Statistics ............................................................................................ 10
Pathways – Educational Opportunities ....................................................................................... 11
Pathways – Employment Opportunities .................................................................................... 11
Pathways – Compare to Other Jobs .......................................................................................... 13
Pathways – Compare to My Past Jobs ....................................................................................... 15
Education Search ....................................................................................................................... 17
Educational Program Card ........................................................................................................ 18
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.

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

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.

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.

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.

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.

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.

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, high-demand occupations within that education level in the region the job seeker resides.

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.

Search Results
Search results are displayed that match the career entered in the text box.
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.
**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.
You can compare the Educational Opportunities and Employment Opportunities for each occupation by clicking on the separate tabs in each section.

### Educational Opportunities

<table>
<thead>
<tr>
<th>Registered Nurses</th>
<th>Licensed Practical and Licensed Vocational Nurses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nursing - ADN</strong></td>
<td></td>
</tr>
<tr>
<td>St. Clair County Community College Hospital</td>
<td>Due to the dynamic nature of the health professions, changes in either the curricula or course content or both may be made at any time. For updated information, visit <a href="https://www.scc.edu/programs">https://www.scc.edu/programs</a>. 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 discuss such issues.</td>
</tr>
<tr>
<td><strong>Traditional BSN Program</strong></td>
<td></td>
</tr>
<tr>
<td>University of Michigan Flint</td>
<td>S-5 Semester BSN degree for pre-licensure students. Admission service annualy 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.</td>
</tr>
<tr>
<td><strong>Accelerated 2nd Degree BSN Program</strong></td>
<td></td>
</tr>
<tr>
<td>University of Michigan Flint</td>
<td>Accelerated BSN degree for pre-licensure &amp; veteran students. Admission service 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 costs listed below.</td>
</tr>
</tbody>
</table>

[View All Local Educational Opportunities]

### Employment Opportunities

<table>
<thead>
<tr>
<th>Registered Nurses</th>
<th>Licensed Practical and Licensed Vocational Nurses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RN - Med Surg/ICU/Emergency Dept. Float - Part Time - Days</strong></td>
<td></td>
</tr>
<tr>
<td>McLaran Thumb Region Bed Ave (East Michigan 46)</td>
<td></td>
</tr>
<tr>
<td>McLaran Thumb Region Bed Ave (East Michigan 46)</td>
<td></td>
</tr>
<tr>
<td><strong>Registered Nurse RN / PRN</strong></td>
<td></td>
</tr>
<tr>
<td>Select Employment Services - Select Medical Group Flint (East Michigan 46)</td>
<td>Registered Nurse RN / PRN Staff (East Michigan 46)</td>
</tr>
</tbody>
</table>

[View All Employment Opportunities]

### Pathways – Compare to Other Jobs Print

To print the head-to-head job comparison, click on the print button next to the “Back” button.
**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.
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.

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

**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.