

# Career Explorer Tool User Guide Pure Michigan Talent Connect

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# 1.0 PMTC Career Explorer Overview

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.

#### 1.1 PMTC Access

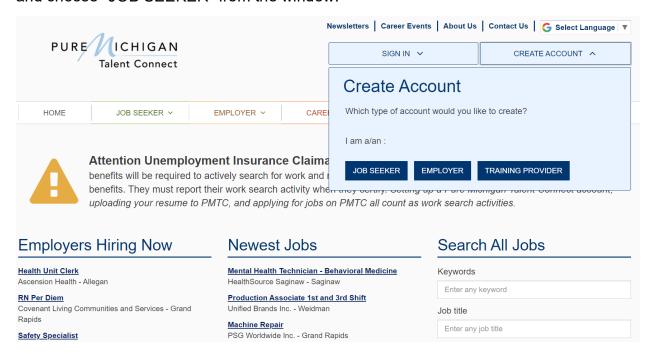
PMTC Career Explorer must be accessed by the job seeker by signing in or creating a free account with PMTC.

#### 1.1.1 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.



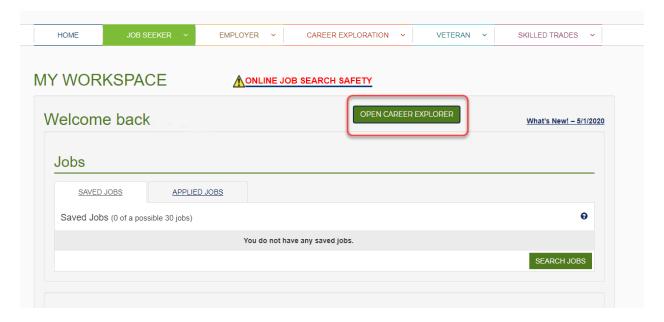
If a job seeker does not have a PMTC account, they must select "Create an Account" and choose "JOB SEEKER" from the window.



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

# 1.1.2 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.



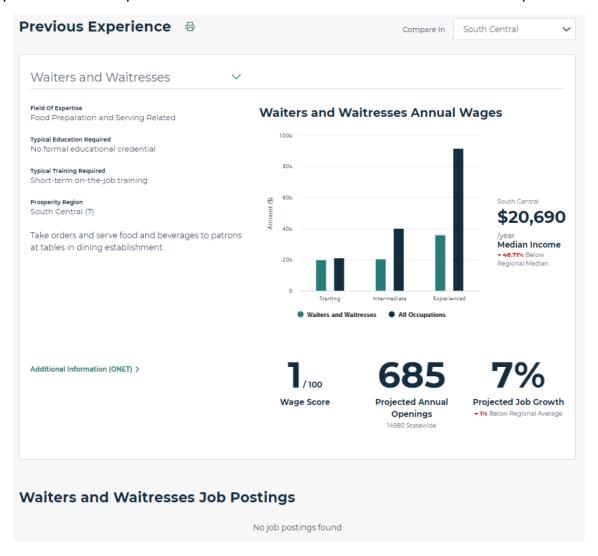
# 2.0 PMTC Career Explorer Functionalities

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.

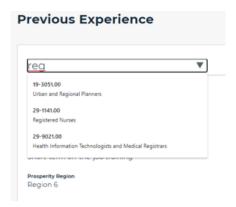
# 2.1 Previous Experience

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.



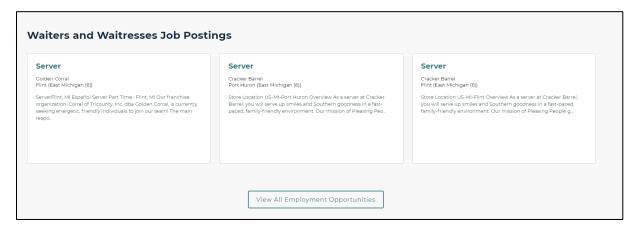
You can change the previous experience to a different occupation to see labor market information for that occupation. To find an occupation, begin typing in the occupation text box. Occupations matching the entry will be populated in a list for you to select from.



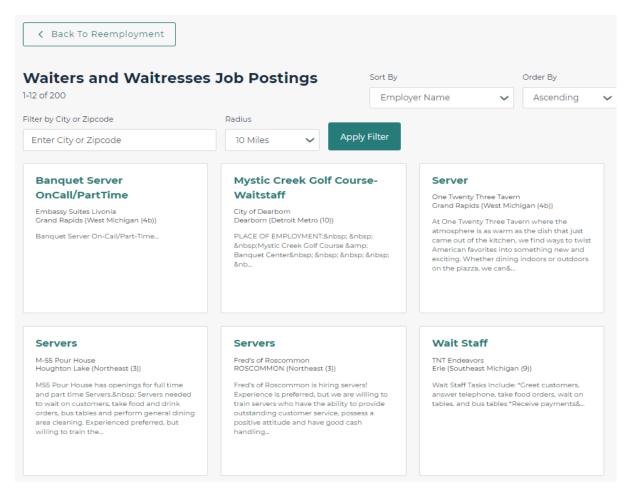
You can change the region of comparison by selecting a different region from the dropdown menu on the upper right ("Compare In").

# 2.2 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.

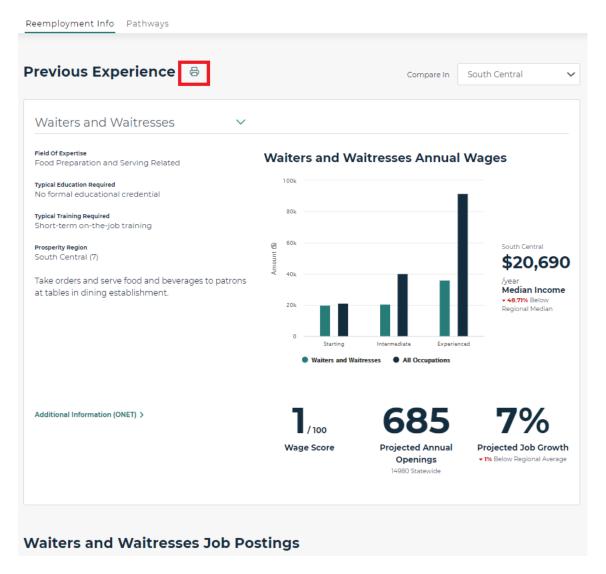


To see more information about the job posting, click on the job title to view the employment card. The employment card contains information such as the job description, PMTC job number, education level, experience level and how to apply.

# 2.3 Print Functionality

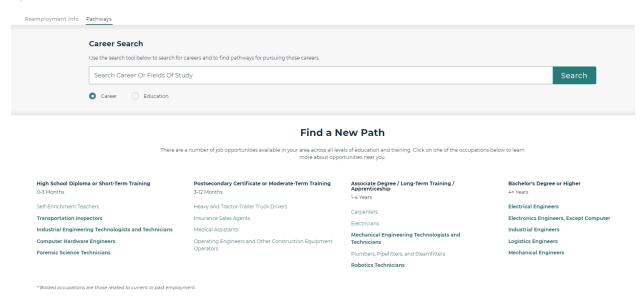
To print the Previous Experience and Job Postings section of the Reemployment screen, click on the print icon next to the "Previous Experience" title. A similar print option is also available for occupations searched on the Pathways tab, as well as the head-to-head occupational comparisons.

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



# 2.4 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.



# 2.5 Find A New Path

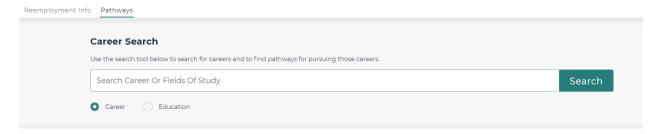
At the bottom of the Pathways page, occupations are listed by Education and Training Requirements. **Bolded** occupations are occupations related to the job seeker's current or previous occupation. Non-bolded occupations are those that are high-wage, high-demand occupations within that education level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

Use the search tool below to	o search for careers and to find pathways for p	ursuing those careers.	
Search Career Or Fie	elds Of Study		Search
• Career Educ	ation		
	Find a N	lew Path	
There	are a number of job opportunities available in Click on one of the occupations below to	n your area across all levels of education and ti learn more about opportunities near you.	raining.
High School Diploma or Short-Term	Click on one of the occupations below to  Postsecondary Certificate or	learn more about opportunities near you.  Associate Degree / Long-Term	Bachelor's Degree or Higher
	Click on one of the occupations below to	learn more about opportunities near you.	
High School Diploma or Short-Term Training 0-3 Months	Click on one of the occupations below to  Postsecondary Certificate or Moderate-Term Training  3-12 Months	Associate Degree / Long-Term Training / Apprenticeship	Bachelor's Degree or Higher
High School Diploma or Short-Term Training 0-3 Months Cooks, Institution and Cafeteria	Click on one of the occupations below to  Postsecondary Certificate or Moderate-Term Training 3-12 Months  Heavy and Tractor-Trailer Truck Drivers	Associate Degree / Long-Term Training / Apprenticeship 1-4 Years Carpenters	Bachelor's Degree or Higher 4+ Years
High School Diploma or Short-Term Training 0-3 Months Cooks, Institution and Cafeteria Food Servers, Nonrestaurant	Click on one of the occupations below to  Postsecondary Certificate or Moderate-Term Training 3-12 Months  Heavy and Tractor-Trailer Truck Drivers Insurance Sales Agents	Associate Degree / Long-Term Training / Apprenticeship 1-4 Years Carpenters Dietetic Technicians	Bachelor's Degree or Higher 4+ Years Financial Managers
High School Diploma or Short-Term Training 0-3 Months Cooks, Institution and Cafeteria Food Servers, Nonrestaurant Library Assistants, Clerical	Click on one of the occupations below to  Postsecondary Certificate or Moderate-Term Training 3-12 Months  Heavy and Tractor-Trailer Truck Drivers	Associate Degree / Long-Term Training / Apprenticeship 1-4 Years Carpenters Dietetic Technicians Electricians	Bachelor's Degree or Higher 4+ Years Financial Managers General and Operations Manager
High School Diploma or Short-Term Training 0-3 Months Cooks, Institution and Cafeteria Food Servers, Nonrestaurant Library Assistants, Clerical Ambulance Drivers and Attendants,	Click on one of the occupations below to  Postsecondary Certificate or Moderate-Term Training 3-12 Months  Heavy and Tractor-Trailer Truck Drivers Insurance Sales Agents  Operating Engineers and Other	Associate Degree / Long-Term Training / Apprenticeship 1-4 Years Carpenters Dietetic Technicians Electricians Heating, Air Conditioning, and	Bachelor's Degree or Higher 4+ Years Financial Managers General and Operations Manager Industrial Engineers
High School Diploma or Short-Term Training 0-3 Months Cooks, Institution and Cafeteria Food Servers, Nonrestaurant Library Assistants, Clerical	Click on one of the occupations below to  Postsecondary Certificate or Moderate-Term Training 3-12 Months  Heavy and Tractor-Trailer Truck Drivers Insurance Sales Agents  Operating Engineers and Other	Associate Degree / Long-Term Training / Apprenticeship 1-4 Years Carpenters Dietetic Technicians Electricians	Bachelor's Degree or Higher 4+ Years Financial Managers General and Operations Manager Industrial Engineers

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.

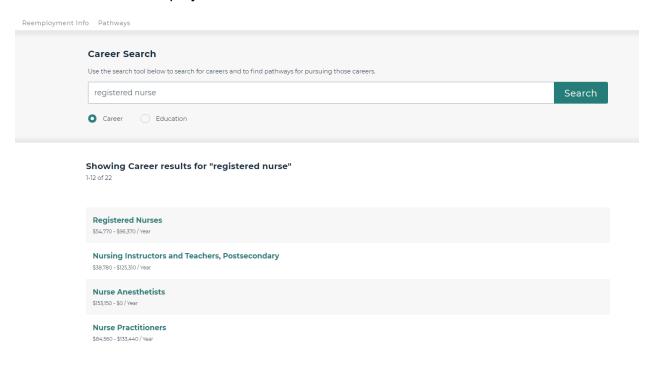
# 2.6 Career Search

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.



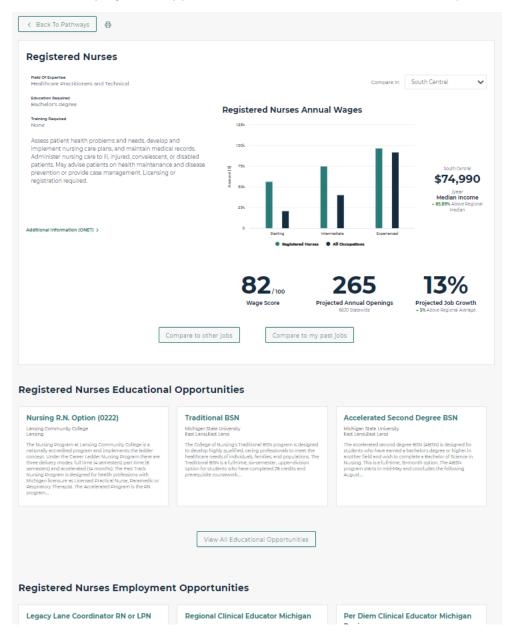
#### 2.6.1 Search Results

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



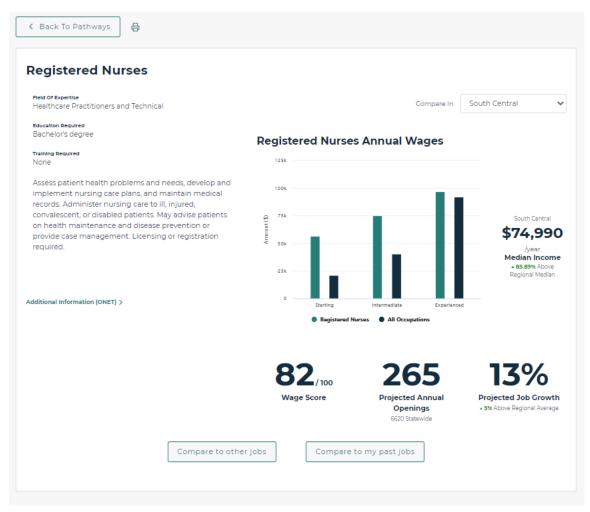
# 2.6.2 Occupation Information

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.



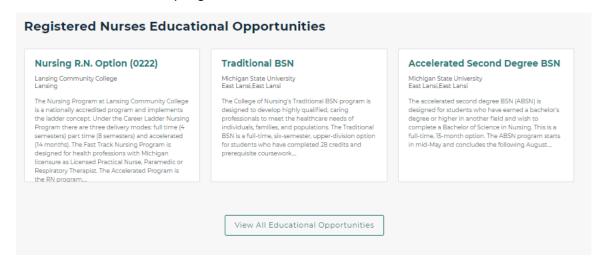
# Pathways – Occupation Statistics

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.



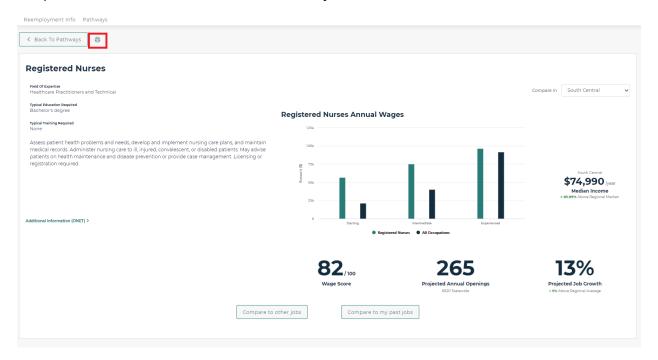
#### Pathways – Employment Opportunities

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.



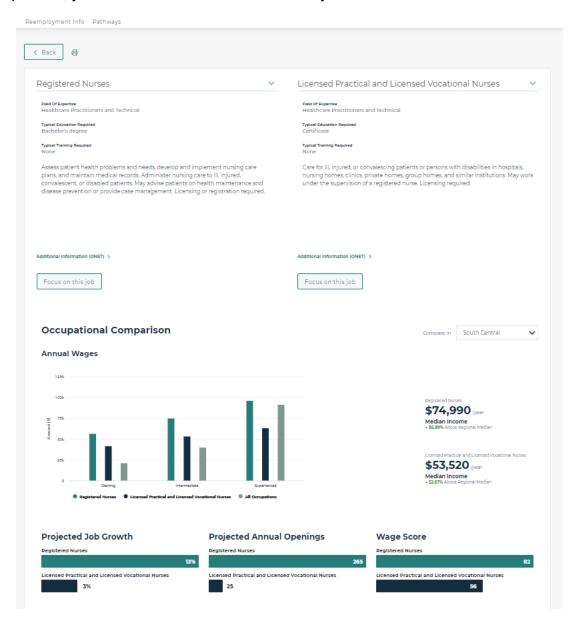
# Pathways - Print

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.

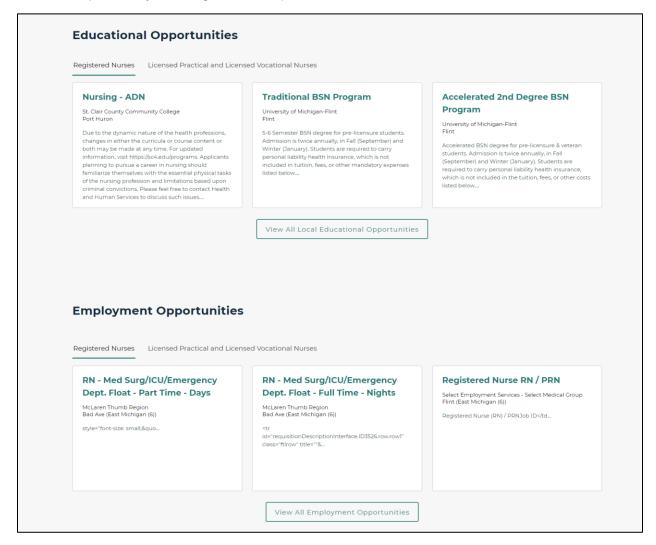


# Pathways – Compare to Other Jobs

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.

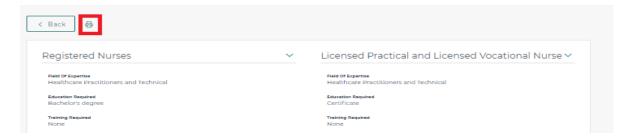


You can compare the Educational Opportunities and Employment Opportunities for each occupation by clicking on the separate tabs in each section.



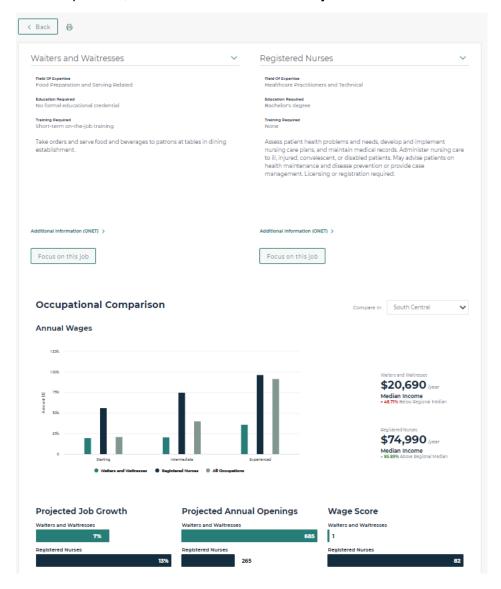
# Pathways - Compare to Other Jobs Print

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

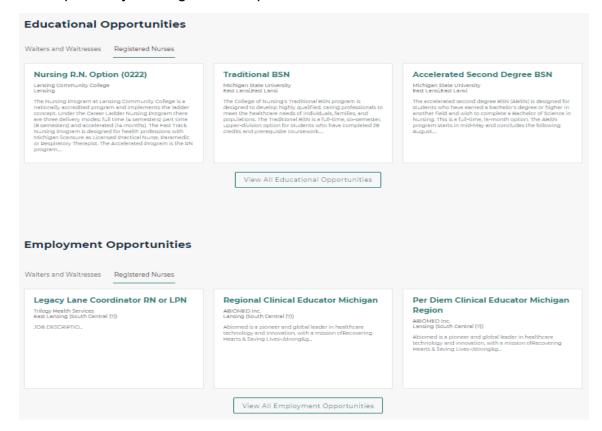


# Pathways - Compare to My Past Jobs

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.

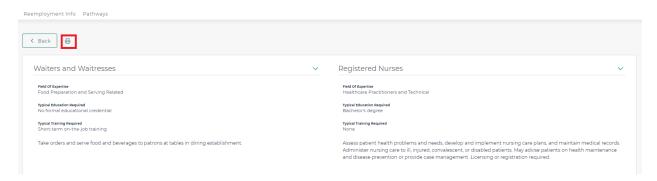


You can compare the Educational Opportunities and Employment Opportunities for each occupation by clicking on the separate tabs in each section.



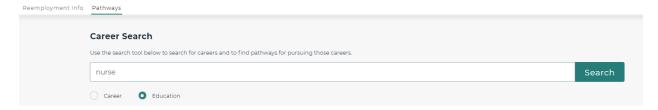
# Pathways - Compare to My Past Jobs Print

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



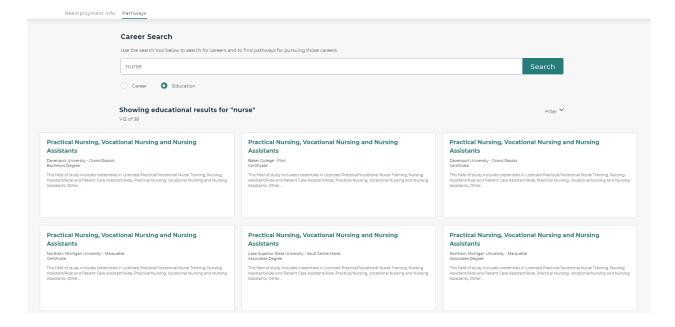
#### 2.7 Education Search

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.

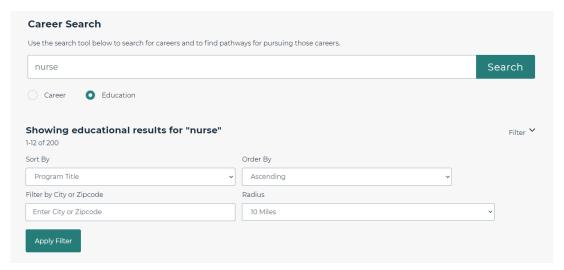


#### 2.7.1 Search Results

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.



# 2.7.2 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.

