



## **Pure Michigan Talent Connect – Employer User Guide**

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.

To reach Pure Michigan Talent Connect assistance, call our Customer Contact Center Monday – Friday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. EST at 888-522-0103.

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## GETTING STARTED

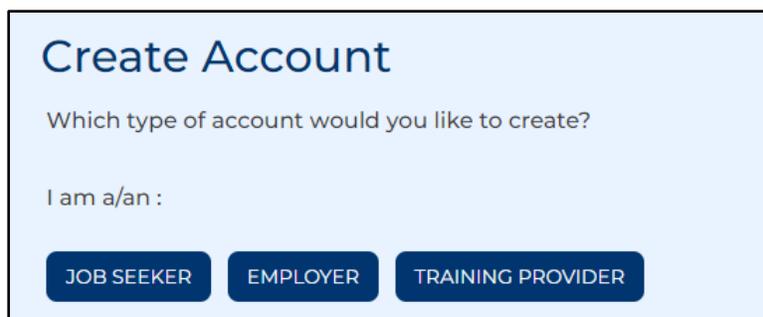
Start at [www.mitalent.org](http://www.mitalent.org) by clicking “Create Account” button at the top right corner of the home screen.



The screenshot shows the top navigation bar of the Pure Michigan Talent Connect website. It includes the logo, navigation links for Newsletters, Career Events, About Us, and Contact Us, a language selection dropdown, and buttons for Sign In and Create Account. A search bar is also present. Below the navigation is a menu with options: Home, Job Seeker, Employer, Career Exploration, Veteran, and Skilled Trades. The main content area features a large green banner for National Disability Employment Awareness Month, with text stating "October is National Disability Employment Awareness Month" and a logo for MRS (Michigan Rehabilitation Services) with the tagline "PROMOTING ABILITIES". Below the banner, a headline reads "October is National Disability Employment Awareness Month!" followed by a paragraph of text: "Did you know there are about 41 million Americans with a disability? If you're one of them, you can qualify for accommodations for work or school — and Michigan Rehabilitation Services can help! Michigan Rehabilitation Services even helps employers fill their job openings with qualified individuals with disabilities. Learn how at [Michigan.gov/MRS](http://Michigan.gov/MRS)."

## Create An Account

Select “Employer” from the Create Account box.



The screenshot shows the "Create Account" form. The title is "Create Account". Below the title is the question "Which type of account would you like to create?". Underneath is the label "I am a/an :". At the bottom, there are three buttons: "JOB SEEKER", "EMPLOYER", and "TRAINING PROVIDER".

You will be directed to the Create Account screen. Please read through the directions and fill out all required fields for Privacy/Terms of Service, EIN, Employer Profile and User Profile.

**CREATE AN ACCOUNT**

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

[Privacy/Terms of Use](#) [EIN](#) [Employer Profile](#) [User Profile](#)

CHECKLIST

### ***Employer Before You Get Started***

Required information you will need to create an account:

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

### ***Privacy/Terms of Use***

Read the Privacy and Terms of Use Statement for Employers. Including Safeguards, Employer Responsibilities, Modifications and Contact information. At the end, please select the checkbox for Privacy and Terms of Use Statement to authorize your consent and click “Next”.

**Consent**

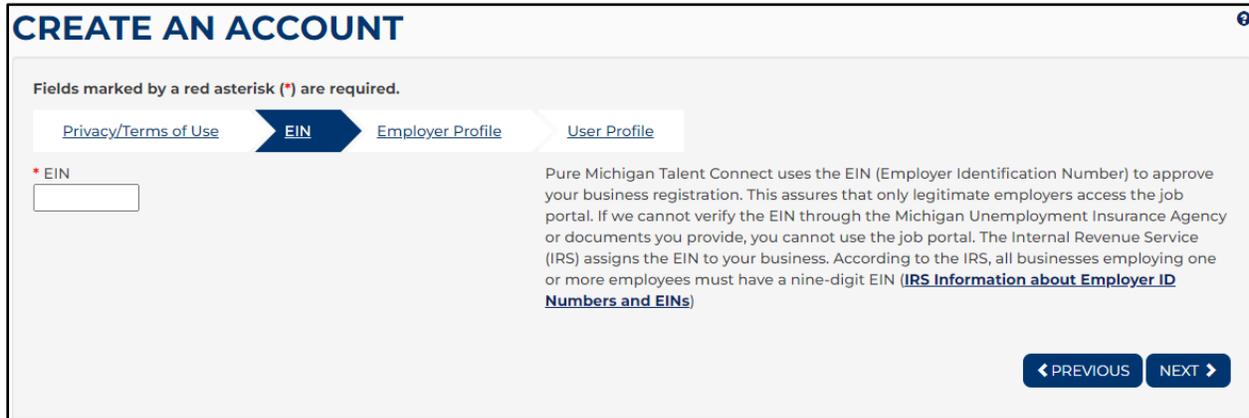
By clicking on the box below, you agree with the terms of this Statement. Whenever you submit information, you consent to the collection, use, and disclosure of that information in accordance with this Statement.

\*  I agree with the terms of the Privacy and Terms of Use Statement.

NEXT >

## **Federal Employer Identification Number (EIN)**

Enter your 9-digit EIN. 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”.



The screenshot shows a web form titled "CREATE AN ACCOUNT" with a progress bar at the top containing four steps: "Privacy/Terms of Use", "EIN", "Employer Profile", and "User Profile". The "EIN" step is currently active. Below the progress bar, there is a note: "Fields marked by a red asterisk (\*) are required." The "EIN" field is marked with a red asterisk and contains a text input box. To the right of the input box, there is a paragraph of text explaining the purpose of the EIN and providing a link to "IRS Information about Employer ID Numbers and EINs". At the bottom right of the form, there are two buttons: "PREVIOUS" and "NEXT".

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

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

- SS-4 IRS Confirmation Letter (Excluding W9-form and any additional documents that would accompany your application to the IRS). If you need a replacement copy of your FEIN, contact the IRS at 1-800-829-4933.
- 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**

On the following page is an example of the Employer Profile page. 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”.

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

[Privacy/Terms of Use](#)

[EIN](#)

**Employer Profile**

[User Profile](#)

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

\* Organization Name

Enter the Organization Name Associated with your IRS EIN Number

\* Address Line 1

Enter the Address Associated with your IRS EIN Number

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

\* State/Province/Region

Enter State

\* Zip/Postal Code

Enter Postal Code

\* Country

United States

\* # of Employees

Enter Number of Employees

Website

Enter Website

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

Alternate Website

Enter Alternate Website

\* Organization Description

\* Business Category/NAICS ([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?

**TAPS/MRS Questions (Check all that apply)**

- The Bureau of Services for Blind Persons provides specialized employment and education-related services and training to employers recruiting, accommodating and retaining the talent of employees who are significantly visually impaired, or blind. These services can assist employers in retaining talent and increasing the productivity of employees without vision. By checking this box, you agree to receive communications from the Bureau of Services for Blind Persons. You will be able to unsubscribe from these emails at any time.
- Michigan Rehabilitation Services provides specialized employment and education-related services training to employers in recruiting, accommodating and retaining the talent of employees with disabilities. By checking this box, you agree to receive communications from Michigan Rehabilitation Services. You will be able to unsubscribe from these emails at any time.

[← PREVIOUS](#) [NEXT →](#)

## User Profile

Enter your full name, phone number, email address (which will become your User ID) and a password. Passwords must be eight (8) characters long, with one upper case letter, one lower case letter and one number.

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

[Privacy/Terms of Use](#) [EIN](#) [Employer Profile](#) **User Profile**

\* First Name

\* Last Name

Middle Initial

\* Telephone  Ext.

Fax

\* Email Address 

\* Confirm Email Address

\* Password

\* Confirm Password

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**

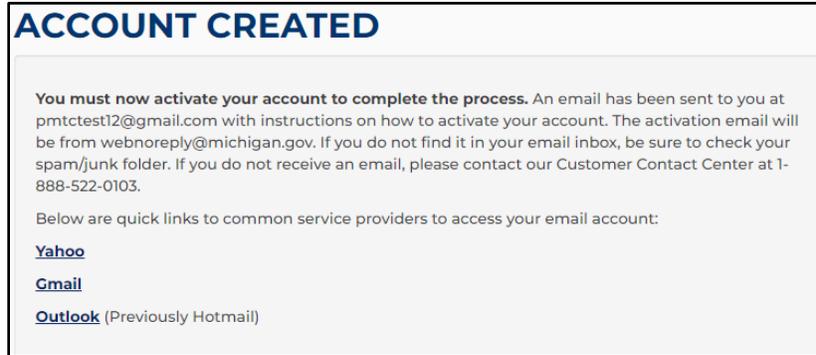
If neither checked, all system emails (job posting expiration reminder, new cc on emails to candidate) go to email on account.  
If first one checked, all system emails go to email entered.  
If second one checked, all system emails to go both email on account and email entered.  
If third box is checked, jobs posted on mitalent.org will not be sent to NLX to be posted on additional career sites.

**BAVEM** 

\* Please type in the code above (not case sensitive).

### 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

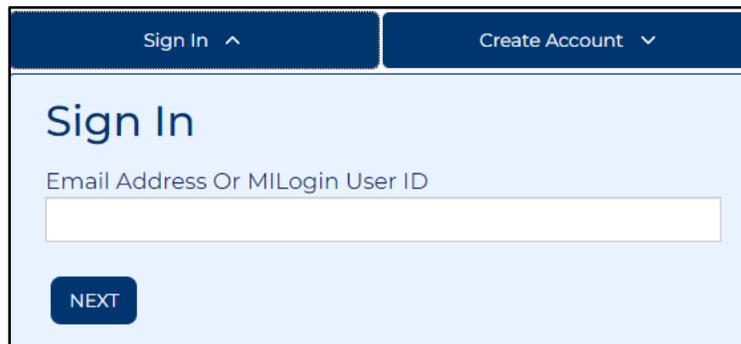
The activation email from **webnoreply@michigan.gov** will be sent to the email address on the account. Click the URL in the email to activate account. If you have not received the activation email, be sure to check your spam or junk email folder.

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 three (3) business days.

**NOTE:** If you fail to log in to your account at least one time after validation, your account will deactivate after 60 days.

### Sign In

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



Enter your email address and click “Next”. Then, enter your password and click the “Submit” button. This will bring you to the Employer Dashboard.

# EMPLOYER DASHBOARD

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

The screenshot displays the Employer Dashboard interface. At the top, it says "EMPLOYER DASHBOARD" and "Test Company". A welcome message reads "Welcome back, Test Account!". There are links for "Employer User Guide" and "Employer Tutorials". The main section is titled "Manage Job Postings" and includes tabs for "Active Jobs", "Inactive Jobs", and "Draft Jobs". A table lists job postings with columns for "ALL", "JOB CODE", "ORGANIZATION", "JOB TITLE", "POSTED", "EXPIRED", "FEEDBACK", and "VIEWS/CLICKS/SAVES". A row shows a job with ID 84848784, organization "Test Company", title "Test", posted on 10/25/2022, and expires on 11/24/2022. Below the table are controls for "Display" (set to 25), "UPDATE RESULTS", and "SUBMIT". There are also buttons for "JOB POSTING FEEDBACK", "EXPORT ACTIVE JOBS TO EXCEL", "EXPORT ACTIVE JOBS TO PDF", and "POST A JOB". The bottom section is titled "Saved Candidate Searches" and shows a search for "Sales Manager" with a "Show Results" button and a "Delete" icon. A "START A NEW CANDIDATE SEARCH" button is also present.

## Manage Job Postings

Employers can view active jobs, view inactive jobs, view draft jobs, export files to excel or PDF, view inactive jobs by EIN (in inactive tab only) and manage job posting feedback.

This screenshot shows the "Manage Job Postings" section with tabs for "Active Jobs", "Inactive Jobs", and "Draft Jobs". The "Active Jobs" tab is selected, and the message "No Active Jobs Listed in Your Account" is displayed. At the bottom, there are buttons for "JOB POSTING FEEDBACK", "EXPORT ACTIVE JOBS TO EXCEL", "EXPORT ACTIVE JOBS TO PDF", and "POST A JOB".

## Active Jobs

The active jobs tab allows you to deactivate job postings, repost jobs and print job postings. Select the job and choose an action from the drop-down menu. Multiple jobs can be selected at a given time.

The screenshot displays the 'Manage Job Postings' interface. At the top, it says 'Welcome back, Test Account!' with links for 'Employer User Guide' and 'Employer Tutorials'. The main heading is 'Manage Job Postings'. Below this are three tabs: 'Active Jobs', 'Inactive Jobs', and 'Draft Jobs'. The 'Active Jobs' tab is selected, showing a table with columns: 'ALL', 'JOB CODE', 'ORGANIZATION', 'JOB TITLE', 'POSTED', 'EXPIRED', 'FEEDBACK', and 'VIEWS/CLICKS/SAVES'. A single job is listed with 'JOB CODE' 84848784, 'Organization' Test Company, 'Job Title' Test, 'Posted' 10/25/2022, 'Expired' 11/24/2022, a star icon for feedback, and '0 / 0 / 0' for views. Below the table are controls for 'Display' (set to 25), 'UPDATE RESULTS', and 'Available operations for selected job(s)' (set to '-- Select One Option --'). At the bottom of this section are buttons for 'JOB POSTING FEEDBACK', 'EXPORT ACTIVE JOBS TO EXCEL', 'EXPORT ACTIVE JOBS TO PDF', and 'POST A JOB'. The second section is 'Saved Candidate Searches', with a table showing a search for 'Sales Manager' with a 'Show Results' link and a 'Delete' button. A 'START A NEW CANDIDATE SEARCH' button is at the bottom right.

The **Job Code Number** on the Active tab is a hyperlink on the Dashboard to access the **Job Details**.

This is a close-up screenshot of the 'Manage Job Postings' interface, focusing on the job listing table. The 'JOB CODE' column for the first job, '84848784', is highlighted with a red rectangular box. The rest of the interface, including the tabs, filters, and controls, is visible but not highlighted.

Selecting the Job Code Number hyperlink directs you to the Job Details page. This page contains information about a job posting such as the Job Code Number, Job Description, Position Details and How to Apply.

## JOB DETAILS

[Job Details](#)

---

### Test

**Job Code Number**  
84848784

**Job Description**  
Test

[HOW TO APPLY](#)

## Job Summary

**Organization**  
Test Company

**Location**  
Flushing, Michigan 48433

**Job Code Number**  
84848784

**Positions Available**  
1

**Expiration Date**  
11/24/2022

**O\*NET Code**  
51-9061.00

**O\*NET Occupation**  
Inspectors, Testers, Sorters, Samplers, and Weighers

**Education Level**  
High School Diploma/Equivalency

**Job Level**  
Entry Level

The **Job Title** on the Active tab is a hyperlink to the Dashboard to access the **Job Details**.

## 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="#">84848784</a>	Test Company	Test	10/25/2022	11/24/2022	★	0 / 0 / 0

Display: 25 UPDATE RESULTS Available operations for selected job(s) -- Select One Option -- SUBMIT

Selecting the Job Title hyperlink directs you to the Job Details page. This page allows you to Copy Position, Deactivate, Edit Job Posting, Repost or Reset Views and Clicks.

**JOB DETAILS** Test Company

[< Return to Employer Dashboard](#)

[Job Details](#)

## Test

Select available actions for this job posting

-- Select an Action --

-- Select an Action --

- Copy Position
- Deactivate
- Edit Job Posting
- Repost
- Reset Views, Clicks

**Position Details**

Minimum Qualifications:

- Entry Level

O\*NET Code:

- 51-9061.00

O\*NET Occupation:

- Inspectors, Testers, Sorters, Samplers, and Weighers

Education Required:

- High School Diploma/Equivalency

Job Characteristics:

Additional Requirements:

None

### **Copy Position Instructions**

Copying a position will create a **new job code number**, auto-populate the fields for a new job posting and allow you to edit before posting. Use this function if you need to create several similar, but separate positions. An example would be having the same position open in multiple locations.

1. Select Copy Position from the dropdown menu <Select an Action> at the top of the screen.
2. Click "Submit" and make the desired changes. This will create a new job code number and will go into the 24-hour job hold for Veterans' preference.
3. Click "Save".

When the **Registered Apprenticeship** Job Level is selected, PMTC will require the apprenticeship identifier number or Sponsor Program Number. If you are unable to locate this number, email [LEO-Talentconnect@michigan.gov](mailto:LEO-Talentconnect@michigan.gov) for assistance. If you do not have an apprenticeship identifier number, another job level will need to be selected.

### **Deactivate Instructions**

1. Select Deactivate from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit.” Deactivation triggers a request for feedback on your job posting.
3. Enter the number of positions filled and the number of qualified candidates for this job.
4. Click “Save”.

### **Edit Job Posting Instructions**

1. Select Edit Job Posting from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit”.
3. Make desired changes.
4. Click “Save”.

### **Repost Posting Instructions**

Reposting a position will **retain the job code number**. Use this function if you need to extend the expiration date or reactivate an expired position.

1. Select Repost from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit”.
3. Enter a new expiration date.
4. Click “Save”.

Note: If you are reposting a job that did not previously include wage information, you will be prompted to edit the job posting to include the pay type and pay range.

When the **Registered Apprenticeship** Job Level is selected, PMTC will require the apprenticeship identifier number or Sponsor Program Number. If you are unable to locate this number, email [LEO-Talentconnect@michigan.gov](mailto:LEO-Talentconnect@michigan.gov) for assistance. If you do not have an apprenticeship identifier number, another job level will need to be selected.

### **Reset View Instructions**

Clicking on “Reset Views” will only reset the number of views – it will not affect “clicks” (the number of times job seekers have clicked on the “How to Apply” button) or “Saves” (the number of times the job posting has been saved to a job seeker’s workspace).

1. Select Reset Views from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit”.

## Inactive Jobs

The Inactive Job tab allows you to repost a job posting or print job postings. Select the job and choose an action from the drop-down menu. Actions include Repost and Print Job Postings. Multiple jobs can be selected at a given time.

Welcome back, Test Account! [Employer User Guide](#)  
[Employer Tutorials](#)

### Manage Job Postings

Active Jobs Inactive Jobs Draft Jobs

ALL	↑↓ JOB CODE	↑↓ ORGANIZATION	↑↓ JOB TITLE	↑↓ CREATED	↑↓ POSTED	↑↓ EXPIRED	↑↓ DEACTIVATED	FEEDBACK	VIEWS/ CLICKS/ SAVES
<input type="checkbox"/>	<a href="#">86675878</a>	Test Company	<a href="#">Plumber</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86675955</a>	Test Company	<a href="#">Electrician</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676039</a>	Test Company	<a href="#">Laborer</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676142</a>	Test Company	<a href="#">Laborer</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676221</a>	Test Company	<a href="#">Technician</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676280</a>	Test Company	<a href="#">Laborer</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676341</a>	Test Company	<a href="#">Sales</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676488</a>	Test Company	<a href="#">Sales Manager</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676569</a>	Test Company	<a href="#">Plumber</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">84848784</a>	Test Company	<a href="#">Test</a>	10/25/2022	11/02/2022	12/02/2022	11/02/2022	★	2/0/0

Display:   Available operations for selected job(s):    
-- Select One Option --  
-- Select One Option --  
Repost  
Print job posting(s)

The **Job Code Number** on the Inactive tab is a hyperlink on the Dashboard to access the **Job Details**.

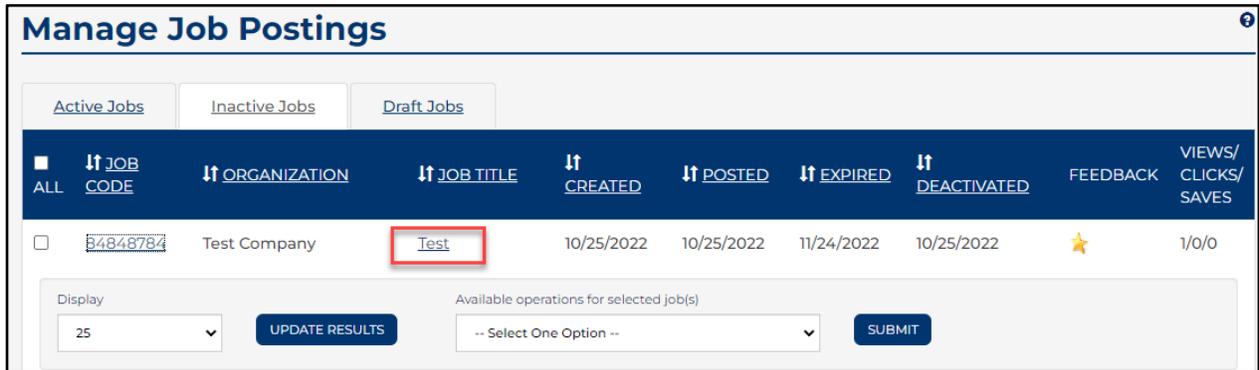
The screenshot shows the 'Manage Job Postings' interface. At the top, there are tabs for 'Active Jobs', 'Inactive Jobs', and 'Draft Jobs'. Below the tabs is a table with columns: 'ALL', 'JOB CODE', 'ORGANIZATION', 'JOB TITLE', 'CREATED', 'POSTED', 'EXPIRED', 'DEACTIVATED', 'FEEDBACK', and 'VIEWS/CLICKS/SAVES'. A row of data is visible with the following values: a checkbox, the job code '84848784' (highlighted with a red box), 'Test Company', 'Test', '10/25/2022', '10/25/2022', '11/24/2022', '10/25/2022', a star icon, and '1/0/0'. Below the table, there is a 'Display' dropdown set to '25', an 'UPDATE RESULTS' button, an 'Available operations for selected job(s)' dropdown set to '-- Select One Option --', and a 'SUBMIT' button.

Selecting the Job Code Number hyperlink directs you to the Job Details page. This page contains information about a job posting such as the Job Code Number, Job Description, Position Details and How to Apply.

The screenshot shows the 'JOB DETAILS' page. At the top left, there is a message: 'Sorry, this job is not active!'. Below this is a 'Job Details' section with a 'Test' title and a 'Job Code Number' of '84848784'. The 'Job Description' is 'Test'. A 'HOW TO APPLY' button is located at the bottom right of the job details section. On the right side, there is a 'Job Summary' sidebar with the following information:
 

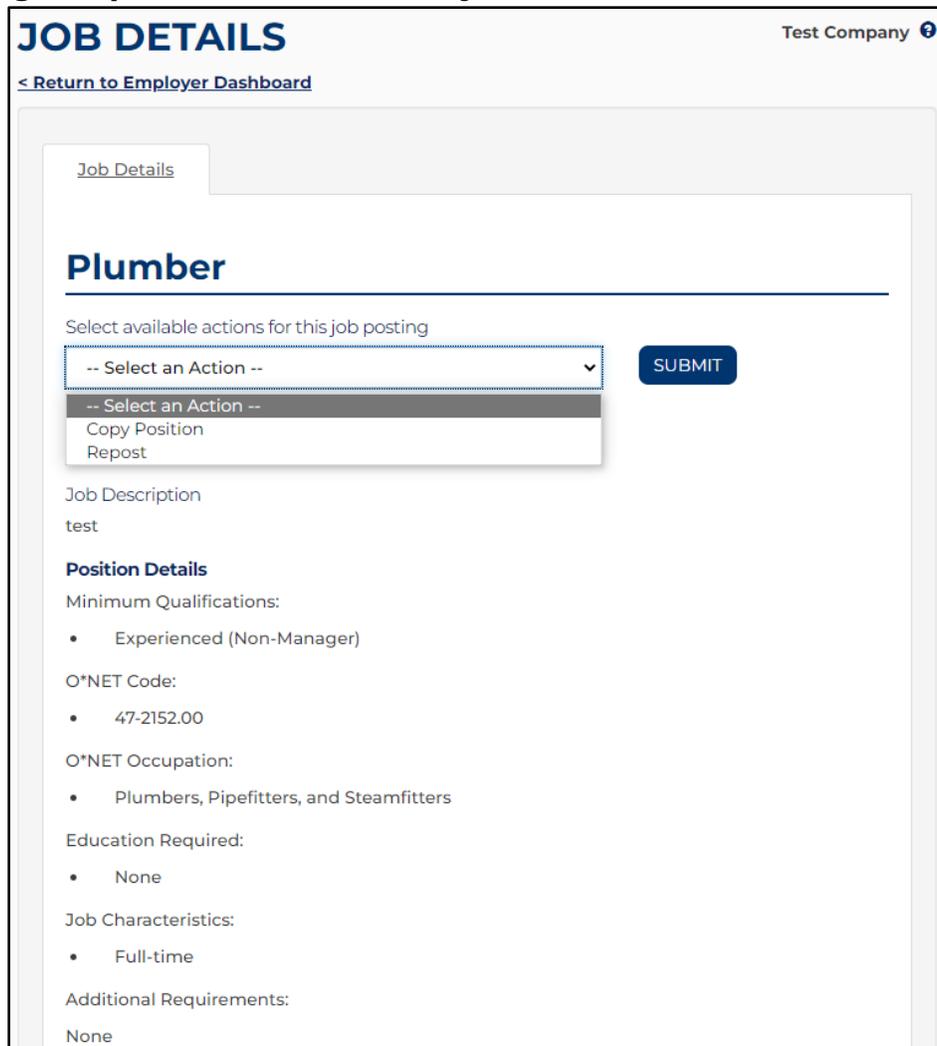
- Organization:** Test Company
- Location:** Flushing, Michigan 48433
- Job Code Number:** 84848784
- Positions Available:** 1
- Expiration Date:** 11/24/2022
- O\*NET Code:** 51-9061.00
- O\*NET Occupation:** Inspectors, Testers, Sorters, Samplers, and Weighers
- Education Level:** High School Diploma/Equivalency
- Job Level:** Entry Level

The **Job Title** on the Inactive tab is a hyperlink to the Dashboard to access the **Job Details**.



The **Job Title** is a hyperlink to the Dashboard to access the **Job Details**. This page allows you to Copy the Position or Repost the position.

**NOTE: Copying the position gives the posting a new job number. Reposting the position retains the job number.**



## Draft Jobs

The Draft Jobs tab allows you to save job postings to complete later. By clicking the Job Code Number or the Job Title, you will be directed to the Job Posting page. Here, you can make any necessary changes and submit the posting to active job status. You can also delete the draft job by selecting the delete button.

**EMPLOYER DASHBOARD** Test Company

Welcome back, Test Account! [Employer User Guide](#)  
[Employer Tutorials](#)

**Manage Job Postings**

Active Jobs Inactive Jobs **Draft Jobs**

JOB REFERENCE NUMBER	ORGANIZATION	JOB TITLE	CREATED	MODIFIED
<a href="#">59128</a>	Test Company	<a href="#">Laborer</a>	10/26/2022	<a href="#">Delete</a>

**POST A JOB**

## 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.

Welcome back, Test Account! [Employer User Guide](#)  
[Employer Tutorials](#)

**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="#">84848784</a>	Test Company	<a href="#">Test</a>	10/26/2022	11/25/2022	★	1 / 0 / 0

Display: 25 **UPDATE RESULTS** Available operations for selected job(s): -- Select One Option -- **SUBMIT**

**JOB POSTING FEEDBACK** **EXPORT ACTIVE JOBS TO EXCEL** **EXPORT ACTIVE JOBS TO PDF** **POST A JOB**

### Instructions for 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.

**Unresolved Positions - 2 listings**

Display: 25

ORGANIZATION	JOB	JOB TITLE	CITY	POSITIONS	FILLED	CANDIDATES
Test-Employer	90229537	test	Lansing	1	<input type="text"/>	<input type="text"/>
Aaron Test Account	90209848	Test Job	New city	1	<input type="text"/>	<input type="text"/>

Display: 25

**Export Jobs to Excel**

From the Employer Dashboard you can export all Jobs to an excel spreadsheet. This feature is available under the Active or Inactive Jobs tab.

Welcome back, Test Test! [Employer User Guide](#)  
[Employer Tutorials](#)

**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="#">84799548</a>	Test Employer	<a href="#">Test</a>	10/26/2022	11/25/2022	★	5 / 0 / 0

Display: 25  Available operations for selected job(s): -- Select One Option --

## Export Jobs to PDF

From the Employer Dashboard you can export all Jobs to a PDF file. This feature is available under the Active or Inactive Jobs tab.

Welcome back, Test Test! [Employer User Guide](#)  
[Employer Tutorials](#)

### 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="#">84799548</a>	Test Employer	<a href="#">Test</a>	10/26/2022	11/25/2022	★	5 / 0 / 0

Display:   Available operations for selected job(s):

## View Inactive Jobs by EIN

From the Inactive Jobs tab, you can view inactive jobs by EIN if you are posting for multiple businesses.

### EMPLOYER DASHBOARD

Test Company  

## Welcome back, Test Account!

[Employer User Guide](#)  
[Employer Tutorials](#)  

### Manage Job Postings

Active Jobs Inactive Jobs Draft Jobs

<input type="checkbox"/>	↑↓ JOB CODE	↑↓ ORGANIZATION	↑↓ JOB TITLE	↑↓ CREATED	↑↓ POSTED	↑↓ EXPIRED	↑↓ DEACTIVATED	FEEDBACK	VIEWS/ CLICKS/ SAVES
<input type="checkbox"/>	<a href="#">86675878</a>	Test Company	<a href="#">Plumber</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86675955</a>	Test Company	<a href="#">Electrician</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676039</a>	Test Company	<a href="#">Laborer</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676142</a>	Test Company	<a href="#">Laborer</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676221</a>	Test Company	<a href="#">Technician</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676280</a>	Test Company	<a href="#">Laborer</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676341</a>	Test Company	<a href="#">Sales</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676488</a>	Test Company	<a href="#">Sales Manager</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">86676569</a>	Test Company	<a href="#">Plumber</a>	11/02/2022	11/03/2022	12/03/2022	11/02/2022	★	0/0/0
<input type="checkbox"/>	<a href="#">84848784</a>	Test Company	<a href="#">Test</a>	10/25/2022	11/02/2022	12/02/2022	11/02/2022	★	2/0/0

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 EIN** POST A JOB

## Post A Job

The screenshot displays the 'Manage Job Postings' interface. At the top, it says 'Welcome back, Test Test!' and provides links for 'Employer User Guide' and 'Employer Tutorials'. Below this is the 'Manage Job Postings' section with tabs for 'Active Jobs', 'Inactive Jobs', and 'Draft Jobs'. A table lists job postings with columns: ALL, JOB CODE, ORGANIZATION, JOB TITLE, POSTED, EXPIRED, FEEDBACK, and VIEWS/CLICKS/SAVES. A row shows job code 84799548, organization Test Employer, job title Test, posted 10/26/2022, expired 11/25/2022, a star icon for feedback, and 5 / 0 / 0 views. Below the table are controls for 'Display' (set to 25), 'UPDATE RESULTS', 'Available operations for selected job(s)' (set to '-- Select One Option --'), and 'SUBMIT'. At the bottom, there are buttons for 'JOB POSTING FEEDBACK', 'EXPORT ACTIVE JOBS TO EXCEL', 'EXPORT ACTIVE JOBS TO PDF', and 'POST A JOB', which is highlighted with a red box.

### Step 1-Post A Job

#### *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.

# POST A JOB

Test Employer 

[< 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

Employer Account Example

Organization Website

https://yourwebsitehere.com

\* City

Lansing

\* State/Province/Region

Michigan

\* Zip/Postal Code

48913

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

State Wide Job

Agricultural Job Order 

\* Job Title

Employer Account Example

\* # of Positions

1



Pay type can be entered as Hourly or Salary. Once the pay type is chosen, you will be prompted to select a pay range. Lastly, choose whether the pay type and pay range will be displayed in your job posting.

Step 1 Step 2 Step 3

\* Minimum Education Level Required  
High School Diploma/Equivalency

\* Job Level (Select one)  
Entry Level

\* Pay Type  
Hourly

\* Pay Range  
\$15 to \$25

\* Display Pay Range in job posting?  
 Yes  No

When the **Registered Apprenticeship** Job Level is selected, PMTC will require the apprenticeship identifier number or Sponsor Program Number. If you are unable to locate this number, email [LEO-Talentconnect@michigan.gov](mailto:LEO-Talentconnect@michigan.gov) for assistance. If you do not have an apprenticeship identifier number, another job level will need to be selected.

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. 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](#)

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"/> People with disabilities
<input type="checkbox"/> Part-time	<input type="checkbox"/> Older Worker
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Returning Citizens (formerly in prison)
<input type="checkbox"/> Veteran focus	<input type="checkbox"/> Remote/Virtual

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

The screenshot shows a text editor titled "Additional Requirements". The interface includes a top toolbar with navigation arrows, a "Paragraph" dropdown menu, and various text formatting icons (bold, italic, underline, bulleted list, numbered list, indent, outdent, and a menu icon). Below the toolbar is a large text input area. At the bottom right of the input area, it says "POWERED BY TINY" and "0 characters entered | 8000 remaining". At the bottom of the editor, there are four buttons: "SPELL CHECK", "SAVE DRAFT", "PREVIOUS", and "NEXT".

### Step 3-Post A Job

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.

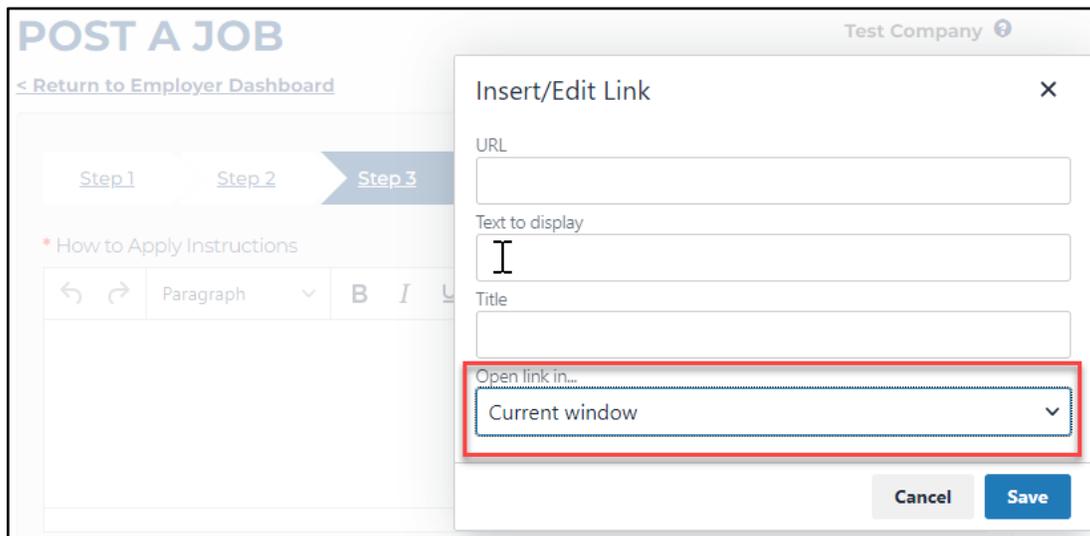
Select the checkbox to “Allow job seekers to also respond through the system” to give potential candidates the option of submitting resumes via an email sent from Pure Michigan Talent Connect. Only job seekers who have active accounts and are logged into the system will have access to this functionality. If you elect to allow job seekers to respond to your job posting via PMTC, emails will be sent from ***webnoreply@michigan.gov*** with the PMTC job code number and job title in the subject line.

### 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 24hour 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.

Information on inserting hyperlinks:



## SAVED CANDIDATE SEARCHES

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.



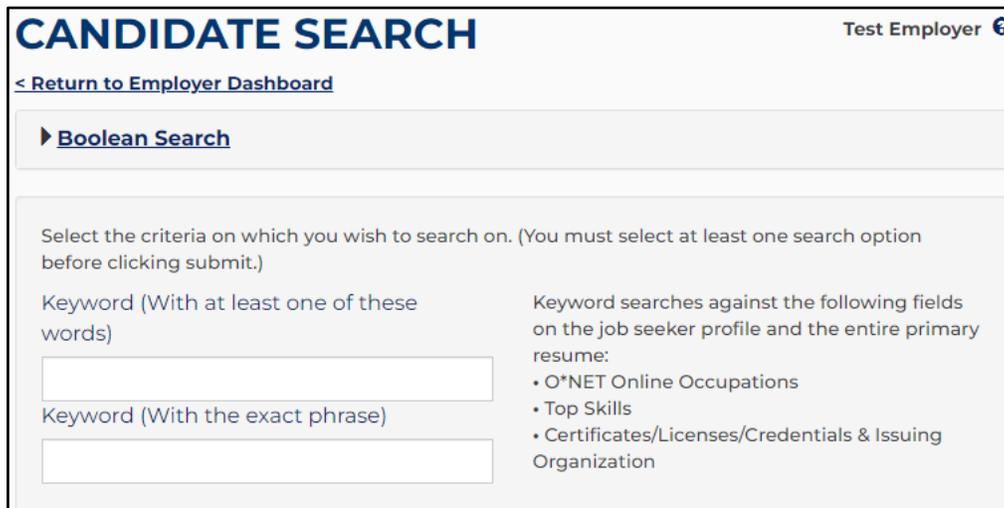
Click "Show Results" to see all results based on the candidate search criteria you provided for each saved search. This will re-run the search based on your previously provided criteria.

To delete a saved search, click "Delete" in the appropriate row.

To re-run a saved search, click on "Show Results". To review on the search criteria, click on the Job Title hyperlink. To begin a new search, click the "New Search" button.

### 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.

A screenshot of the 'CANDIDATE SEARCH' form. The title 'CANDIDATE SEARCH' is in large blue letters at the top left, and 'Test Employer' with a help icon is at the top right. Below the title is a link '< Return to Employer Dashboard'. A section titled 'Boolean Search' is highlighted with a blue arrow. Below this, there is a instruction: 'Select the criteria on which you wish to search on. (You must select at least one search option before clicking submit.)'. There are two input fields: 'Keyword (With at least one of these words)' and 'Keyword (With the exact phrase)'. To the right of these fields, there is a list of search criteria: '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.

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. You may have up to five (5) O\*NET codes. 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/>.



The screenshot shows the O\*Net Online Occupations search interface. At the top, it says "O\*Net Online Occupations" with a help icon. Below that are two radio buttons: "Standard Occupation" (selected) and "Military Occupation". The search prompt is "Search by Keyword or O\*NET Code(XX-XXXX)". Below the search prompt, it says "(0 of 5 O\*NET Occupations Selected)". There are two links: "O\*NET Codes" and "Military Crosswalk". A search input box is located below the links. At the bottom, there is a "Veterans" section with a checkbox labeled "Search only for veterans".

Select checkbox for “Search only for veterans” to find only job seekers who have indicated they are veterans.

Location preference indicates where the candidates would prefer to work, while radius searches within a specified radius of the candidates' location.

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)

REGIONS

- 1. Upper Peninsula region  
2. Northwest region  
3. Northeast region  
4. West Michigan region  
5. East Central Michigan region  
6. East Michigan region  
7. South Central region  
8. Southwest region  
9. Southeast Michigan region  
10. Detroit Metro region

[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.

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

Apprenticeship

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’s 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

Test Company ?

[< Return to Candidate Search](#)

Search Results - 1 candidate found

100 remaining downloads/emails for the day.

## Refine Search ?

Display:  Sort By:  [UPDATE RESULTS](#)

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

[PRINT PROFILE](#)

Select All/Clear All

[Aaron Williamson](#) ✉

**Location Preference** Any, Willing to relocate, Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), Northeast (3), West Central (4a), West Michigan (4b), East Central Michigan (5), East Michigan (6), South Central (7), Southwest (8), Southeast Michigan (9), Detroit Metro (10)

**O\*NET Online Current Occupation**  
41-3091.00 Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel

**O\*NET Online Occupations**  
11-1021.00 General and Operations Managers

**Top Skills** **Experience**

15 years of account, team, and client management.

Accomplished and award winning sales management professional.

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

**Education** Bachelors Degree

**Status** Open to Opportunities

**Download Resume** 📄

**LinkedIn Profile**

**Personal Website**

**Last Login Date** 09/01/2022

[SEND EMAIL](#)

Display:  Sort By:  [UPDATE RESULTS](#)

Keyword (With at least one of these words)

Keyword (With the exact phrase)

City

or

Zip/Postal

Radius

Exclude Candidates without a Resume

Exclude emailed Candidates

**Veteran**

Search only for veterans

**Location Preferences**

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)

**Minimum Education Level Required**

Selected education level only

**Job Level**

Internship

Entry Level

Experienced (Non-Manager)

Manager/Supervisor

Apprenticeship

[Refine Search](#)

[APPLY CHANGES](#)

[NEW SEARCH](#)

[Save This Search](#)

[SAVE SEARCH](#)

Once the results candidate results are viewable, 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

Name	Veteran	Locations	O*NET Occupations	Job Level	Certificates/Licenses	College	Career Status	Personal Website	Linked In	Top skills & Years
Aaron Williamson	No	Any, Willing to relocate, Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), Northeast (3), West Central (4a)	11-1021.00 General and Operations Managers	Experienced Manager			Open to Opportunities			15 years of account team and client management. Accomplished and award winning sales management professional. Yrs

If you have job postings you fill routinely, you can save your search criteria and run it as often as needed. Once you run a search, you can save it to your Employer Dashboard. The saved searches can be run at any time and will return an updated list of results each time.

**Save This Search**

Name search

SAVE SEARCH



### *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’s 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	pmtctest12@gmail.com
Address Line 1	Alternate Email Address
123 main st	
Address Line 2	Website
City	Website Alternate
Flushing	
State/ Province/ Region	No. of Employees
mi	5
Zip/Postal Code	Telephone
48433	8105555555
Country	Fax
United States	
EIN	Organization Description
123456789	Test Account
First Name	
Test	
Last Name	
Account	
Middle Initial	

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.

**Organization Information**

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

[EDIT PROFILE](#)

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

## Change Password

**MY ACCOUNT** Test Employer ⓘ

[< Return to Employer Dashboard](#) [Privacy and Terms of Use ⓘ](#)

[Manage Profile](#) [Change Password](#)

### Change Password

\* Current Password

\* New Password

\* Confirm Password

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 eight (8) characters long with a maximum of 20. You must use at least one upper case letter, one lower case letter, and one number. You cannot use the last 10 passwords. Click “Save”.

The system will require you to reset your password every 60 days.

# WORK-BASED LEARNING ON-LINE MANAGEMENT SYSTEM/WBLOMS

**Employer DOES have WBLOMS account but does NOT have a PMTC account**

An employer may have an active account in WBLOMS, but not on PMTC. The PMTC registration can be completed in just a few steps. This process can be completed by the Employer or a Michigan Works Admin User.

## Employer Completes PMTC Registration

1. Visit [Pure Michigan Talent Connect - Pure Michigan Talent Connect - Home \(mitalent.org\)](https://mitalent.org).
2. The employer will select “Sign In” and enter their WBLOMS user ID and Password.



3. Next, the employer will fill out all required fields.

**CREATE AN ACCOUNT**

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

Privacy/Terms of Use → EIN → Employer Profile → User Profile

CHECKLIST

### Employers Before You Get Started

Required documentation you will need to create an account:

- **Federal Employer Identification Number(EIN)**
  - Michigan Department of Labor and Economic Opportunity staff will match your EIN information with Michigan Unemployment Insurance Agency records for validation.
  - If your EIN cannot be verified, you will be requested to provide proof of your company's EIN.
  - Acceptable forms of documentation as proof of your company's EIN are:
    1. SS-4 IRS Confirmation Letter (excluding all application documents). If you need a replacement copy of your EIN, contact the IRS at 1-800- 829-4933.
    2. Articles of Organization for the State of Michigan and SS-4
    3. DBA papers and SS-4
    4. Correspondence from the IRS or the Department of Treasury
    5. Sales Tax License
    6. Tax Withholding - W2 Verification (omit/remove financial and sensitive information)
- Contact Information
- Organization Description
- Number of Employees
- Valid Email Address (should include company domain)

4. Once completed, the account will be sent to LEO Talent Connect for validation. The employer will be contacted if more information is necessary.

## ADMIN USER Completes PMTC Application

Employers can reach out to a Michigan Works Business Services to have assistance with the completion of the registration. Please visit [MichiganWorks! Association](#) or call 1-800-285-WORKS (9675) to find your local Michigan Works office.

## Employer DOES NOT have WBLOMS account but DOES have a PMTC account

If an Employer already has an existing PMTC account but does not have a WBLOMS account, the process can be completed in a few steps.

Steps:

1. Launch the WBLOMS website at <https://app.wda.state.mi.us/WBL>
2. Click "Sign In" using your existing PMTC credentials to sign in.

**Note: The Employer WBLOMS account and PMTC account must match.**