



## Pure Michigan Talent Connect – Job Seeker User Guide

Pure Michigan Talent Connect is your launch pad for new jobs, careers and talent. It is a tool for 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, please 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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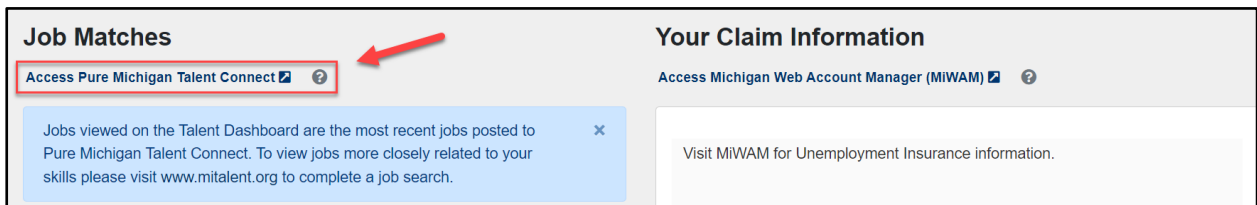
## HOME

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



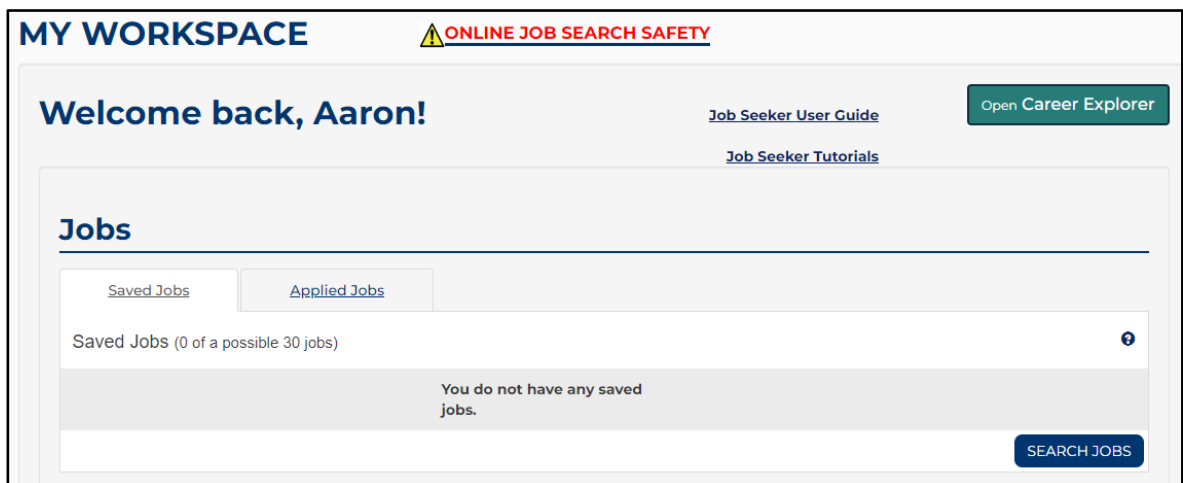
The screenshot shows the Pure Michigan Talent Connect homepage. At the top, there is a navigation bar with links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below this is a header with the Pure Michigan Talent Connect logo and a navigation menu with options: Home, Job Seeker, Employer, and Career Explorer. A 'Sign In' button is highlighted in the top right corner, and its dropdown menu is open, showing a 'Sign In' title, a text input field for 'Email Address Or MILogin User ID' (containing 'Jobseeker@test.com'), and a 'NEXT' button. The main content area features a large banner for 'November is National Veterans & Military Families Month' with a Michigan Veterans' Employment Services logo and a red button that says 'Build a new future with VES →'. The banner also includes an image of a family.

From the Talent Dashboard, select “Access Pure Michigan Talent Connect”.



The screenshot shows the Talent Dashboard. On the left, under the 'Job Matches' section, there is a link 'Access Pure Michigan Talent Connect' with a red arrow pointing to it. Below this link is a blue informational box stating: 'Jobs viewed on the Talent Dashboard are the most recent jobs posted to Pure Michigan Talent Connect. To view jobs more closely related to your skills please visit [www.mitalent.org](http://www.mitalent.org) to complete a job search.' On the right, under the 'Your Claim Information' section, there is a link 'Access Michigan Web Account Manager (MIWAM)' and a text box that says 'Visit MIWAM for Unemployment Insurance information.'

This directs you to your My Workspace page.



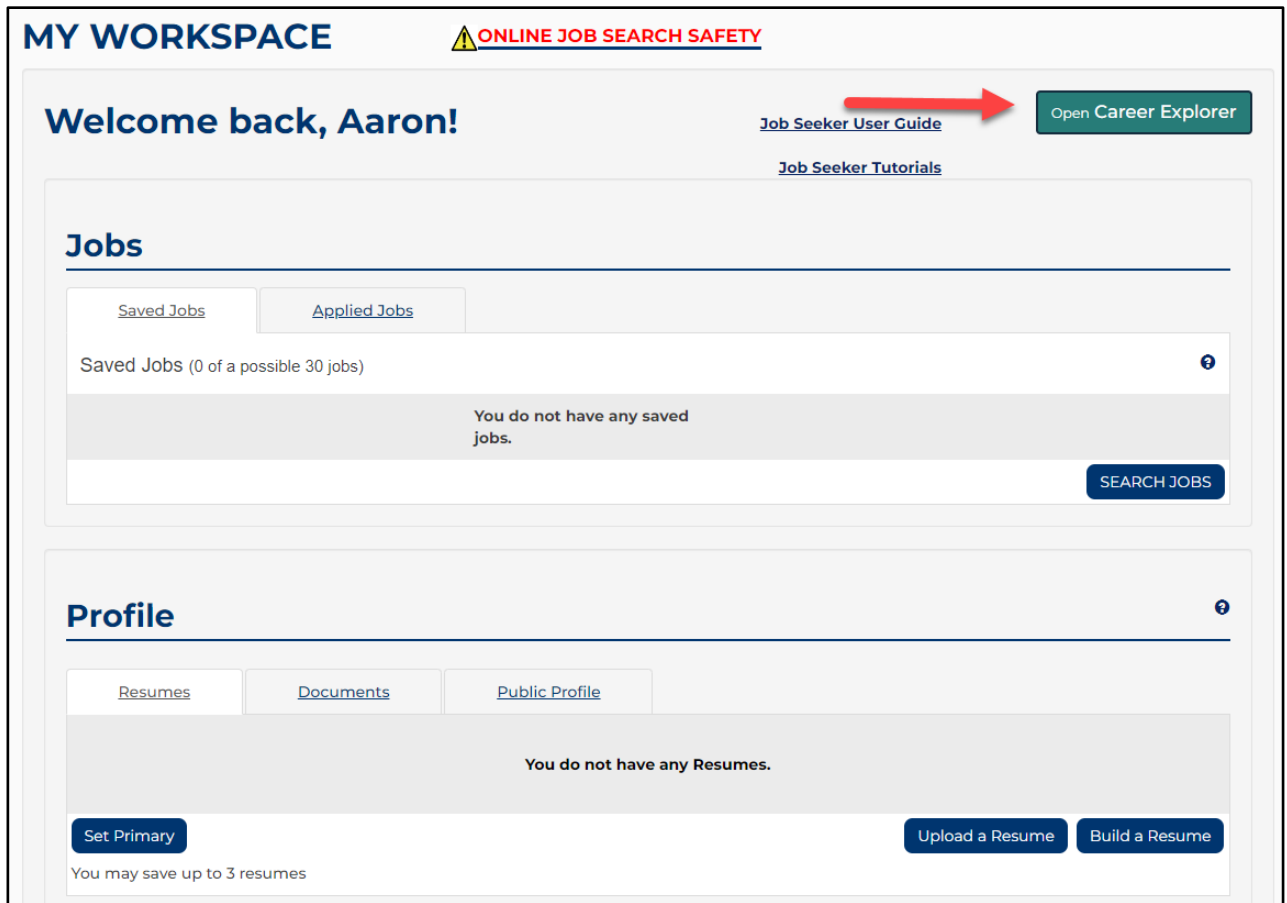
The screenshot shows the 'MY WORKSPACE' page. At the top, there is a header with the 'MY WORKSPACE' title, a warning icon, and the text 'ONLINE JOB SEARCH SAFETY'. Below this is a welcome message 'Welcome back, Aaron!' and links for 'Job Seeker User Guide' and 'Job Seeker Tutorials'. A green button labeled 'Open Career Explorer' is also present. The main content area is titled 'Jobs' and has two tabs: 'Saved Jobs' and 'Applied Jobs'. Under the 'Saved Jobs' tab, it says 'Saved Jobs (0 of a possible 30 jobs)' and 'You do not have any saved jobs.' A 'SEARCH JOBS' button is located at the bottom right of the 'Jobs' section.

## CAREER EXPLORER

The goal of the Pure Michigan Talent Connect (PMTTC) Career Explorer tool is to provide you with personalized career and education data that is tailored to your individual needs. To find out more, please use the following link to the Career Explorer User Guide.

[CAREER EXPLORER USER GUIDE](#)


Please use the 'Open Career Explorer' button to launch the tool.



## MY WORKSPACE

My Workspace was designed to help organize your job search. In addition, you can set up an email notification frequency to receive an email alert when a job is posted that matches your job search criteria. My Workspace is comprised of three main sections: Jobs, Profile and Saved Searches.

**MY WORKSPACE**

 **ONLINE JOB SEARCH SAFETY**

Welcome back, Aaron!

[Job Seeker User Guide](#)[Open Career Explorer](#)

[Job Seeker Tutorials](#)

**Jobs**

[Saved Jobs](#)[Applied Jobs](#)

Saved Jobs (0 of a possible 30 jobs)

You do not have any saved jobs.

[SEARCH JOBS](#)

**Profile**

[Resumes](#)[Documents](#)[Public Profile](#)

You do not have any Resumes.

[Set Primary](#)

[Upload a Resume](#)[Build a Resume](#)

You may save up to 3 resumes

[Upload Failed](#)

**Saved Searches**

You do not have any saved searches.

[Save Email Preferences](#)

[New Search](#)

You may save up to 5 searches

## JOBS

### Saved Jobs

In My Workspace, save up to 30 job postings under the Saved Jobs tab. This tab is an easy way to keep track of the selected positions you want to apply for. Once you have applied, click the “Applied” tab to have the position moved to the Applied Jobs tab.

Jobs

Saved Jobs

Applied Jobs

Saved Jobs (1 of a possible 30 jobs)

ACTION	↑↓ JOB TITLE	↑↓ SAVED DATE	↑↓ EXPIRE DATE	↑↓ EMPLOYER NAME	DELETE
Applied	Laborer	11/3/2022	12/3/2022	Test Company	Delete
					SEARCH JOBS

### Applied Jobs

Jobs applied through PMTC will be listed under Applied Jobs. A job can be saved under Applied Jobs if you saved the posting under Job Tools. It will be saved under Saved Jobs and can be moved to the Applied Jobs tab when “Applied” is selected. You can maintain a record of job applications as well as print the history if needed. Clicking on the pencil icon will allow editing of the notes. The green “M” icon indicates you have applied for the job posting via PMTC.

Jobs

Saved Jobs

Applied Jobs

Applied Jobs (1 applied jobs)

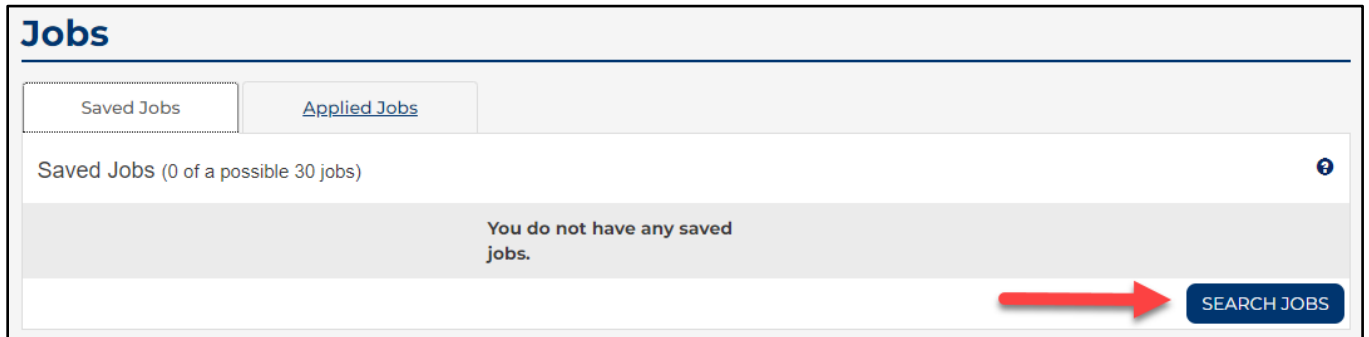
↑↓ JOB TITLE	↑↓ JOB CODE	↑↓ DATE APPLIED	NOTES	DELETE
<a href="#">Laborer</a>	86676142	11/3/2022		<a href="#">Delete</a>

= Edit Note = Applied through Talent Connect

Print History

## Search Jobs

To help narrow a job search, select the options of desired position. The more criteria you enter, the more limited your search results will be. Entering fewer criteria will usually return more jobs in your search results. When an employer posts a job, the same criteria selections are used.



**Jobs**

[Saved Jobs](#) [Applied Jobs](#)

Saved Jobs (0 of a possible 30 jobs) ⓘ

You do not have any saved jobs.

[SEARCH JOBS](#)

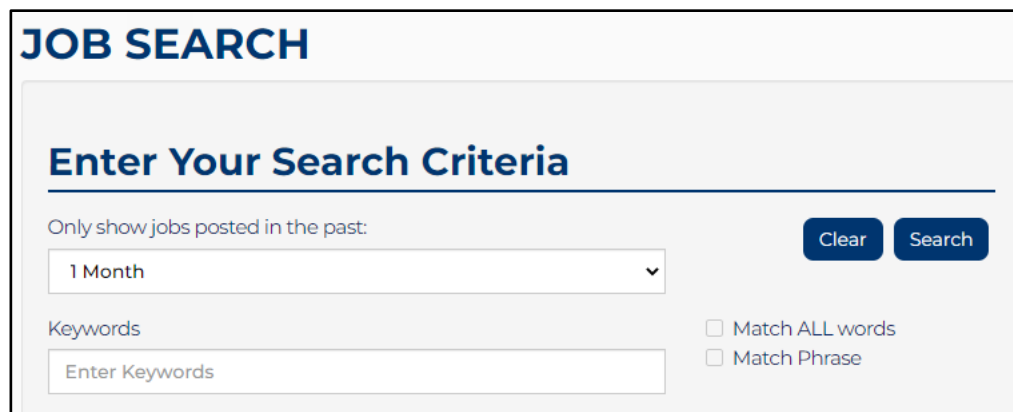
**Note:** Jobs postings can be eliminated from your job search if the select criteria was not completed by the employer. This may result in not seeing a job posting you would want to apply for. It is recommended to explore several search criteria to determine which results are best.

## Enter Your Search Criteria

Enter search criteria to narrow search results. Click “Submit” to view results.

Search by how long the job has been posted: 1 day, 1 week, 2 weeks or 1 month.

Searching on Keywords or Job Title, such as Project Manager, will search on both words. If you would like to search on the exact phrase, use quotes as in “Project Manager.” When you begin typing a job title, the system will generate a list of active job titles currently in the system.



**JOB SEARCH**

**Enter Your Search Criteria**

Only show jobs posted in the past:

1 Month ▼

[Clear](#) [Search](#)

Keywords

Enter Keywords

☐ Match ALL words  
☐ Match Phrase

There is also an option to search by Job Code Number, which can be used to find a single job posting for which the Job Code Number is known.



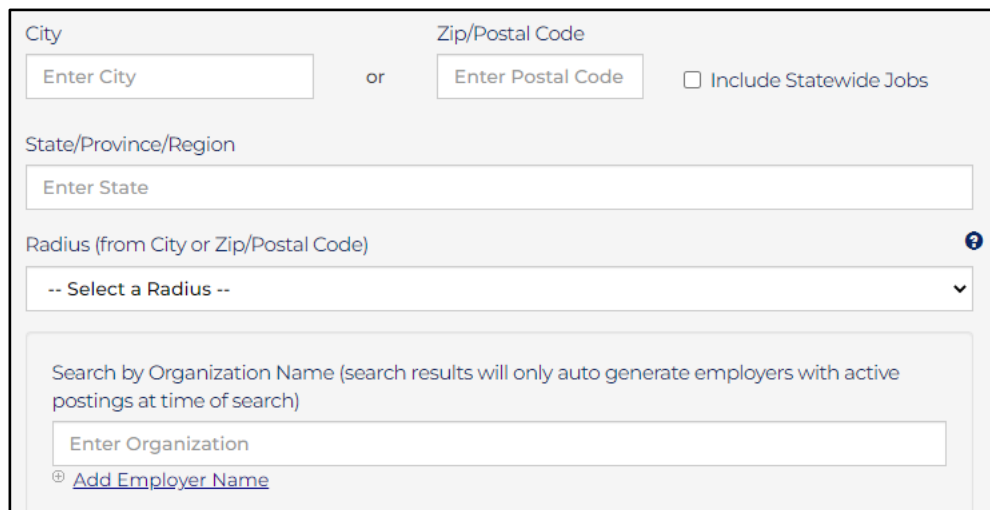
A search form with two sections. The first section is labeled "Job Title" and contains a text input field with the placeholder "Enter Job Title". The second section is labeled "Job Code Number" and contains a text input field with the placeholder "Enter Job Code Number".

Search by location of job posting by:

- City
- Zip/Postal Code
- State or Statewide jobs

**Note:** Some employers post several positions across Michigan. Select this feature to broaden your search for job postings.

When searching for certain employers, enter Organization Name (search results will only auto generate employers with active postings at time of search) for active job postings. Click “Add Employer Name” to add multiple employers.



A search form with multiple sections. The first section has two input fields: "Enter City" and "Enter Postal Code", separated by the word "or". To the right of the "Enter Postal Code" field is a checkbox labeled "Include Statewide Jobs". The second section is labeled "State/Province/Region" and contains a text input field with the placeholder "Enter State". The third section is labeled "Radius (from City or Zip/Postal Code)" and contains a dropdown menu with the text "-- Select a Radius --". The fourth section is labeled "Search by Organization Name (search results will only auto generate employers with active postings at time of search)" and contains a text input field with the placeholder "Enter Organization". Below the input field is a link labeled "Add Employer Name" with a plus icon to its left.



Search by education level for the job posting. You can select all the education levels that apply.

Education Required (select all that apply)

☐ None

☐ High School Diploma/Equivalency

☐ Some College

☐ Associates Degree

☐ Bachelors Degree

☐ Masters Degree or above

☐ Industry Recognized Credential

Search by O\*NET Online Occupations using the Standard Occupation code (default) or Military Occupation code by entering the first four respective O\*NET occupation code numbers or the first two letters of a keyword in the search box. This will generate a dropdown menu. To select an occupation from the results list, click on the desired occupation. Repeat the steps above to select up to a maximum of five occupations. Click on the 'X' next to the occupation to remove the occupation from the list.

O\*Net Online Occupations

☒ Standard Occupation ☐ Military Occupation

Search by Keyword or O\*NET Code(XX-XXXX)

(0 of 5 O\*NET Occupations Selected) [O\\*NET Codes](#) [Military Crosswalk](#)

Select only the job levels that apply.

Job Level of the Position You are Looking For (select all that apply)

☐ Internship

☐ Entry Level

☐ Experienced (Non-Manager)

☐ Manager/Supervisor

☐ Registered Apprenticeship

Check only the job characteristics that apply.

Job Characteristics (check all that apply)

☐ Full-time

☐ Part-time

☐ Seasonal

☐ Veteran focus

☐ People with disabilities

☐ Older Worker

☐ Returning Citizens (formerly in prison)

☐ Remote/Virtual

Search jobs by pay type and pay range by selecting hourly or salary pay type.

Pay Type

-- Select Pay Type --

-- Select Pay Type --

Hourly

Salary

Once the pay type is selected, select the pay range to search.

Pay Type

Hourly

Pay Range

-- Select Pay Range --

-- Select Pay Range --

\$10.10 to \$15


\$15 to \$25

\$25 to \$35

\$35 to \$45

\$45+

Select the Inclusions checkbox to include Apply Now Jobs or Exclusions checkboxes if you are not interested in search results which include staffing companies/recruiters or outside job boards, such as the National Labor Exchange (<https://usnlx.com>).

Inclusions (include the following) 

☐ Include only Apply Now jobs

Exclusions (do not include the following)

☐ Staffing Company/Recruiters

☐ Jobs from other boards

Clear

Search

## Job Search Results

### Job Details

To view job details, click the job title on the job search results page. The job code number, along with a detailed description, displays on the Job Details page. If the employer chooses to display organization details, it will display on the second tab titled “About”.

## JOB DETAILS

[Job Details](#)[About Fry Krisp](#)

### Office Assistance

**Job Code Number**  
8774773

**Job Description**

This is a TEAM company. We work together, so we all prosper. Continuous Improvement company WE ARE WILL TO TRAIN YOU IF YOU HAVE COMPUTER KNOWLEDGE

**Job Description**

Plan, direct, or coordinate administrative services, such processing sales orders, coordinating shipping, and customer services.

**Processing Sales Orders (Recommended; training available)**

- Enter sales orders into Sage (will Train)
- Print order confirmation
- Print pick sheet
- Print labels to ship (pallet or ground labels) - FedEx, Dayton, UPS

**Coordinate Shipping (Recommended; training available)**

- Enter orders

**Customer Service (Phone and Emails)**

- Track orders for customers
- Take orders over the phone
- Provide quotes
- Description of products
- Charge customers cards

**Programs:**

- Sage (Recommended; training available)
- Microsoft: Word, Excel, Publisher and Outlook

[How to Apply](#)

## Job Summary

**Organization**  
Fry Krisp [View Profile](#)

**Employer Website**

**Location**  
Jackson, Michigan 49202

**Job Code Number**  
8774773

**Positions Available**  
1

**Expiration Date**  
5/7/2023

**O\*NET Code**  
43-9061.00

**O\*NET Occupation**  
Office Clerks, General

**Education Level**  
High School Diploma/Equivalency

**Job Level**  
Entry Level

**Job Characteristics**

- Full-time
- Part-time

## Job Tools

[✉ Email to me](#)  
[📧 Provide Feedback](#)  
[🖨 Print](#)

[+ Feedback about this page?](#)

### Job Tools Description

- **Save** – Saves this job posting to My Workspace.
- **Email to me** – Sends this job posting to an email address.
- **Provide Feedback** – This feature reports inappropriate postings to PMTC staff.
- **Print** – Prints the job posting.

## How to Apply

Click “How to Apply” to view how the employer has chosen to allow potential candidates to apply. Follow the instructions provided by the employer to continue with your application process. One option is to apply via PMTC, and an “Apply Now” button will display.

## Apply Now

Apply Now will display a customizable message that will allow you to email the employer via PMTC. There is an option to attach a resume and/or documents to send to the employer. The default resume will be the primary resume, but this can be changed to another resume saved in PMTC. Click on the “Documents” tab to select any documents to send to the employer.

Job Code Number

6177859

Job Title

Laborer/ Mason Tender

\* Body

Dear Employer,

I am applying for the Laborer/ Mason Tender (6177859) position you currently have posted on the Pure Michigan Talent Connect website, [www.mitalent.org](http://www.mitalent.org). After reviewing the position description, I would like to submit my information for your review. Please see the attached documents for information on my background, skills and qualifications. I look forward to hearing from you.

Sincerely,

Resumes

Documents

☐ Do not attach resume

You do not have any resumes

Send

Cancel

## Profile

### Resume

Save up to three resumes to be easily accessible when applying for a job. Word or RTF format from another location can be uploaded. Or build a resume with PMTC Resume Builder.

One resume must be set as the primary resume. To set the Primary resume, click the radio button of your resume preference. Click “Set Primary”.

If an employer elects to view resume, the primary resume is sent. A resume created in PDF, Resume Viewed tells you the number of times a resume has been viewed by employers and “Appeared in Search” is the number of times the profile has appeared in an Employers Search for Candidates.

### Upload a Resume

Upload a resume already created in PDF, Word or RTF format from another location. Resumes are saved in the same format as created.

**Profile**

[Resumes](#) [Documents](#) [Public Profile](#)

PRIMARY	RESUME TITLE	DATE	STATUS	OPEN/PRINT	UPDATE	DELETE
<input checked="" type="radio"/>	<a href="#">New Resume</a>	10/4/2021	Built		<a href="#">Update</a>	<a href="#">Delete</a>

[Set Primary](#)

You may save up to 3 resumes

[Upload a Resume](#) [Build a Resume](#) [Resume Tutorial](#)

*How to upload a Resume:*

1. Click **Upload a Resume**.
2. Click **Browse** and navigate to the location where your resume is stored.
3. Once the file path is viewable in the Browse box, click **Upload a Resume**.
4. To set the primary resume, click the desired resume radio button and then click **Set Primary**.

## Build A Resume

Click “Build a Resume”.

1. Type a name for your resume.
2. The contact information is pre-filled based on the information provided on your profile. Update your resume contact information, if desired.


The screenshot shows a web interface titled "BUILD A RESUME" with a help icon in the top right. Below the title is a progress bar with four steps: "Step 1" (active, highlighted in dark blue), "Step 2", "Step 3", and "Step 4". Below the progress bar, a message states: "If you have previously built or uploaded a resume, you can access it on your [Workspace](#)." Below this is a "Resume Name" label and a text input field containing "New Resume", with a help icon to its right. Underneath is an "Edit Contact Information" link. A red asterisk is followed by the label "First Name" and a text input field containing "Aaron". At the bottom, a note reads: "NOTE: Changes made on this screen won't update your account information."

3. Select checkbox(s) for which personal contact information is to be included in the resume.


The screenshot shows a section titled "Personal contact information to include" with a help icon in the top right. It lists "Name and:" followed by three checked checkboxes: "Address", "Phone", and "Email". To the right of these checkboxes is an "Example" section showing: "Jane Smith", "123 Main St", "City, State 12345", "(123) 456-7890", and "jane@email.com". Below the checkboxes is the word "or" and an unchecked checkbox labeled "Only display email".

4. Select format for resume from three resume templates and Click “Next”.
  - a. Chronological resumes will list information in date order.
  - b. Functional resumes will group information by function.
  - c. A Combination resume will give a combination of each of these types of resume formats.


### Select Resume Type

☒ **Chronological**

A chronological resume is developed around your work history. Jobs are listed in reverse chronological order with your most recent position listed first. Employers like this type of resume, because it is easy for them to see where you worked and when you worked there. Chronological resumes work best for job seekers with a solid, unbroken history of employment. Sample Chronological Resume ([link to Chronological Resume Sample.pdf](#))

☐ **Functional**

A functional resume is arranged around your skills and experience, rather than your chronological work history. Functional resumes highlight relevant skills instead of position titles. They are often used by job seekers who are changing careers or who have gaps in their employment history. Sample Functional Resume ([link to Functional Resume Sample.pdf](#))

☐ **Combination**

Combination resumes work well for job seekers with varied employment histories or for those who are changing careers. Sample Combination Resume ([link to Combination Resume Sample.pdf](#))

Next >

5. Enter your Employment Objective for desired position.

### Employment Objective

Describe your desired position.



6. In the School section, enter school name, the year(s) attended and other relevant information. Add multiple schools by clicking “Add School”.

School

School Name

Diploma/degree

Course of study/major

Years Attended

Location

⊕

Add School

7. Add relevant Certificate, License and Credential by entering its name, the issuing organization and the state. Click “Add Certificates/Licenses/Credentials” to enter more.

Certificates/Licenses and Credentials

Certificates/Licenses/Credentials

Issuing Organization

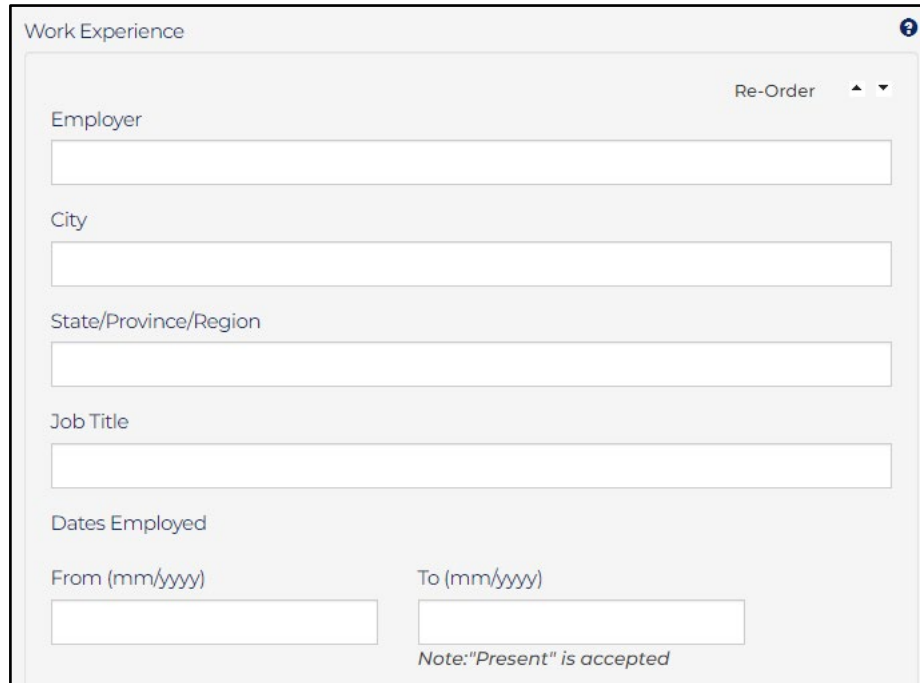
State

⊕

Add Certificates/Licenses/Credentials

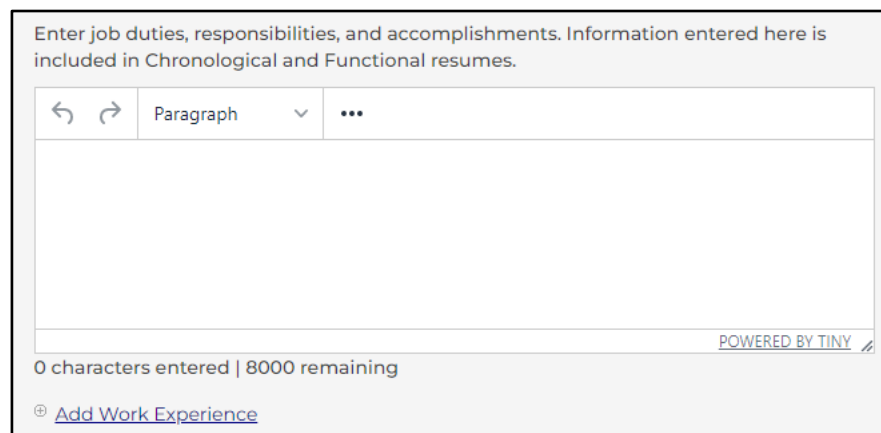
8. To proceed, click “Next”.

9. Add relevant or most recent work experience, including name and location of employer, Job Title and Dates Employed.



The screenshot shows a form titled "Work Experience" with a help icon in the top right corner. The form contains several input fields: "Employer", "City", "State/Province/Region", "Job Title", and "Dates Employed". The "Dates Employed" section has two sub-fields: "From (mm/yyyy)" and "To (mm/yyyy)". A "Re-Order" button with up and down arrows is located at the top right of the form. At the bottom, a note states: "Note: 'Present' is accepted".

10. Enter job duties, responsibilities and accomplishments to be included in Chronological and Functional resumes.
11. Click "Add Work Experience" to include additional employment.



The screenshot shows a text area for entering job duties, responsibilities, and accomplishments. At the top, it says: "Enter job duties, responsibilities, and accomplishments. Information entered here is included in Chronological and Functional resumes." Below this is a text editor with a toolbar showing "Undo", "Redo", "Paragraph", and a menu icon. The text area is currently empty. At the bottom right, it says "POWERED BY TINY". At the bottom left, it says "0 characters entered | 8000 remaining". At the bottom center, there is a link: "⊕ Add Work Experience".






























12. Add Summary of Qualifications to be included in Chronological and Combination resumes.

### Summary of Qualifications

Enter a summary of training, skills, and abilities. Information here is included in Chronological and Combination resumes.

↶ ↷

Formats ▾

**B** *I* U                               

14. Enter any honors or activities such as civic awards, commendations, clubs, organizations or volunteer work that is relevant to the jobs applying for.

### Honors, Awards, Professional Organizations

Enter any honors or activities such as civic awards, commendations, clubs, organizations, or volunteer work.

<

>

Paragraph

B I U

0 characters entered | 8000 remaining

15. Click “Save & Preview” to preview resume when building it or need to stop at this point.
16. Click “Spell Check” for a popup window to appear with spelling errors to correct.
17. When finished, click “Completed Resume”.

[Spell Check](#)
[Save & Preview](#)

[◀ Previous](#)
[Complete Resume](#)

If resume contact information is changed, the account information is not affected. Likewise, if account information is changed, it is not changed in the resumes.

To change a resume built on PMTC, click “Update.” This will open the first tab of the resume builder and click “Complete Resume” to save resume.

## Documents

Save up to 30 additional job search documents on PMTC, which are uploaded the documents or created within the system.

## Profile

[Resumes](#)
[Documents](#)
[Public Profile](#)

DOCUMENT TITLE	DATE	STATUS	OPEN/PRINT	UPDATE	DELETE
<a href="#">Job Seeker Document.docx</a>	11/3/2022	Uploaded		<a href="#">Replace</a>	<a href="#">Delete</a>

You may save up to 30 documents

Upload a Document

Create New Document

For your own safety, and the protection of your information, please refrain from storing documents (i.e. transcripts, DD14) containing any Personally Identifiable Information (or PII) such as social security number, date of birth, financial information etc. in the Pure Michigan Talent Connect system without redacting the information before uploading. Documents uploaded or created here are not visible by employers. This is a location to store additional documents for your personal retrieval or to upload to your application only when applying for a job through the PMTC system.

## Create A Document

To create a document, click “Create New Document.” Use the following screen to create a new document such as a cover letter, thank you letter, reference list or any document pertaining to job search.

Once the document is complete, click on “Save Document”. Documents can be saved in either PDF or Word format (select preferred format at the bottom left-hand corner).

# CREATE A DOCUMENT

\* Document Title

↶ ↷

Paragraph ▼

B I U

≡ ≡ ≡ ≡

☰ ☳ ☲ ☱

⇧ ⇩

⋮

POWERED BY TINY

Document save as

PDF File ▼

0 characters entered | 8000 remaining

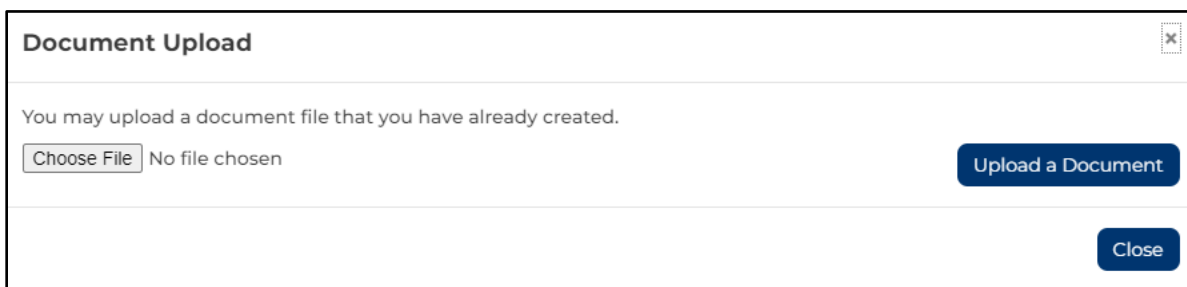
Spell Check

Save Document

Use this feature to store materials related to job searches to easily access when applying for jobs. Employers cannot see these documents, but you can use it as a convenient place to store them. Examples of documents include: transcripts, references, cover letters, work samples, etc.

### ***Upload A Document***

1. To upload a document, click “Upload Document.” On the Document tab, the acceptable file types are: PDF, DOC, DOCX, RTF, XLS, XLSX, PPT, PPTX, TIF, JPG, PNG, GIF and BMP.
2. To replace a document listed on this page, click replace link.
3. Navigate to where your document file is located by clicking “Choose File”.

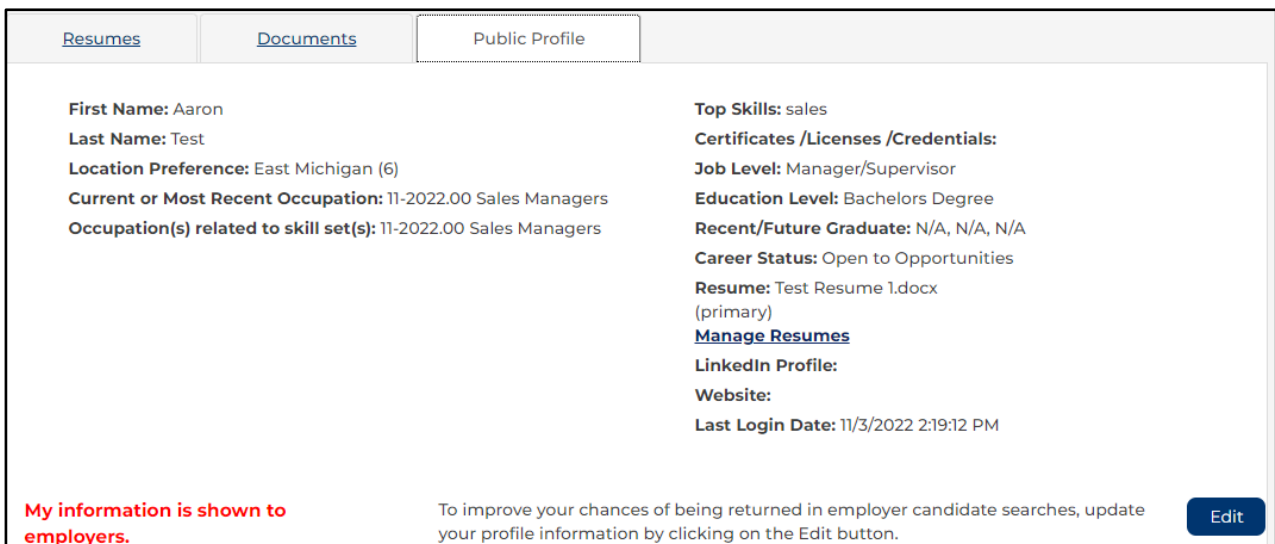


The screenshot shows a modal window titled "Document Upload" with a close button in the top right corner. Inside the modal, there is a message: "You may upload a document file that you have already created." Below this message, there is a "Choose File" button followed by the text "No file chosen". To the right of this is a blue button labeled "Upload a Document". At the bottom right of the modal is a blue button labeled "Close".

4. Click Upload A Document

### ***Public Profile***

The Public Profile page shows the information entered when registering a Job Seeker account. This information can be modified at any time.



The screenshot shows the "Public Profile" page with three tabs: "Resumes", "Documents", and "Public Profile". The "Public Profile" tab is active. The page displays the following information:

<b>First Name:</b> Aaron	<b>Top Skills:</b> sales
<b>Last Name:</b> Test	<b>Certificates /Licenses /Credentials:</b>
<b>Location Preference:</b> East Michigan (6)	<b>Job Level:</b> Manager/Supervisor
<b>Current or Most Recent Occupation:</b> 11-2022.00 Sales Managers	<b>Education Level:</b> Bachelors Degree
<b>Occupation(s) related to skill set(s):</b> 11-2022.00 Sales Managers	<b>Recent/Future Graduate:</b> N/A, N/A, N/A
	<b>Career Status:</b> Open to Opportunities
	<b>Resume:</b> Test Resume 1.docx (primary)
	<a href="#">Manage Resumes</a>
	<b>LinkedIn Profile:</b>
	<b>Website:</b>
	<b>Last Login Date:</b> 11/3/2022 2:19:12 PM

At the bottom left, there is a red message: "My information is shown to employers." At the bottom right, there is a blue button labeled "Edit".

To change or update your Public Profile, click “Edit”. This will redirect you to MILogin to change account information. The system will be logged out of the current session, and user must log back in to access PMTC.

## Saved Searches

If you have job searches you will run on a frequent basis, you can save your search criteria. Another feature of PMTC is to have daily or weekly email notifications on searches sent to your email address.

Compassion, and community: Garden City Hospital, a member of Prime Healthcare, offers incredible opportun...

**Retail Sales Associate**  
*O\*Net Code: 41-2031.00 Retail Salespersons*  
*ARS - Southfield Township, MI, 48025 - Posted 10/13/2022*  
 GROW WITH THE PROS AND SELL WITH CONFIDENCE All candidates for this position are required to complete a pre-employment assessment. Only the best of the best work for the largest and fastest-growing l...

**Retail Sales Associate**  
*O\*Net Code: 41-2031.00 Retail Salespersons*

### Save This Search

Enter any Search Name

☒ No email notifications related to this search  
☐ Send daily email notifications related to this search  
☐ Send weekly email notifications related to this saved search

Save Search

### Save This Search

1. In the Save This Search sidebar, type a name for your search.
2. Select an email notification frequency.
3. Click “Save Search.”

To view saved job search results, click “Show Result” under Saved Searches on the My Workspace. Click “New Search” to create a new job search.

### Saved Searches

TITLE	EMAIL NOTIFICATIONS	SHOW RESULT	DELETE
<a href="#">Sales</a>	None ▾	<a href="#">Show Result</a>	<a href="#">Delete</a>
<a href="#">Finance</a>	None ▾	<a href="#">Show Result</a>	<a href="#">Delete</a>

Save Email Preferences

New Search

You may save up to 5 searches

To update email notification frequency, go to the My Workspace and select your preference from the drop-down list under Email Notifications and click “Save Email Preferences”.

My Account contains your personal profile information such as contact and career information. To make changes to profile, locate the Job Seeker tab at the top of the page. Click on “My Account”.

To change First Name, Middle Initial, Last Name, Email Address or Password, click the link to “Change Password and/or Account Information in MILogin”.

This link will redirect to you to MILogin. **Note:** This logs you out of PMTC. You will then enter your MILogin User ID and Password and click “Sign In”.

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Update Profile Information and click “Submit” to save.

**MiLogin** Home Discover Online Services Help Contact Us News Julie Freiheit

[Back to Home](#)

## Account Settings

Set your profile information and improve your account security options.

**Name**  
Julie ✓ Verified [Edit](#)

**Email**  
@yahoo.com ✓ Verified [Edit](#)

**Phone number**  
+1 ✓ Verified [Edit](#)

**Change password**  
Change your password for more security in your account. [>](#)

**Manage security questions**  
Create security questions to add more recovery options to your account. [>](#)

**Manage IBM Security Verify devices**  
Enable multifactor authentication using the IBM Security Verify mobile application to quickly and easily add more security to your account. [>](#)

**Manage Authenticator app devices**  
Enable multifactor authentication using the Authenticator application to quickly and easily add more security to your account. [>](#)

**Manage Passwordless login devices**  
Access MiLogin account with just your enrolled physical security key or biometrics with each device you have. [>](#)

**Merge accounts**  
If you have more than one Michigan User ID, merge your accounts to simplify your login process. [>](#)

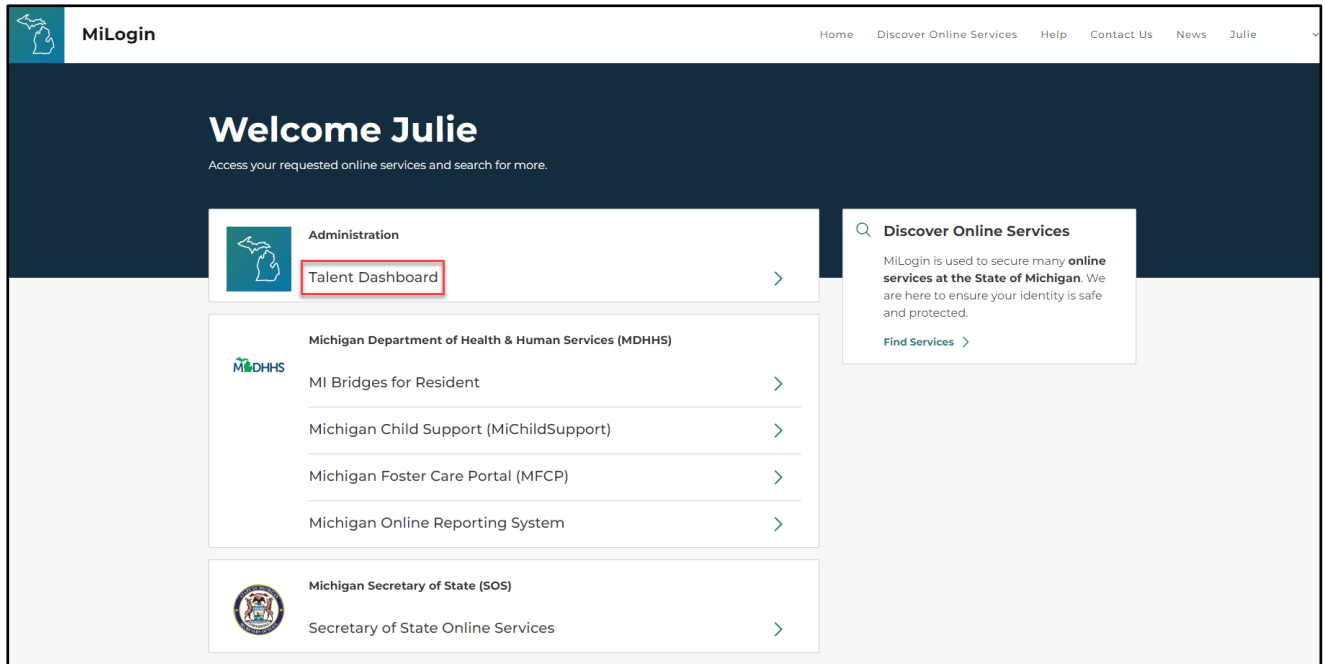
**Deactivate account**  
Disable your account permanently. You will no longer be able to login or access any services with this account. [>](#)

✓ **Security questions successfully submitted!**  
We have updated your questions.

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You will receive confirmation of the profile being successfully updated. Click on “Home” to return to Home Page of Job Seeker.

The Home Page indicates how long until password will expire. To return to PMTC, click on “Talent Dashboard” to be redirected to My Workspace.



## Profile Information

Profile information can be shared with Employers or used to populate a resume when using Build a Resume. Profile Information includes Address, Phone Number, Email, LinkedIn Account, Personal Website, Career Status, Desired Position Level and Certificates/Licenses/Credentials.

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

Account Information	Profile Information
<p>* Address Line 1 123 Main Street <small>Street address, P.O. box, company name, c/o</small></p>	
<p>Address Line 2  <small>Apartment, suite, unit, building, floor, etc.</small></p>	
<p>* City Lansing</p>	<p>* State/Province/Region mi</p>
	<p>* Zip/Postal Code 48933</p>
	<p>* Country United States ▼</p>
<p>* Primary Phone 8105555555</p>	<p>Alternate Phone  </p>
<p>LinkedIn Account (Optional)  </p>	<p>Personal Website (Optional)  </p>
<p>* Career Status Career Explorer ▼</p>	
<p>* Desired Position Level <input type="checkbox"/> Internship <input type="checkbox"/> Entry Level <input checked="" type="checkbox"/> Experienced (Non-Manager) <input type="checkbox"/> Manager/Supervisor <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> Available Part Time</p>	
<p>* Highest Education Level Completed Masters Degree or above ▼</p>	
<p><input checked="" type="checkbox"/> Add Certificates/Licenses/Credentials?</p>	
<p>Certificates/Licenses/Credentials  </p>	<p>Issuing Organization  </p>
	<p>State &lt; State &gt; ▼</p>
<p>⊕ <a href="#">Add Certificates/Licenses/Credentials</a></p>	

## O\*Net Codes

### *Current or Most Recent Occupation*

The profile section also provides a section to include your current or most recent occupation by selecting the proper O\*NET code that defines your work history.

If you have current or recent work history, select Yes. The box will expand providing an opportunity to select the proper O\*Net code.

\* Do you have previous work experience? ☒ Yes ☐ No

Current or Most Recent Occupation (Select O\*NET code of most recent job worked)

☒ Standard Occupation ☐ Military Occupation

Search by Keyword or O\*NET Code(XX-XXXX)

\* (1 of 1 O\*NET Occupations Selected)

[O\\*NET Codes](#) [Military Crosswalk](#)

15-2051.01 Business Intelligence Analysts

To select an O\*Net occupation that matches your work history, select either **Standard Occupation** or **Military Occupation**. The default selection is **Standard** but can be changed to the **Military** by clicking on the radio button in front of the **Military Occupation**.

**Note:** You can only select either **Standard Occupation** or **Military Occupation** during a single search.

Steps to select O\*Net occupation:

1. Enter O\*Net code or text in search box.
2. Click on an occupation from the results list.
3. The chosen O\*Net code will appear.
4. To remove your O\*Net code selection, click on the x.

Additional information to identify the proper O\*Net Codes that match your work history can be found by clicking the [O\\*Net Codes](#) or [Military Crosswalk](#) links.

**Note:** The **Current or Most Recent Occupation** section only allows 1 O\*Net code.

### Occupation(s) related to skill set(s)

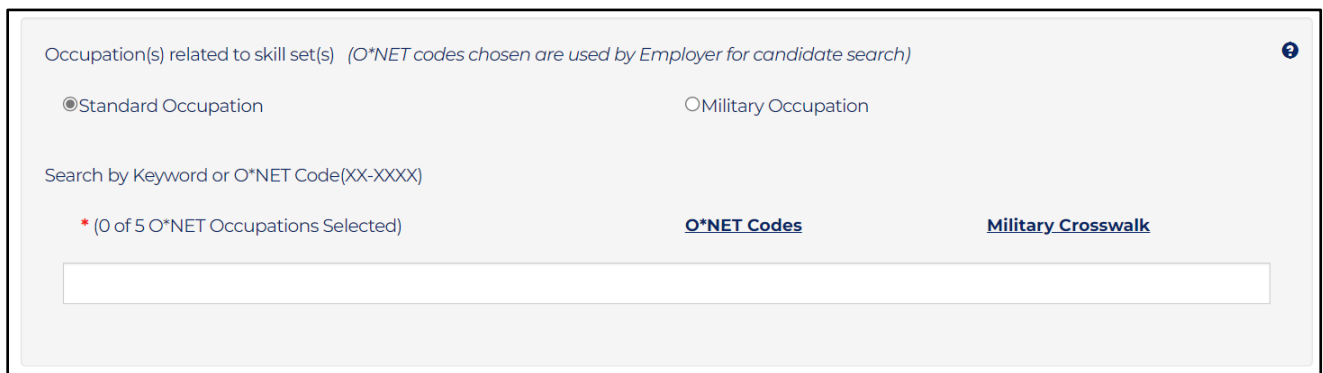
To select an O\*Net occupation that matches your skill set, select either **Standard Occupation** or **Military Occupation**. The default selection is **Standard** but can be changed to the **Military** by clicking on the radio button in front of **Military Occupation**.

**Note:** You can only select either **Standard Occupation** or **Military Occupation** during a single search.

Steps to select O\*Net occupation:

1. Enter O\*Net code or text in search box.
2. Click on an occupation from the results list.
3. The chosen O\*Net code will appear.
4. To remove your O\*Net code selection, click on the x.

Additional information to identify the proper O\*Net Codes that match all skill sets can be found by clicking the [O\\*Net Codes](#) or [Military Crosswalk](#) links.

A screenshot of a web interface for selecting O\*Net occupations. At the top, it says "Occupation(s) related to skill set(s) (O\*NET codes chosen are used by Employer for candidate search)" with a help icon. Below this are two radio buttons: "Standard Occupation" (selected) and "Military Occupation". Underneath is a search bar with the placeholder text "Search by Keyword or O\*NET Code(XX-XXXX)". Below the search bar, it says "\* (0 of 5 O\*NET Occupations Selected)". To the right of this are two links: "O\*NET Codes" and "Military Crosswalk". At the bottom is a large empty text input field.

**Note:** The Occupations related skill sets section allows 5 O\*Net codes. These are used by employers in the candidate search process.

The profile section also provides the opportunity to identify other Skills, Veteran Status and Location Preference.

\* Skills

Project Management

Maximum Characters Allowed : 150

[Add Skill](#)

Years

5

Veteran

☒ Served in the Military

☒ Allow Employers to see I served in the Military

\* Location Preferences (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)



Click on the map for a larger view.

If you would like to have your information remain private and NOT viewable by employers, click “Edit”. This will take you to My Account. Select “Profile Information”, at the bottom of the screen select the check box “I don’t want the information given to be viewable or searchable by employers”. Complete by clicking “Save”.

Employer Search Preference

☐ I don't want the information given above to be viewable or searchable by employers.

Spell Check

Save