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 by clicking “Sign In” button at the top right corner of the home screen.

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

This directs you to your My Workspace page.
CAREER EXPLORER
The goal of the Pure Michigan Talent Connect (PMTC) 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.
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.

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.
**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.

**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.
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.

Search by location of job posting by:
- City
- Zip/Postal Code
- State or Statewide jobs.

Note: Some employers post several positions across the state of 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.
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.

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.

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).
**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”.

<table>
<thead>
<tr>
<th>JOB DETAILS</th>
<th>Job Summary</th>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="Job Details and Job Summary" /></td>
<td><img src="image" alt="Job Summary" /></td>
</tr>
</tbody>
</table>

**Job Tools**

- **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.
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.

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.

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

5. Enter your Employment Objective for desired position.

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

8. To proceed, click “Next”
9. Add relevant or most recent work experience, including name and location of employer, Job Title and Dates Employed.

10. Enter job duties, responsibilities, and accomplishments to be included in Chronological and Functional resumes.

11. Click “Add Work Experience” to include additional employment.
12. Add Summary of Qualifications to be included in Chronological and Combination resumes.

13. Add relevant Skills and Experience which are included in Functional and Combination resumes. Click “Add Bulleted Skill Description” to include additional skills or experience.
14. Enter any honors or activities such as civic awards, commendations, clubs, organizations or volunteer work that is relevant to the jobs applying for.

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”.

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 on PMTC.

**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).
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”.

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.
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.

**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.

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”.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>EMAIL NOTIFICATIONS</th>
<th>SHOW RESULT</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>None</td>
<td>➔ Show Result</td>
<td>➔ Delete</td>
</tr>
<tr>
<td>Finance</td>
<td>None</td>
<td>➔ Show Result</td>
<td>➔ Delete</td>
</tr>
</tbody>
</table>

You may save up to 5 searches
MY ACCOUNT
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”.

Account Information
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”.
Update Profile Information and click “Submit” to save.

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, Certificates/Licenses/Credentials, O*NET Online Occupations, Skills, Veteran Status, Location Preference and Employer Search Preference.

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