



EMPLOYMENT & TRAINING

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.

Table of Contents

GETTING STARTED.....	3
Create An Account.....	3
Employer Before You Get Started	4
Privacy/Terms of Use	4
Federal Employer Identification Number (EIN).....	5
Employer Profile	5
User Profile.....	7
Account Created.....	8
Activate Your Account	8
Sign In.....	8
EMPLOYER DASHBOARD	9
Manage Job Postings	9
Active Jobs	10
Copy Position Instructions.....	12
Deactivate Instructions	13
Edit Job Posting Instructions	13
Repost posting Instructions	13
Reset View Instructions.....	13

Inactive Jobs	14
Draft Jobs	17
Job Posting Feedback	17
Export Jobs to Excel	18
Export Jobs to PDF	19
View Inactive Jobs by EIN	20
Post A Job	21
Step 1-Post A Job	21
Employer	21
Organization Name	21
Required Fields	21
Job Description	23
Step 2-Post A Job	23
Step 3-Post A Job	25
How to Apply	25
Posting Period	26
SAVED CANDIDATE SEARCHES	27
Candidate Search	27
Candidate Search Results	30
Sending Email to a Candidate	33
Instructions to Send Email to a Candidate	33
Sending Email to Me	34
Email Individual Candidate	34
MY ACCOUNT	35
Manage Profile	35
Change Password	36
WORK-BASED LEARNING ON-LINE MANAGEMENT SYSTEM/WBLOMS	37
Employer Completes PMTC Registration	37
ADMIN USER Completes PMTC Application	38

GETTING STARTED

Start at www.mitalent.org by clicking “Create Account” button at the top right corner of the home screen.

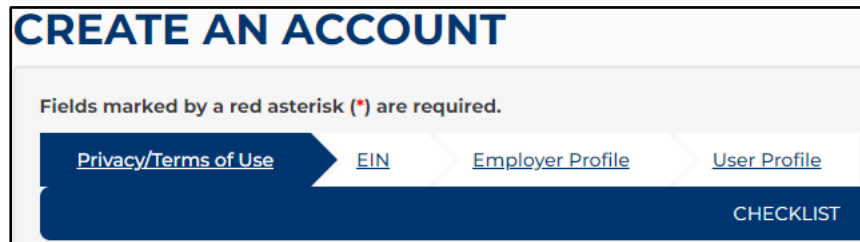
The screenshot shows the homepage of the Pure Michigan Talent Connect website. At the top, there is a navigation bar with links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below this is a search bar and buttons for Sign In and Create Account. A main navigation menu includes Home, Job Seeker, Employer, Career Exploration, Veteran, and Skilled Trades. The central banner features a green background with the text "October is National Disability Employment Awareness Month" and a photo of four diverse workers. A logo for MRS (Michigan Rehabilitation Services) is also present. Below the banner, a section titled "October is National Disability Employment Awareness Month!" provides information about the month and includes a link to Michigan.gov/MRS.

Create An Account

Select “Employer” from the Create Account box.

The screenshot shows the "Create Account" form. It asks the user "Which type of account would you like to create?" and "I am a/an :". Below these questions 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

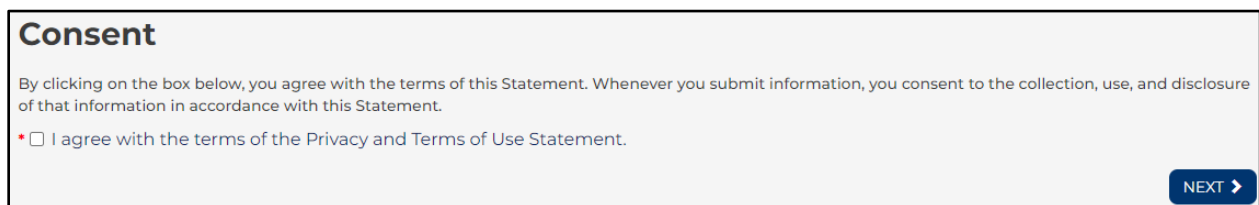
Employer Before You Get Started

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 indicating four steps: Privacy/Terms of Use, EIN (current step), Employer Profile, and User Profile. The EIN step includes a text input field for the EIN, a note that fields marked with a red asterisk are required, and a detailed explanation of how the EIN is used for business registration and verification. A link for "IRS Information about Employer ID Numbers and EINs" is provided. Navigation buttons for "PREVIOUS" and "NEXT" are at the bottom right.

CREATE AN ACCOUNT

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

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

* EIN

Pure Michigan Talent Connect uses the EIN (Employer Identification Number) to approve your business registration. This assures that only legitimate employers access the job portal. If we cannot verify the EIN through the Michigan Unemployment Insurance Agency or documents you provide, you cannot use the job portal. The Internal Revenue Service (IRS) assigns the EIN to your business. According to the IRS, all businesses employing one or more employees must have a nine-digit EIN ([IRS Information about Employer ID Numbers and EINs](#))

[PREVIOUS](#) [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

NOTE: Your email address will be your user ID. Emails from Talent Connect will come from webnoreply@michigan.gov. Please add this address to your address book to ensure you will receive messages from the system.

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

☐ 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.

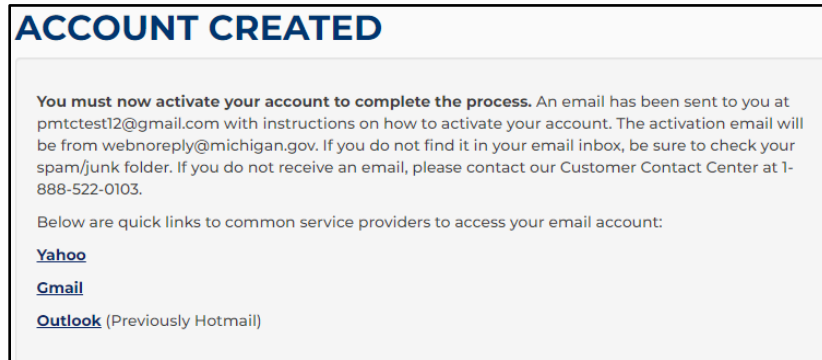
BAVBM 

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

[< PREVIOUS](#) [SUBMIT](#)

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 and click "Sign In" in the upper right corner.

A screenshot of the "Sign In" page. At the top, there are two buttons: "Sign In" with an upward arrow and "Create Account" with a downward arrow. Below these is the heading "Sign In" in large blue font. Underneath is the label "Email Address Or MILogin User ID" above a white text input field. At the bottom left of the form is a blue button labeled "NEXT".

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.

EMPLOYER DASHBOARD

Test Company

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

Welcome back, Test Account!

Manage Job Postings

[Active Jobs](#)[Inactive Jobs](#)[Draft Jobs](#)

ALL	JOB CODE	ORGANIZATION	JOB TITLE	POSTED	EXPIRED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	84848784	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

[JOB POSTING FEEDBACK](#)[EXPORT ACTIVE JOBS TO EXCEL](#)[EXPORT ACTIVE JOBS TO PDF](#)[POST A JOB](#)

Saved Candidate Searches

TITLE
Sales Manager Show Results Delete

START A NEW CANDIDATE SEARCH

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.

Manage Job Postings

[Active Jobs](#)[Inactive Jobs](#)[Draft Jobs](#)

No Active Jobs Listed in Your Account

[JOB POSTING FEEDBACK](#)[EXPORT ACTIVE JOBS TO EXCEL](#)[EXPORT ACTIVE JOBS TO PDF](#)[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.

Welcome back, Test Account!

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

Manage Job Postings

Active JobsInactive JobsDraft Jobs

ALLJOB CODEORGANIZATIONJOB TITLEPOSTEDEXPIRED

FEEDBACKVIEWS/CLICKS/SAVES

<input type="checkbox"/>	84848784	Test Company	Test	10/25/2022	11/24/2022	★	0 / 0 / 0
--------------------------	--------------------------	--------------	----------------------	------------	------------	---	-----------

Display25

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

Saved Candidate Searches

TITLE

[Sales Manager](#)[Show Results](#)[Delete](#)

START A NEW CANDIDATE SEARCH

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

Manage Job Postings

Active JobsInactive JobsDraft Jobs

ALLJOB CODEORGANIZATIONJOB TITLEPOSTEDEXPIRED

FEEDBACKVIEWS/CLICKS/SAVES

<input type="checkbox"/>	84848784	Test Company	Test	10/25/2022	11/24/2022	★	0 / 0 / 0
--------------------------	--------------------------	--------------	----------------------	------------	------------	---	-----------

Display25

UPDATE RESULTS

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

SUBMIT

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"/>	84848784	Test Company	Test	10/25/2022	11/24/2022	★	0 / 0 / 0

Display

25

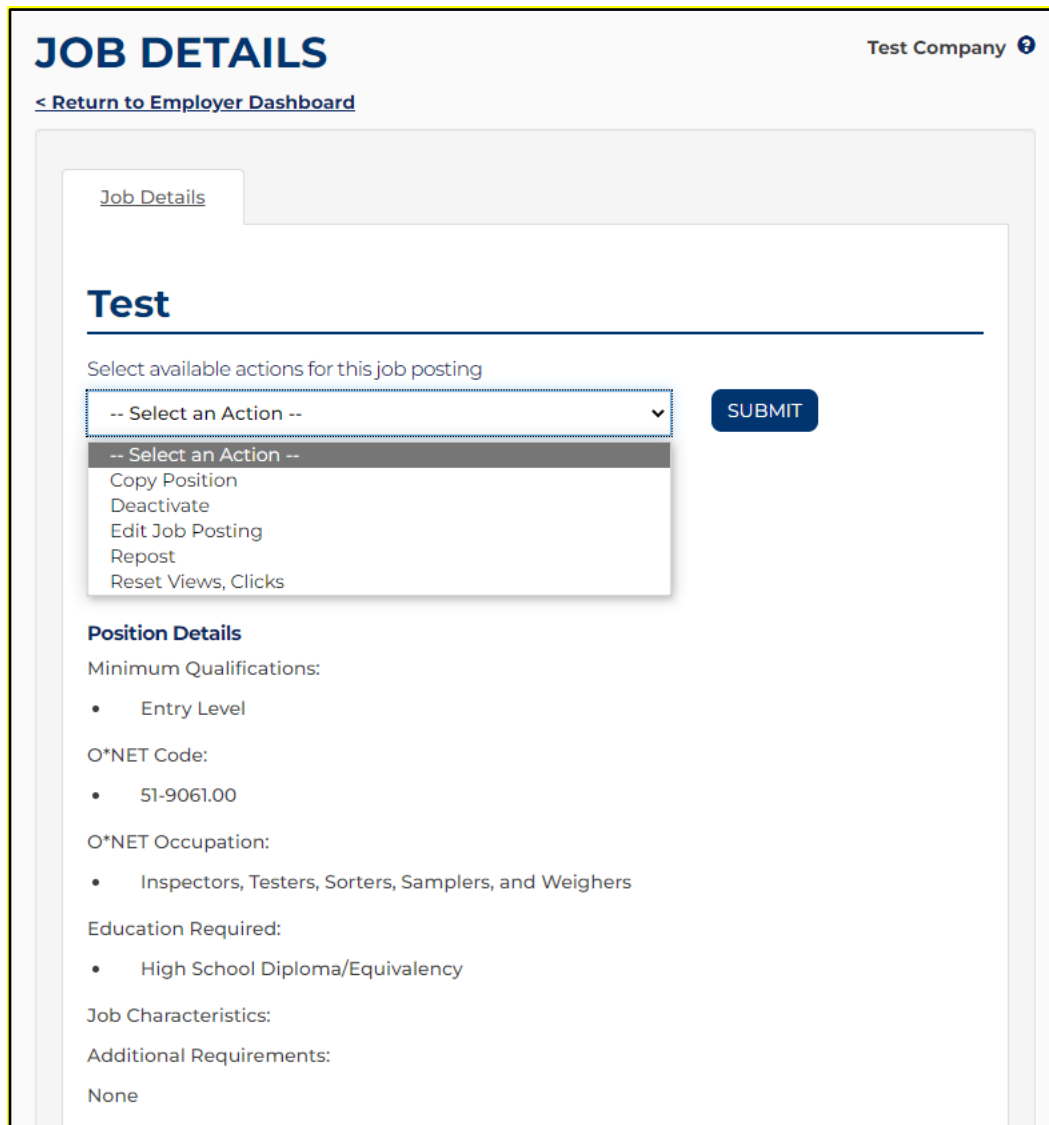
Available operations for selected job(s)

-- Select One Option --

UPDATE RESULTS

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 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”.

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 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 JobsInactive JobsDraft Jobs

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

Display
25

UPDATE RESULTS

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

Submit

Job Posting Feedback

Export inactive jobs to Excel

Export inactive jobs to PDF

View inactive jobs by EIN

POST A JOB

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

Manage Job Postings

Active JobsInactive JobsDraft Jobs

ALL	JOB CODE	ORGANIZATION	JOB TITLE	CREATED	POSTED	EXPIRED	DEACTIVATED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	84848784	Test Company	Test	10/25/2022	10/25/2022	11/24/2022	10/25/2022	★	1/0/0

Display
25

UPDATE RESULTS

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

SUBMIT

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

Sorry, this job is not active!

[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 Inactive tab is a hyperlink to the Dashboard to access the **Job Details**.

Manage Job Postings

[Active Jobs](#)
[Inactive Jobs](#)
[Draft Jobs](#)

	↑↓ JOB CODE	↑↓ ORGANIZATION	↑↓ JOB TITLE	↑↓ CREATED	↑↓ POSTED	↑↓ EXPIRED	↑↓ DEACTIVATED	FEEDBACK	VIEWS/ CLICKS/ SAVES
<input type="checkbox"/>	84848784	Test Company	Test	10/25/2022	10/25/2022	11/24/2022	10/25/2022	★	1/0/0

Display

25

UPDATE RESULTS

Available operations for selected job(s)

-- Select One Option --

SUBMIT

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.

JOB DETAILS

Test Company ?

[< Return to Employer Dashboard](#)

Job Details

Plumber

Select available actions for this job posting

-- Select an Action --

-- Select an Action --

Copy Position

Repost

SUBMIT

Job Description

test

Position Details

Minimum Qualifications:

Experienced (Non-Manager)

O*NET Code:

47-2152.00

O*NET Occupation:

Plumbers, Pipefitters, and Steamfitters

Education Required:

None

Job Characteristics:

Full-time

Additional Requirements:

None

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.

The screenshot shows the 'EMPLOYER DASHBOARD' for 'Test Company'. It features a 'Welcome back, Test Account!' message and links to 'Employer User Guide' and 'Employer Tutorials'. The 'Manage Job Postings' section has three tabs: 'Active Jobs', 'Inactive Jobs', and 'Draft Jobs', with 'Draft Jobs' being the active tab. Below the tabs is a table with columns: 'JOB REFERENCE NUMBER', 'ORGANIZATION', 'JOB TITLE', 'CREATED', and 'MODIFIED'. A single row is visible with the job reference number '59128', organization 'Test Company', job title 'Laborer', and creation date '10/26/2022'. A 'Delete' button is next to the job title, and a 'POST A JOB' button is at the bottom right.

JOB REFERENCE NUMBER	ORGANIZATION	JOB TITLE	CREATED	MODIFIED
59128	Test Company	Laborer	10/26/2022	

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.

The screenshot shows the 'Job Posting Feedback' page. It has a 'Welcome back, Test Account!' message and links to 'Employer User Guide' and 'Employer Tutorials'. The 'Manage Job Postings' section has three tabs: 'Active Jobs', 'Inactive Jobs', and 'Draft Jobs', with 'Active Jobs' being the active tab. Below the tabs is a table with columns: 'ALL', 'JOB CODE', 'ORGANIZATION', 'JOB TITLE', 'POSTED', 'EXPIRED', 'FEEDBACK', and 'VIEWS/CLICKS/SAVES'. A single row is visible with job code '84848784', organization 'Test Company', job title 'Test', posted date '10/26/2022', expired date '11/25/2022', a star icon in the feedback column, and '1 / 0 / 0' in the views column. Below the table is a 'Display' section with a dropdown menu set to '25', an 'UPDATE RESULTS' button, and a 'SUBMIT' button. At the bottom, there are four buttons: 'JOB POSTING FEEDBACK' (highlighted with a red box), 'EXPORT ACTIVE JOBS TO EXCEL', 'EXPORT ACTIVE JOBS TO PDF', and 'POST A JOB'.

ALL	JOB CODE	ORGANIZATION	JOB TITLE	POSTED	EXPIRED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	84848784	Test Company	Test	10/26/2022	11/25/2022	★	1 / 0 / 0

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						
<div>Display 25 Update Results</div>						
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"/>
<div>Display 25 Update Results Save</div>						

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 JobsInactive JobsDraft Jobs

ALL	JOB CODE	ORGANIZATION	JOB TITLE	POSTED	EXPIRED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	84799548	Test Employer	Test	10/26/2022	11/25/2022	★	5 / 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

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 JobsInactive JobsDraft Jobs

ALLJOB CODEORGANIZATIONJOB TITLEPOSTEDEXPIREDFEEDBACKVIEWS/CLICKS/SAVES

☐84799548Test EmployerTest10/26/202211/25/2022★5 / 0 / 0

Display25UPDATE RESULTSAvailable operations for selected job(s)-- Select One Option --SUBMIT

JOB POSTING FEEDBACKEXPORT ACTIVE JOBS TO EXCELEXPORT ACTIVE JOBS TO PDFPOST A JOB

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 DASHBOARDTest Company

Welcome back, Test Account!

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

Manage Job Postings

Active JobsInactive JobsDraft Jobs

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

Display
25

UPDATE RESULTS

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

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

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"/>	84799548	Test Employer	Test	10/26/2022	11/25/2022	★	5 / 0 / 0

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

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

Job Description

To save time, cut and paste the final draft of the job description and then use the text editor to finalize formatting. There is an option to spell check the job posting as well as save it as a draft.

* Job Description

↶ ↷

Paragraph

B

I

U

≡

≡

≡

≡

:≡

:≡

≡

≡

≡

≡

POWERED BY TINY

0 characters entered | 8000 remaining

SPELL CHECK

SAVE DRAFT

NEXT

Step 2-Post A Job

Select Minimum Education Level Required and Job Level. Select Foreign Labor Certification, if applicable.

Step 1

Step 2

Step 3

* Minimum Education Level Required

-- Select an Education Level --

* Job Level (Select one)

-- Select a Job Level --

Foreign Labor Certification

-- Select Foreign Labor Certification --

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 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)

☐ Full-time

☐ Part-time

☐ Seasonal

☐ Veteran focus

☐ People with disabilities

☐ Older Worker

☐ Returning Citizens (formerly in prison)

☐ Remote

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

Additional Requirements

Paragraph ▾

B

I

U

≡

≡

≡

≡

:

:

≡

≡

≡

≡

⋮

POWERED BY TINY

0 characters entered | 8000 remaining

SPELL CHECK

SAVE DRAFT

< PREVIOUS

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.

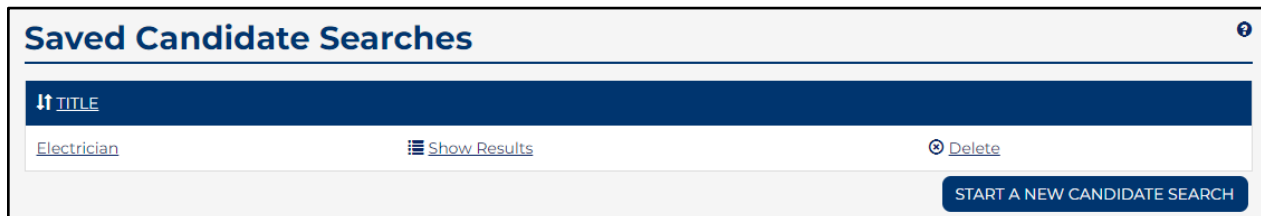
The default expiration date is 30 days from today's date. This is the maximum length of time a posting can be displayed. You will be notified via email prior to the expiration date and will have the opportunity to repost to an extended date.

Information on inserting hyperlinks:

The image shows a screenshot of the 'POST A JOB' interface. At the top, there are three tabs: 'Step 1', 'Step 2', and 'Step 3'. Below the tabs, there is a section titled '* How to Apply Instructions'. Below this section, there is a toolbar with various icons for text formatting, including a link icon (a chain link) which is highlighted with a red box. A red arrow points to the link icon. Below the toolbar, there is a text area. In the foreground, there is a dialog box titled 'Insert/Edit Link'. The dialog box has fields for 'URL', 'Text to display', and 'Title'. Below these fields, there is a dropdown menu labeled 'Open link in...' with the option 'Current window' selected. The dialog box also has 'Cancel' and 'Save' buttons at the bottom.

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.



The screenshot shows a section titled "Saved Candidate Searches" with a help icon. Below the title is a table with a dark blue header row containing "TITLE". The first row of the table has the text "Electrician" under the title, a "Show Results" button with a magnifying glass icon, and a "Delete" button with a trash can icon. At the bottom right of the section is a blue button labeled "START A NEW CANDIDATE SEARCH".

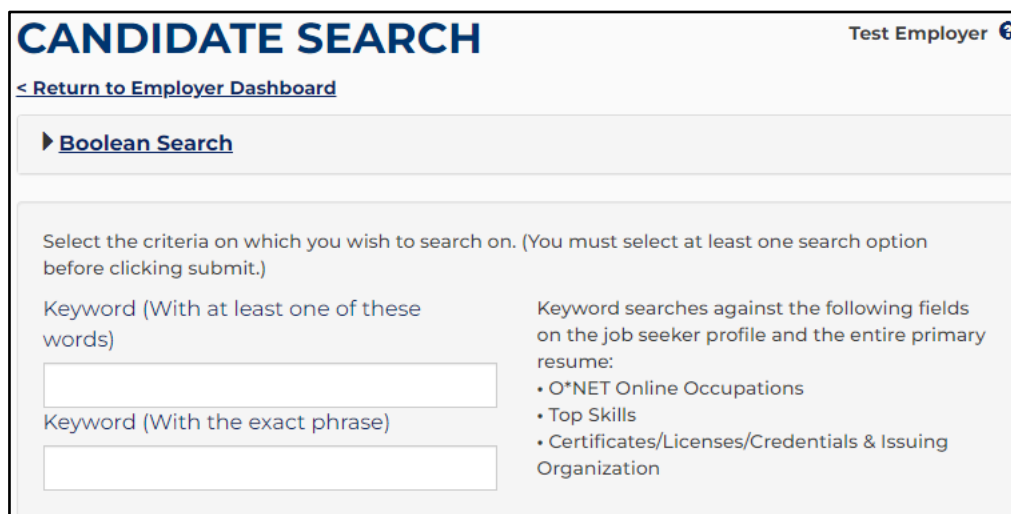
Click "Show Results" to see all results based on the candidate search criteria you provided for each saved search. This will re-run the search based on your previously provided criteria.

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.

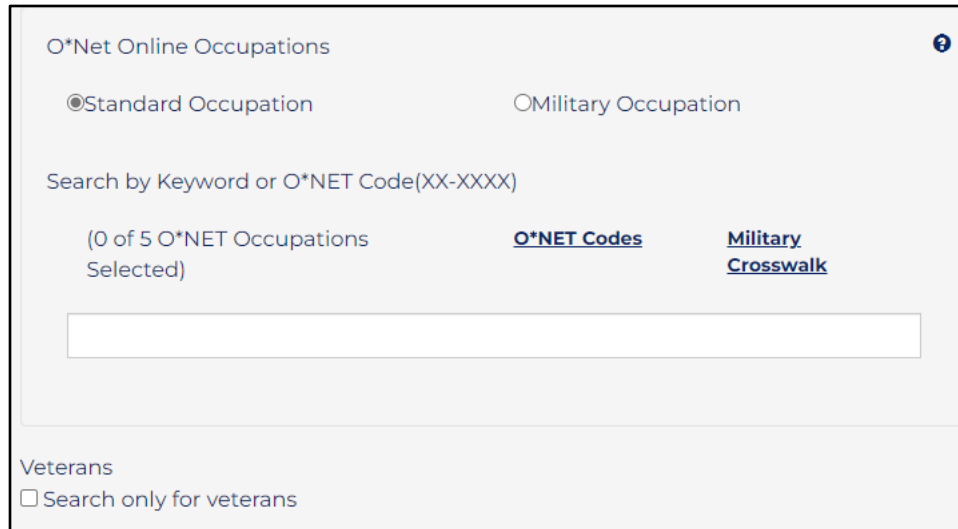


The screenshot shows the "CANDIDATE SEARCH" page with a "Test Employer" link and a help icon. Below the title is a link "< Return to Employer Dashboard". A section titled "Boolean Search" is highlighted. Below this, there is a instruction: "Select the criteria on which you wish to search on. (You must 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 fields searched: "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 page. At the top, there are two radio buttons: 'Standard Occupation' (selected) and 'Military Occupation'. Below these is a search prompt: 'Search by Keyword or O*NET Code(XX-XXXX)'. Underneath the prompt, it says '(0 of 5 O*NET Occupations Selected)'. To the right of this text are two links: 'O*NET Codes' and 'Military Crosswalk'. Below the links is a large, empty search input box. At the bottom of the form, there is a section labeled 'Veterans' with a checkbox and the text '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)



[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.

A screenshot of a web form titled "Minimum Education Level Required". At the top is a dropdown menu with the text "-- Select an Education Level --" and a downward arrow. Below this is a paragraph of text: "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." Following this are four checkboxes, each with a label: "Available Part-Time", "Exclude Candidates who do not have a Resume", "Exclude emailed Candidates", and "Job Level (select all that apply)". Under the "Job Level" heading, there are five more checkboxes: "Internship", "Entry Level", "Experienced (Non-Manager)", "Manager/Supervisor", and "Registered Apprenticeship". In the bottom right corner of the form is a blue button with the text "Submit".

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

15 years of account, team, and client management.

Accomplished and award winning sales management professional.

Experience

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

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](#)

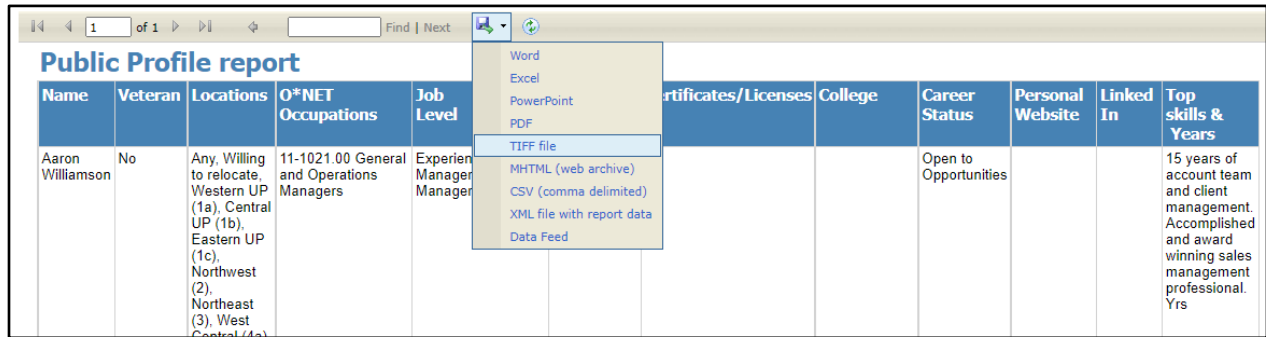
[NEW SEARCH](#)

[Save This Search](#)

Name search

[SAVE SEARCH](#)

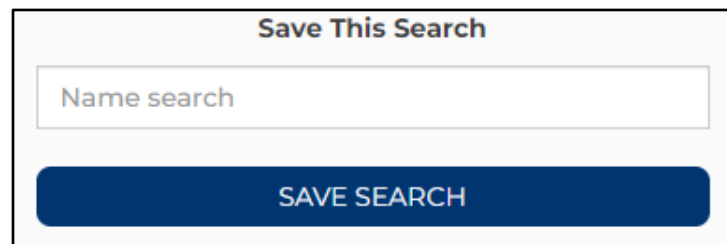
Once the results candidate results are viewable, the “Print Profile” button will allow you to select desired candidate(s) and print the results in profile format. Results will open in a separate window. This report can be exported to a variety of formats including Excel, Word and PDF



The screenshot shows a web application titled "Public Profile report". At the top, there is a navigation bar with "1 of 1" and a "Find | Next" button. Below this is a table with the following columns: Name, Veteran, Locations, O*NET Occupations, Job Level, Certificates/Licenses, College, Career Status, Personal Website, Linked In, and Top skills & Years. The first row of data is for Aaron Williamson, who is not a veteran, located in the Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), Northeast (3), and West Central (4a) regions. His O*NET occupation is 11-1021.00 General and Operations Managers, and his job level is Experienced Manager. The "Career Status" is "Open to Opportunities". The "Top skills & Years" section lists "15 years of account team and client management. Accomplished and award winning sales management professional. Yrs". A dropdown menu is open over the "Job Level" column, showing export options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed.

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.



The screenshot shows a form titled "Save This Search". It contains a text input field labeled "Name search" and a blue button labeled "SAVE SEARCH".

Send standard emails to multiple candidates to refine large search results and to recruit candidates by notifying them of a position opening and requesting interested job seekers apply. Since the candidates will not be able to reply directly to this email, be sure to include information on how they can contact you or learn more about the position.

While a template email is provided, emails (sent from ***webnoreply@michigan.gov***) should be customized prior to sending. The Download Resume feature is only available if the candidate has attached their resume.

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 ☐ cc me

[SEND EMAIL](#) [PRINT PROFILE](#)

Enter your message to the candidate(s).

↶ ↷

Paragraph ▼

B *I* U

Hello,

After viewing your profile on Pure Michigan Talent Connect, I feel you may be a good candidate for a position within our company. I encourage you to read more about the position details below.

Job Title: Laborer

POWERED BY TINY

Instructions to Send Email to a Candidate

1. Select the candidate(s) to send an email message to by either clicking “Select All” (which will only select the candidates displayed on the current page) or by selecting each individual candidate by clicking the checkbox next to their name.
2. Click “Email” to candidate.
3. Click “CC Me” to receive a copy of the message sent to the candidate, along with a listing of all candidates selected.
4. A pop-up text box opens with a template message. To customize the message, click in the email text box and modify as desired. It is important to add the job title, location, and requirements of your job posting.
5. Click “Send Email”.

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](#)

Manage Profile

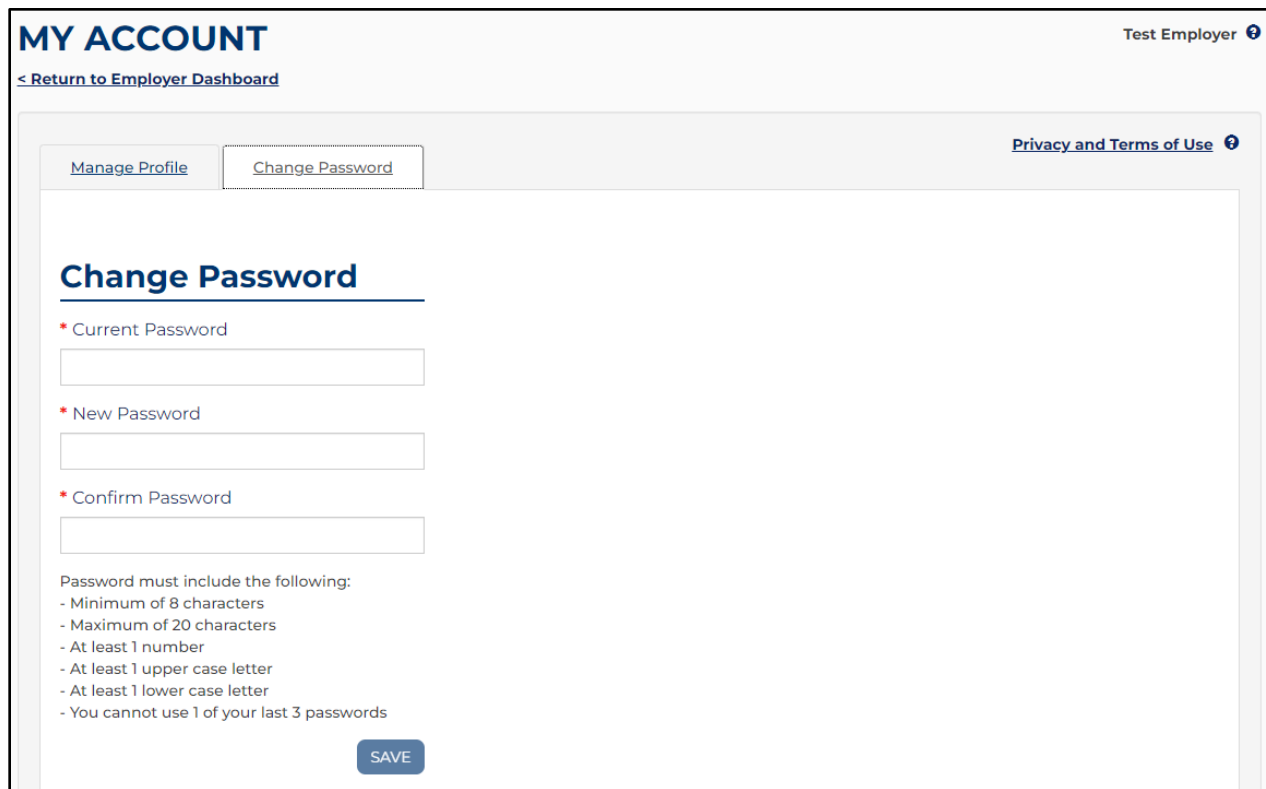
Change Password

Privacy and Terms of Use ?

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	
<input type="checkbox"/> Send job posting expiration emails to alternate email account.	
<input type="checkbox"/> Send job posting expiration emails to both email accounts.	
<input type="checkbox"/> 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	
<input type="checkbox"/> Are you a Military Recruiter?	
<input type="checkbox"/> Are you a Federal Contractor (FCJL)?	
<input type="checkbox"/> Are you a Federal Contractor (FCJL) receiving federal funds?	
<div>EDIT PROFILE</div>	

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

Change Password



The screenshot shows a web interface for a user account. At the top left, it says "MY ACCOUNT". To the right of this, it says "Test Employer" with a help icon. Below the header, there is a link "< Return to Employer Dashboard". On the right side, there is a link "Privacy and Terms of Use" with a help icon. In the center, there are two tabs: "Manage Profile" and "Change Password". The "Change Password" tab is active. Below the tabs, the heading "Change Password" is displayed. There are three input fields, each with a red asterisk indicating a required field: "Current Password", "New Password", and "Confirm Password". Below these fields, there is a list of password requirements: "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", and "You cannot use 1 of your last 3 passwords". At the bottom right of the form, there is a blue "SAVE" button.

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.



The screenshot shows the Pure Michigan Talent Connect website. 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 buttons for Sign In and Create Account. A dropdown menu for Sign In is open, showing a text input field for 'Email Address Or MILogin User ID' with the value 'test3@test.com' and a 'NEXT' button. Below the sign-in form is a large banner for 'October is National Disability Employment Awareness Month' featuring a collage of diverse workers. The banner includes the MRS logo (Michigan Rehabilitation Services) and the text 'PROMOTING ABILITIES'.

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:
 - 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.
 - Articles of Organization for the State of Michigan and SS-4
 - 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)
- Contact Information
- Organization Description
- Number of Employees
- Valid Email Address (should include company domain)

- 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:

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

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