

## Employer Get Started Guide

### Get Started in a few easy steps:

1. Go to [www.MiTalent.org](http://www.MiTalent.org) and click on “Create Account” in the top right corner of the screen.
2. Select “Employer.”
3. Create your organizational profile with the required information:
  - Federal Employer Identification Number (FEIN)
  - Contact Information
  - Organization Description
  - Number of Employees
  - Valid Email Address (*Recommend using one with your company domain*)
4. Activate your account by confirming your email address. Your account will be put in the validation queue. Michigan Department of Labor and Economic Opportunity staff will validate your account, which can take up to three business days.

### These are a few highlights:

- You can create one account per unique email address and your organization can have multiple users in the system.
- Jobs can be posted for a maximum of 30 days. If you need more time, positions can be reposted.
- During the first 24 hours, the job is viewable only to U.S. military who have indicated their Veteran status on their account due to the federally mandated Veterans' Preference requirement. After 24 hours, the general public can find the job posting.
- View job seeker's profiles to identify candidates who have the skills you want.
- View up to 100 potential applicant resumes per day.
- [Video tutorials](#), user guides, and help icons ( ? ) are available on Pure Michigan Talent Connect to assist you.

### Contact

For more information on Pure Michigan Talent Connect, call the Customer Contact Center Monday – Friday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. EST at 888-522-0103.