Pure Michigan Talent Connect Job Seeker User Guide

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Pure Michigan Talent Connect (PMTC)

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.

Home

Start at www.mitalent.org by clicking "Sign In" button at the top right corner of the home screen.
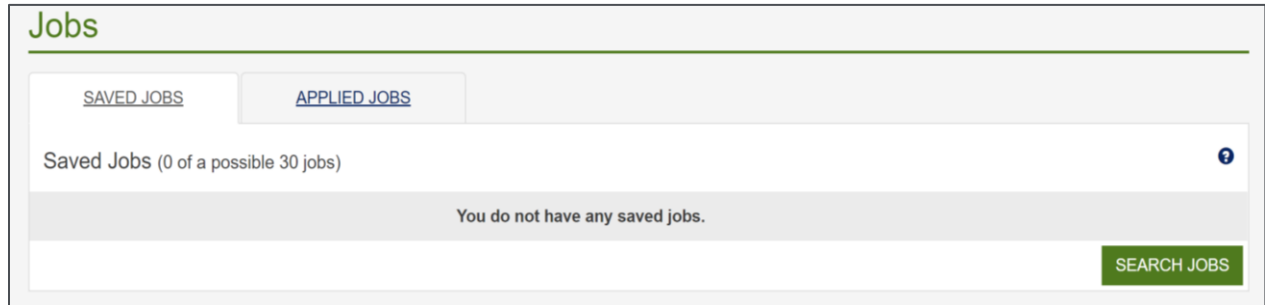
My Workspace

My Workspace was designed to help organize a job search. You can save up to 30 job postings and up to five job searches. Additionally, you can set up the email notification frequency to receive an email alert when a job is posted that matches your job search criteria.

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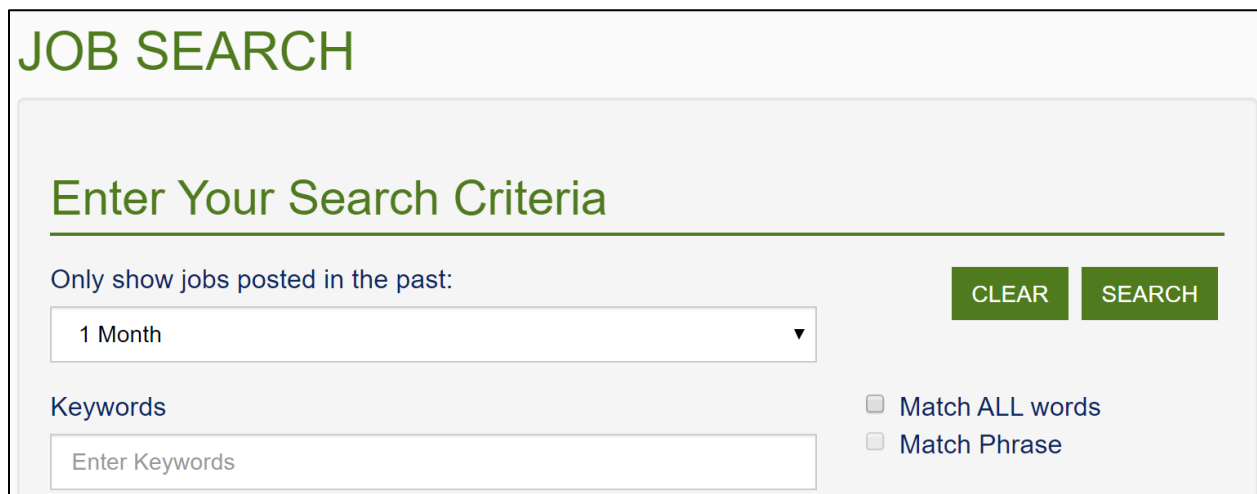
Note: Jobs postings can be eliminated from your job search if the select criteria was not completed by the employer. This may result in not seeing a job posting you would want to apply for. It is recommended to explore several search criteria to determine which results are best.

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.

Job Title

Enter Job Title

Job Code Number

Enter Job Code Number

Search by location of job position by city, Zip/Postal Code, State or State Wide jobs. 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.

City   Zip/Postal Code

Enter City   or   Enter Postal Code   ☐ Include State Wide Jobs

State/Province/Region

Enter State

Radius (from City or Zip/Postal Code)   ❓

< Select a Radius >   ▼

Search by Organization Name (search results will only auto generate employers with active postings at time of search)

Enter Organization

⊕ Add Employer Name

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

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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
- ☐ Executive
- ☐ Apprenticeship

Check only job characteristics that apply.

Job Characteristics (check all that apply) ❓

☐ Full-time	☐ Commission
☐ Part-time	☐ Willing to train/training program
☐ Seasonal	☐ Temporary
☐ 1099	☐ Contract/consulting
☐ Flexible hours	☐ People with disabilities
☐ Nights/weekends available	☐ Older Worker
☐ Veteran focus	☐ Returning Citizens (formerly in prison)
☐ Medical benefits provided	☐ Remote/Virtual

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

Search results will display with the job title, the date it was posted, and a brief position summary. The default display setting for the number of jobs on one page is 25, which can be changed by choosing another number from the drop box menu. If there are more jobs that can be displayed on the first page, additional page icons appear.

Sort results by Posted Date, Title or City and then click "Update Results". To view a job posting, click on the job title link.

Narrow search options by entering additional criteria on the Refine Search sidebar and then click "Apply Changes".

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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. Organization details of the employer posting the position is on the second tab, if the employer has chosen to display this information.

Job Tools Description

- **Save** – Saves this job posting to My Workspace.
- **Email to me** – Sends this job posting to an email address.
- **Report this job** – This feature reports inappropriate postings to PMTC staff.
- **Print** – Prints the job posting.
- **Share** – Shares a job posting on a variety of social media sites, including Facebook, Twitter and LinkedIn.

How to Apply

Click "How to Apply" to view how the employer has chosen to allow potential candidates. 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.

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 – 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.

Save Job 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".

Profile

1Q profile was established when the account was registered.

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.

BUILD A RESUME

STEP 1	STEP 2	STEP 3	STEP 4

If you have previously built or uploaded a resume, you can access it on your **Workspace**.

Resume Name

Change Resume Name Here

Edit Contact Information

* First Name

Riley

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.

Personal contact information to include

Name and:

☑ Address

☑ Phone

☑ Email

or

☐ Only display email

Example

Jane Smith
123 Main St
City, State 12345
(123) 456-7890
jane@email.com

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 ❯

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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.

Work Experience ❓

Re-Order ▲ ▼

Employer

City

State/Province/Region

Job Title

Dates Employed

From (mm/yyyy)

To (mm/yyyy)

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.

Enter job duties, responsibilities, and accomplishments. Information entered here is included in Chronological and Functional resumes.

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POWERED BY TINYMCE

0 characters entered | 8000 remaining

⊕ 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.

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0 characters entered | 8000 remaining

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.

Relevant Skills and Experience ❓

Skills/Experience

Information entered here is included in Functional and Combination resumes.

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0 characters entered | 8000 remaining

⊕ Add Bulleted Skill Description

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.

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 on PMTC.

Profile

RESUMES	DOCUMENTS	PUBLIC PROFILE

⬍ DOCUMENT TITLE	⬍ DATE	⬍ STATUS	OPEN/PRINT	UPDATE	DELETE
2021 0421 Job Seeker Test Document.docx	4/26/2021	Uploaded	📄	⇄ Replace	⊗ Delete

UPLOAD A DOCUMENT   CREATE NEW DOCUMENT

You may save up to 30 documents

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

[ ]

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POWERED BY TINYMCE

0 characters entered | 8000 remaining

Document save as

[PDF File   ▾]

[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 or work samples.

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".

Document Upload   ✕

You may upload a document file that you have already created.

[Choose File] No file chosen   [UPLOAD A DOCUMENT]

                                                                          [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.

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.

My Account

My Account contains your personal profile information such as contact and career information. Make changes to profile by locating the Job Seeker tab at the top of the page and clicking 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".

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This link will redirect to MILogin and log you out of PMTC. Enter User ID and Password, then 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.
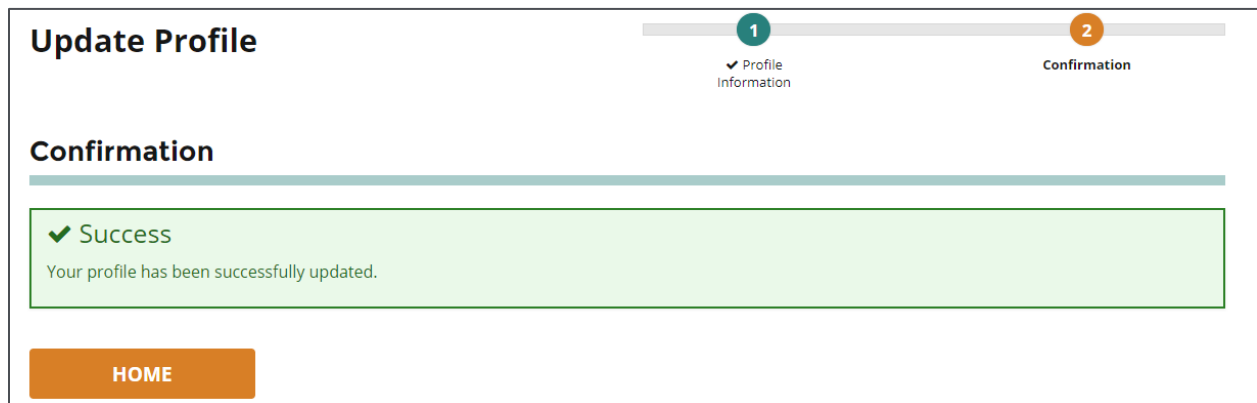
The Home Page indicates how long until password will expire. To return to PMTC, click on "Talent Dashboard" to be redirected to My Workspace.
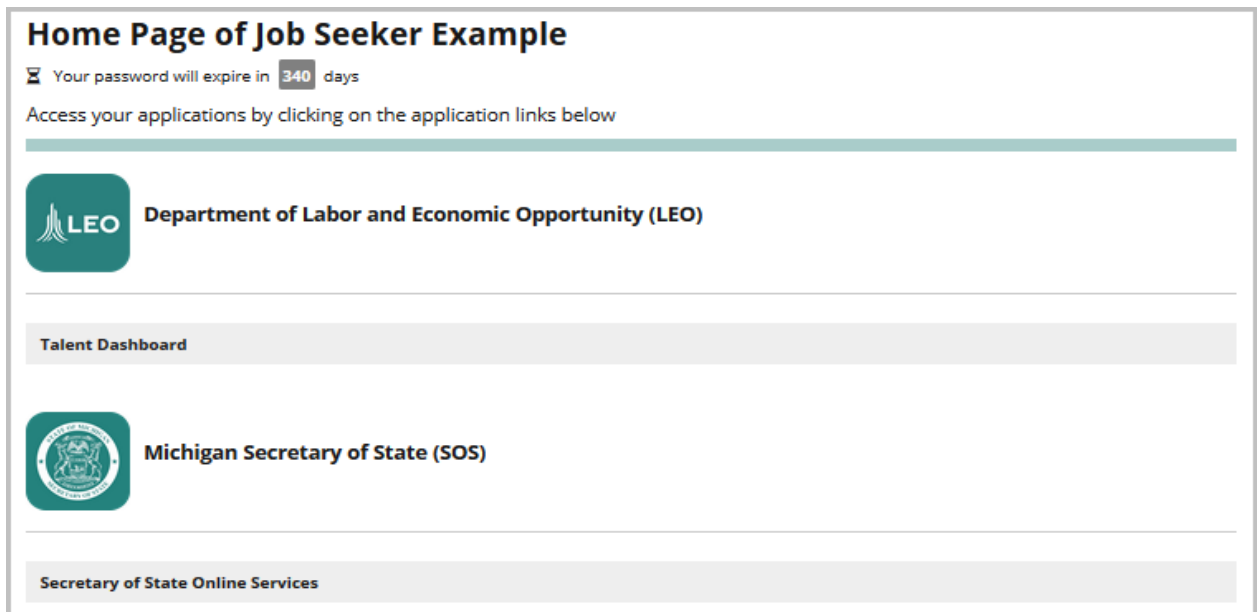
Profile Information

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.

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

ACCOUNT INFORMATION	PROFILE INFORMATION

* Address Line 1

201 N Washington Square

Street address, P.O. box, company name, c/o

Address Line 2

Apartment, suite, unit, building, floor, etc.

* City

Lansing

* State/Province/Region

MI

* Zip/Postal Code

48913

* Country

United States

* Primary Phone

5175551212

Alternate Phone

LinkedIn Account (Optional)

Personal Website (Optional)

* Career Status

Career Explorer

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

Employer Search Preference

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

SPELL CHECK

SAVE