

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.

Table of Contents

HOME	3
CAREER EXPLORER.....	4
MY WORKSPACE.....	5
Jobs	6
<i>Saved Jobs</i>	6
<i>Applied Jobs</i>	6
<i>Search Jobs</i>	7
<i>Enter Your Search Criteria</i>	7
<i>Job Search Results</i>	10
<i>Job Details</i>	11
<i>How to Apply</i>	12
Profile	13
<i>Resume</i>	13
<i>Upload a Resume</i>	13
<i>Build A Resume</i>	14
<i>Documents</i>	20
<i>Create A Document</i>	20
<i>Upload A Document</i>	21

<i>Public Profile</i>	21
Saved Searches	22
<i>Save This Search</i>	22
MY ACCOUNT	23
<i>Account Information</i>	23
<i>Profile Information</i>	25

HOME

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

The screenshot shows the homepage of Pure Michigan Talent Connect. At the top, there are links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below these are buttons for SIGN IN and CREATE ACCOUNT. The SIGN IN button is highlighted, and its dropdown menu is open, showing a text input field for 'Email Address Or MiLogin User ID' with 'JobSeeker' entered, and a NEXT button. The main banner features the 'pathfinder Updated' logo and the text 'Find Your Path', along with images of a smartphone and a laptop displaying career-related content.

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

The screenshot shows the Talent Dashboard. On the left, under 'Job Matches', the link 'Access Pure Michigan Talent Connect' is highlighted with a red box. On the right, under 'Your Claim Information', there is a link for 'Access Michigan Web Account Manager (MIWAM)'. A blue notification box on the left states: 'Jobs viewed on the Talent Dashboard are the most recent jobs posted to Pure Michigan Talent Connect. To view jobs more closely related to your skills please visit www.mitalent.org to complete a job search.'

This directs you to your My Workspace page.

The screenshot shows the 'MY WORKSPACE' page. The top navigation bar includes links for HOME, JOB SEEKER (highlighted), EMPLOYER, CAREER EXPLORATION, VETERAN, and SKILLED TRADES. Below the navigation bar, there is a green banner with 'Welcome back, Julie!' and a red warning icon with the text 'ONLINE JOB SEARCH SAFETY'. To the right of the banner are links for 'Job Seeker User Guide' and 'Open Career Explorer'. Below the banner, there is a section for 'Jobs' with tabs for 'SAVED JOBS' and 'APPLIED JOBS'. The 'SAVED JOBS' tab is selected, showing 'Saved Jobs (0 of a possible 30 jobs)'.


CAREER EXPLORER

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

[CAREER EXPLORER USER GUIDE](#)


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

MY WORKSPACE

 **ONLINE JOB SEARCH SAFETY**


Note: You have chosen not to share your information with or be viewable by employers. [Change your visibility settings.](#)

Welcome back, Julie!

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

Jobs

[SAVED JOBS](#) [APPLIED JOBS](#)




Saved Jobs (0 of a possible 30 jobs) 

You do not have any saved jobs.

[SEARCH JOBS](#)

Profile

[RESUMES](#) [DOCUMENTS](#) [PUBLIC PROFILE](#)

PRIMARY	RESUME TITLE	↑↓ DATE	↑↓ STATUS	OPEN/PRINT	UPDATE	DELETE
<input checked="" type="radio"/>	New Resume.pdf	9/1/2021	Uploaded		 Replace	 Delete

[SET PRIMARY](#) [UPLOAD A RESUME](#) [BUILD A RESUME](#)

You may save up to 3 resumes

For security reasons it is important to remember to close your browser completely when you are done. [Hide this Message](#)

MY WORKSPACE

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

MY WORKSPACE

ONLINE JOB SEARCH SAFETY

Welcome back, Julie!

Job Seeker User Guide

Open Career Explorer

Jobs

SAVED JOBS

APPLIED JOBS

Saved Jobs (0 of a possible 30 jobs)

You do not have any saved jobs.

SEARCH JOBS

Profile

RESUMES

DOCUMENTS

PUBLIC PROFILE

PRIMARY	RESUME TITLE	DATE	STATUS	OPEN/PRINT	UPDATE	DELETE
<input checked="" type="radio"/>	New Resume	10/26/2021	Built		Update	Delete

SET PRIMARY

UPLOAD A RESUME

BUILD A RESUME

You may save up to 3 resumes

Saved Searches

TITLE	EMAIL NOTIFICATIONS	SHOW RESULT	DELETE
Lansing	<div>None</div>	Show Result	Delete
48433	<div>None</div>	Show Result	Delete
mechanic	<div>None</div>	Show Result	Delete
office	<div>None</div>	Show Result	Delete
Flushing	<div>Daily</div>	Show Result	Delete

SAVE EMAIL PREFERENCES

NEW SEARCH

You may save up to 5 searches

RESET

VIEW PROFILE

Resume Viewed: 0009

Appeared in Search: 0022

Jobs

Saved Jobs

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

Jobs

SAVED JOBS

APPLIED JOBS

Saved Jobs (1 of a possible 30 jobs)

ACTION	↑↓ JOB TITLE	↑↓ SAVED DATE	↑↓ EXPIRE DATE	↑↓ EMPLOYER NAME	DELETE
APPLIED	NO real job	10/16/2019	10/27/2019	Test Employer	Delete

SEARCH JOBS

Applied Jobs



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



SAVED JOBS

APPLIED JOBS

Applied Jobs (1 applied jobs)

?

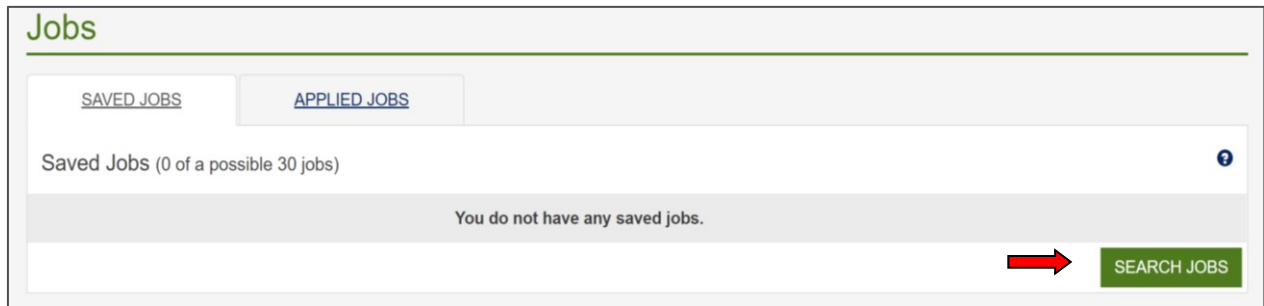
↑↓ JOB TITLE	↑↓ JOB CODE	↑↓ DATE APPLIED	NOTES	DELETE
NO real job	8595969	10/16/2019	Submitted application, re 	 Delete

 = Edit Note
  = Applied through Talent Connect

PRINT HISTORY

Search Jobs

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



The screenshot shows a web interface for job searching. At the top, there's a header with the word 'Jobs' in green. Below it, there are two tabs: 'SAVED JOBS' and 'APPLIED JOBS'. The 'SAVED JOBS' tab is selected, showing a message 'Saved Jobs (0 of a possible 30 jobs)' and a sub-message 'You do not have any saved jobs.' A red arrow points to a green button labeled 'SEARCH JOBS'.

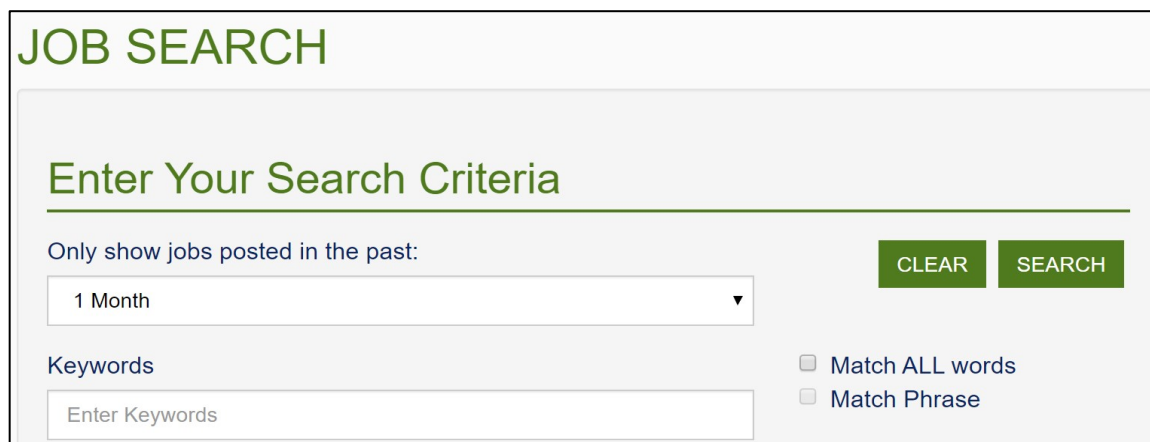
Note: Jobs postings can be eliminated from your job search if the select criteria was not completed by the employer. This may result in not seeing a job posting you would want to apply for. It is recommended to explore several search criteria to determine which results are best.

Enter Your Search Criteria

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

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

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



The screenshot shows a web interface for job searching. At the top, there's a header with the word 'JOB SEARCH' in green. Below it, there's a section titled 'Enter Your Search Criteria'. This section contains a dropdown menu for 'Only show jobs posted in the past:' with '1 Month' selected. There's a text input field for 'Keywords' with the placeholder 'Enter Keywords'. To the right of the input field are two checkboxes: 'Match ALL words' and 'Match Phrase'. At the bottom right of the section are two buttons: 'CLEAR' and 'SEARCH'.

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
<input type="text" value="Enter Job Title"/>
Job Code Number
<input type="text" value="Enter Job Code Number"/>

Search by location of job position by:

- City
- Zip/Postal Code
- State or State Wide 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.

City	Zip/Postal Code	
<input type="text" value="Enter City"/>	or <input type="text" value="Enter Postal Code"/>	<input type="checkbox"/> Include State Wide Jobs
State/Province/Region		
<input type="text" value="Enter State"/>		
Radius (from City or Zip/Postal Code) ?		
<input type="text" value=" < Select a Radius >"/>		
Search by Organization Name (search results will only auto generate employers with active postings at time of search)		
<input type="text" value="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

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 the job characteristics that apply.

Job Characteristics (check all that apply) ?

<input type="checkbox"/> Full-time	<input type="checkbox"/> Commission
<input type="checkbox"/> Part-time	<input type="checkbox"/> Willing to train/training program
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary
<input type="checkbox"/> 1099	<input type="checkbox"/> Contract/consulting
<input type="checkbox"/> Flexible hours	<input type="checkbox"/> People with disabilities
<input type="checkbox"/> Nights/weekends available	<input type="checkbox"/> Older Worker
<input type="checkbox"/> Veteran focus	<input type="checkbox"/> Returning Citizens (formerly in prison)
<input type="checkbox"/> Medical benefits provided	<input type="checkbox"/> 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>).

Inclusions (include the following) ?

☐ Include only Apply Now jobs

Exclusions (do not include the following)

☐ Staffing Company/Recruiters

☐ Jobs from other boards

Job Search Results

Job Details

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

JOB DETAILS

[< Return to Job Search Results](#)

[JOB DETAILS](#)

[ABOUT EXCYL, INC.](#)

Test Driver

Job Code Number
9317061

Job Description

Description:

This position involves driving test vehicles of various build levels to determine quality performance and data collecting objectives. Vehicles will be driven on public roads following all local traffic laws and posted speed limits. It is the driver who will be responsible for proper note taking of issues identified / observed relating to the vehicles performance and/or functionality. Routes will be provided in which the driver will travel to ensure we are getting the right road mix and blend of different driving conditions.

Job Requirement:

- A Valid driver license and good driving record (based on client's MVR criteria attached).
- Must be 21 years of age.
- Pass a written and a basic road test (facilitated by client's prior to contractor being on boarded).
- Must have good writing and verbal skills for proper note taking.
- High School education minimum.

HOW TO APPLY

Job Summary

Organization
Excycl, Inc. [View Profile](#)

Employer Website

Location
Warren, Michigan 48089

Job Code Number
9317061

Positions Available
5

Expiration Date
10/31/2019

O*NET Code
53-3099.00

O*NET Occupation
Motor Vehicle Operators, All Other

Education Level
High School Diploma/Equivalency

Job Level
Experienced (Non-Manager)

Job Characteristics

- W-2

Job Tools

[Email to me](#)

[Report this job](#)

[Print](#)

[Share](#)

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 to apply. Follow the instructions provided by the employer to continue with your application process. One option is to apply via PMTC, and an “Apply Now” button will display.

Apply Now

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

Job Code Number

6553488

Job Title

Test Project Manager

* Body

Dear Employer,

I am applying for the Test Project Manager (6553488) position you currently have posted on the Pure Michigan Talent Connect website, www.mitalent.org. After reviewing the position description, I would like to submit my information for your review. Please see the attached documents for information on my background, skills and qualifications. I look forward to hearing from you.

Sincerely,

RESUMES

DOCUMENTS

☐ Do not attach resume

SELECT	RESUME TITLE	DATE	STATUS
<input checked="" type="radio"/>	Project Manager Resume	2/6/2016	Built

SEND

CANCEL

Profile

Resume

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

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

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

Upload a Resume

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

The screenshot shows the 'Profile' page with the 'RESUMES' tab selected. Below the tabs are three buttons: 'RESUMES', 'DOCUMENTS', and 'PUBLIC PROFILE'. A table lists the resumes with columns for PRIMARY, RESUME TITLE, DATE, STATUS, OPEN/PRINT, UPDATE, and DELETE. The first resume, 'Test IT Resume.docx', is selected with a radio button and has a 'SET PRIMARY' button below it. The second resume, 'Sample Resume_tcm24-8135.doc', is not selected. At the bottom right are buttons for 'UPLOAD A RESUME' and 'BUILD A RESUME'. A note at the bottom left states 'You may save up to 3 resumes'.

PRIMARY	RESUME TITLE	DATE	STATUS	OPEN/PRINT	UPDATE	DELETE
<input checked="" type="radio"/>	Test IT Resume.docx	6/26/2019	Uploaded		Replace	Delete
<input type="radio"/>	Sample Resume_tcm24-8135.doc	10/16/2019	Uploaded		Replace	Delete

[SET PRIMARY](#) [UPLOAD A RESUME](#) [BUILD A RESUME](#)

You may save up to 3 resumes

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 ➤

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.

↶ ↷

Formats ▼

B *I* U

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.

← →

Formats ▾

B *I* U                             

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

Honors, Awards, Professional Organizations ?

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

↶ ↷

Formats ▾

B *I* U

POWERED BY [TINYMCE](#)

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.

Last Revised: 10/2021

Page 19 of 26

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

Formats ▾

POWERED BY [TINYMCE](#)

0 characters entered | 8000 remaining

Document save as

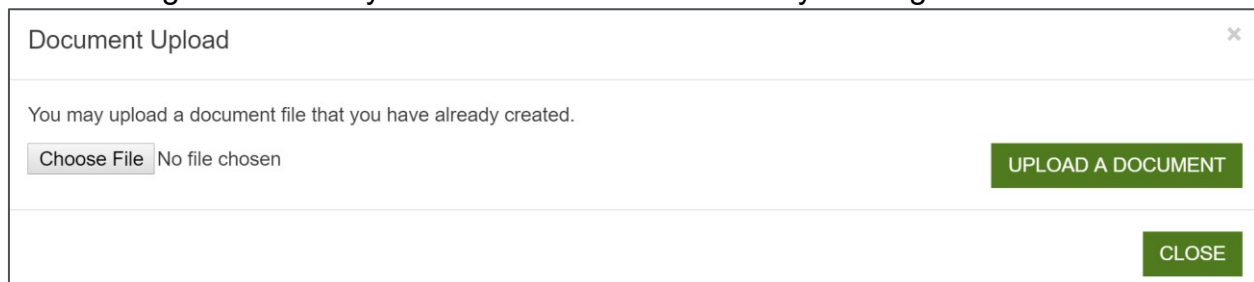
PDF File ▾

[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, work samples, etc.

Upload A Document

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

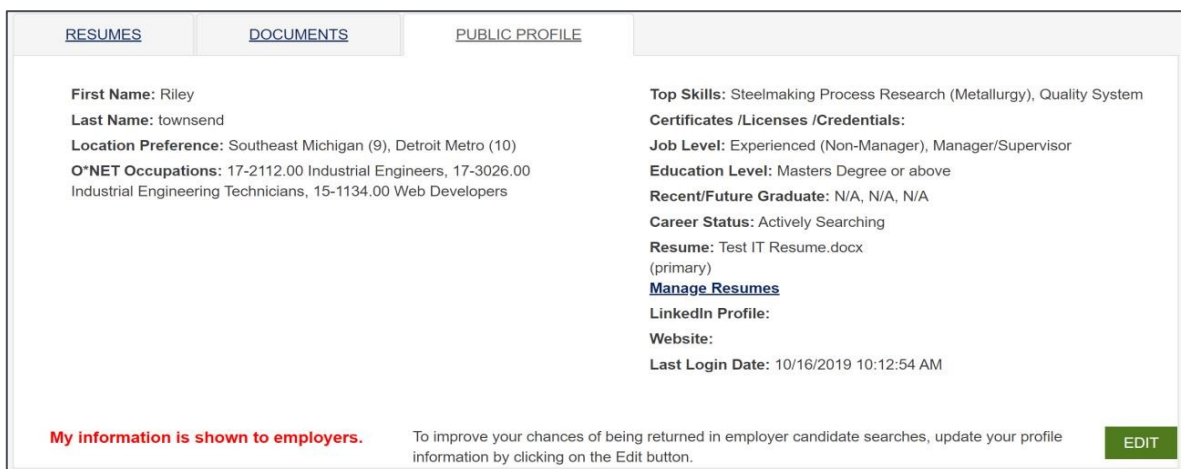


The screenshot shows a 'Document Upload' window with a close button (X) in the top right corner. Below the title bar, there is a message: 'You may upload a document file that you have already created.' Underneath this message, on the left, is a 'Choose File' button followed by the text 'No file chosen'. On the right side of the window, there is a large green button labeled 'UPLOAD A DOCUMENT'. In the bottom right corner, there is a green button labeled 'CLOSE'.

4. Click Upload A Document.

Public Profile

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



The screenshot shows the 'PUBLIC PROFILE' tab selected in a navigation bar with 'RESUMES' and 'DOCUMENTS' tabs. The profile information is displayed in two columns. The left column contains: 'First Name: Riley', 'Last Name: townsend', 'Location Preference: Southeast Michigan (9), Detroit Metro (10)', and 'O*NET Occupations: 17-2112.00 Industrial Engineers, 17-3026.00 Industrial Engineering Technicians, 15-1134.00 Web Developers'. The right column contains: 'Top Skills: Steelmaking Process Research (Metallurgy), Quality System', 'Certificates /Licenses /Credentials:', 'Job Level: Experienced (Non-Manager), Manager/Supervisor', 'Education Level: Masters Degree or above', 'Recent/Future Graduate: N/A, N/A, N/A', 'Career Status: Actively Searching', 'Resume: Test IT Resume.docx (primary)', a link 'Manage Resumes', 'LinkedIn Profile:', 'Website:', and 'Last Login Date: 10/16/2019 10:12:54 AM'. At the bottom left, a red message states 'My information is shown to employers.' followed by a note: 'To improve your chances of being returned in employer candidate searches, update your profile information by clicking on the Edit button.' A green 'EDIT' button is located in the bottom right corner.

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.

Alcatel-Lucent - Lansing, MI, 48915 - Posted 1/24/2016

Career Type(s):

Description: Job Position Summary Description:~?xml:namespace prefix = o /- The Roll Out Manager is the single point of accountability for all aspect of field force related services. The Roll Out Mana...

Epic Inpatient Project Manager

CTG - Lansing, MI, 48915 - Posted 1/24/2016

Career Type(s):

Title: Epic Inpatient Project Manager Location: United States Job Number: 15205160 CTG Health Solutions (CTGHS), a division of Computer Task Group, Inc., is a full-service provider of IT and business ...

Technical Project Manager - Java, Commercial Lending

American Express - Lansing, MI, 48915 - Posted 1/24/2016

Save This Search

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

SAVE SEARCH

Save This Search

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

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

Saved Searches

TITLE	EMAIL NOTIFICATIONS	SHOW RESULT	DELETE
steel metallurgist	Weekly ▾	Show Result	Delete
steel metallurgical engineer	None ▾	Show Result	Delete

SAVE EMAIL PREFERENCES

NEW SEARCH

You may save up to 5 searches

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

MY ACCOUNT

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”.

The screenshot shows the 'MY ACCOUNT' page. At the top left is the title 'MY ACCOUNT' in green. At the top right is a link for 'Privacy and Terms of Use' with a question mark icon. Below the title is a message: 'Fields marked by a red asterisk (*) are required.' There are two tabs: 'ACCOUNT INFORMATION' (selected) and 'PROFILE INFORMATION'. Under 'ACCOUNT INFORMATION', there are labels for 'First Name' (with value 'Riley'), 'Middle Initial', 'Last Name' (with value 'townsend'), and 'Email Address' (with value 'pmtctestuser@gmail.com'). To the right of these fields is a link: 'Change Password and/or Account Information in MILogin'. Below this link is a note: 'You will be redirected to MILogin to change your account information. You will be logged out of your current session and must log back in to access MiTalent.'

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”.

The screenshot shows the 'MILogin' page on the Michigan.gov website. At the top left is the Michigan.gov logo. At the top right are links for 'HELP' and 'CONTACT US'. Below the header is a pink banner with two notices: 'Beginning December 7th, 2020, a valid email address will be required to sign up for a new user id.' and 'For security reasons it is important to remember to close your browser completely when you are done.' The main content area has a dark green background with a boat image. On the left, the text 'MILogin' is displayed. On the right, there are input fields for 'User ID' and 'Password'. Below these is an orange 'LOGIN' button. Under the login button is a link 'Don't have an account?' and a blue 'SIGN UP' button. Below the sign up button are links for 'Forgot your User ID?', 'Need Help?', and 'Forgot your password?'. At the bottom is a white button labeled 'TAKE IDENTITY QUIZ'. At the very bottom, the copyright notice 'Copyright 2015-2021 State of Michigan' is visible.

Update Profile Information and click “Submit” to save.

Update Profile

1

Profile Information

2

Confirmation

Profile Information

Update your profile information

* Required

* First Name

Job Seeker

Middle Initial

* Last Name

Example

Suffix

If you update your email address, we will need to verify it. You will be emailed a one-time PIN at the address you provide below.

* Email Address

jobseekerexample@gmail.com

✓

* Confirm Email Address

jobseekerexample@gmail.com

✓

VERIFY EMAIL ADDRESS

If you update your mobile number, we will need to verify it. You will be texted a one-time PIN at the mobile number you provide below.

Mobile Number

SUBMIT

RESET

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

Update Profile

1

✓ Profile Information

2

Confirmation

Confirmation

✓ Success


Your profile has been successfully updated.

HOME

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

Page 24 of 26

Home Page of Job Seeker Example

 Your password will expire in **340** days

Access your applications by clicking on the application links below



Department of Labor and Economic Opportunity (LEO)

Talent Dashboard



Michigan Secretary of State (SOS)

Secretary of State Online Services

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 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