



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 833-727-3495.

Table of Contents

HOME	3
CAREER EXPLORER	4
MY WORKSPACE	5
JOBS	6
Saved Jobs	6
Applied Jobs.....	6
Search Jobs	7
Enter Your Search Criteria	7
Job Search Results	12
How to Apply	13
Profile.....	14
Resume	14
Upload a Resume	14
Build A Resume	15
Documents.....	21
Create A Document.....	21
Upload A Document	22

Public Profile 22

Saved Searches 23

 Save This Search 23

MY ACCOUNT..... 24

 Account Information 24

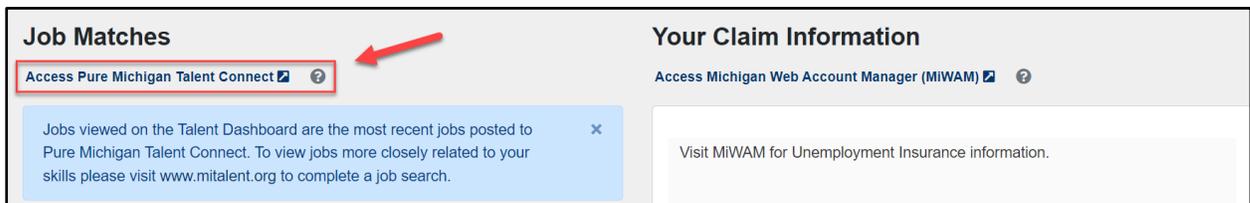
 Profile Information 27

HOME

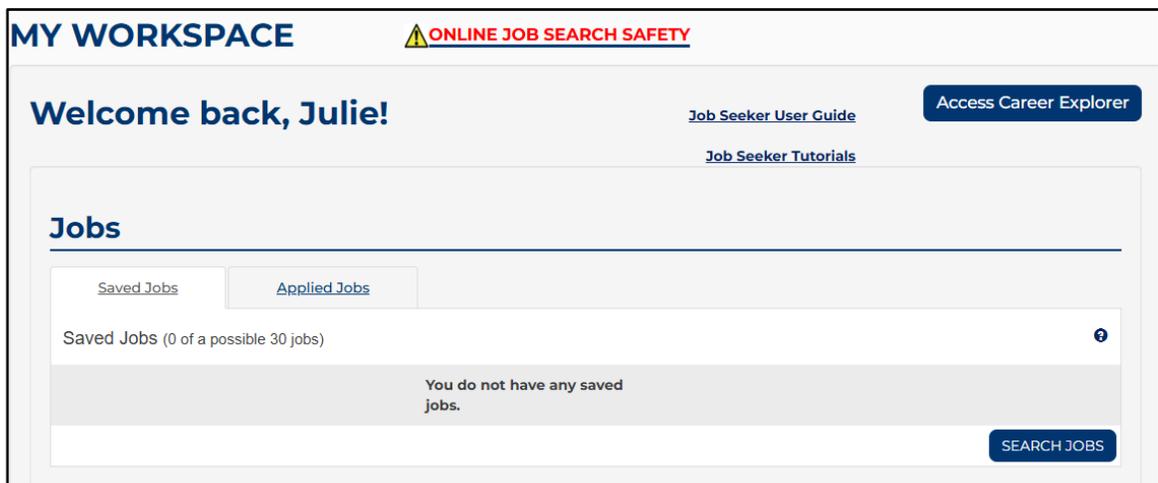
Start at www.mitalent.org by clicking “Sign In” button at the top right corner of the home screen.



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



This directs you to your My Workspace page.



CAREER EXPLORER

The goal of the Pure Michigan Talent Connect (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.

The screenshot displays the 'MY WORKSPACE' dashboard for a user named Julie. At the top, there is a navigation bar with the text 'MY WORKSPACE' on the left, a warning icon and 'ONLINE JOB SEARCH SAFETY' in the center, and a red arrow pointing to the 'Access Career Explorer' button on the right. Below the navigation bar, a welcome message 'Welcome back, Julie!' is displayed. To the right of the welcome message are links for 'Job Seeker User Guide' and 'Job Seeker Tutorials'. The main content area is divided into two sections: 'Jobs' and 'Profile'. The 'Jobs' section has tabs for 'Saved Jobs' and 'Applied Jobs'. Under 'Saved Jobs', it shows 'Saved Jobs (0 of a possible 30 jobs)' and a message 'You do not have any saved jobs.' with a 'SEARCH JOBS' button. The 'Profile' section has tabs for 'Resumes', 'Documents', and 'Public Profile'. It features a table with columns for 'PRIMARY', 'RESUME TITLE', 'DATE', 'STATUS', 'OPEN/PRINT', 'UPDATE', and 'DELETE'. A single resume entry is shown with the title 'PMTCTest.Resume.pdf', date '4/8/2025', and status 'Uploaded'. Below the table are buttons for 'Set Primary', 'Upload a Resume', and 'Build a Resume'. A note at the bottom of the profile section states 'You may save up to 3 resumes' and a 'Resume Tutorial' link is provided.

MY WORKSPACE ⚠️ **ONLINE JOB SEARCH SAFETY**

Welcome back, Julie! [Job Seeker User Guide](#) [Access Career Explorer](#)

[Job Seeker Tutorials](#)

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"/>	PMTCTest.Resume.pdf	4/8/2025	Uploaded		Replace	Delete

[Set Primary](#) [Upload a Resume](#) [Build a Resume](#)

You may save up to 3 resumes [Resume Tutorial](#)

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](#) [Access Career Explorer](#)
[Job Seeker Tutorials](#)

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"/>	PMTCTestResume.pdf	4/8/2025	Uploaded		Replace	Delete

[Set Primary](#) [Upload a Resume](#) [Build a Resume](#) [Resume Tutorial](#)

You may save up to 3 resumes

Saved Searches

TITLE	EMAIL NOTIFICATIONS	SHOW RESULT	DELETE
Finance	None	Show Result	Delete
Flushing.1	Weekly	Show Result	Delete

[Save Email Preferences](#) [New Search](#)

You may save up to 5 searches

Resume Viewed: 0000
Appeared in Search: 0006

[Reset](#) [View Profile](#)

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	Laborer	11/3/2022	12/3/2022	Test Company	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.

Jobs

[Saved Jobs](#) [Applied Jobs](#)

Applied Jobs (1 applied jobs)

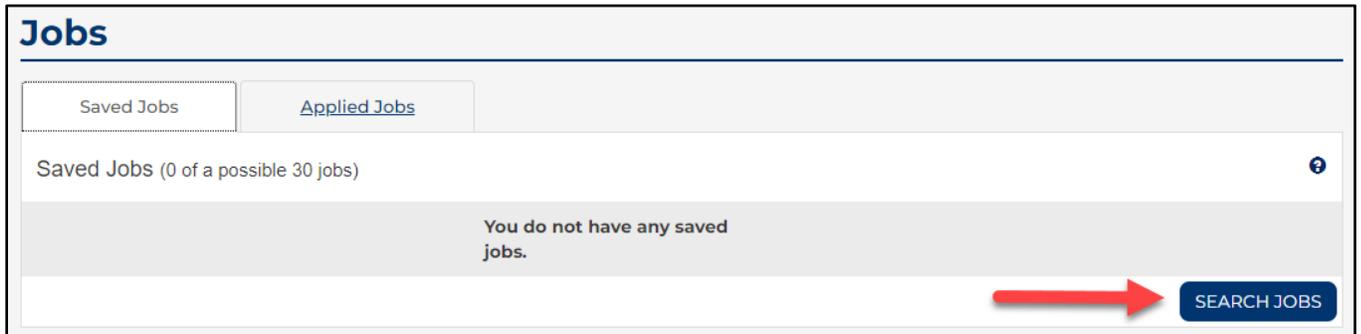
↑↓ JOB TITLE	↑↓ JOB CODE	↑↓ DATE APPLIED	NOTES	DELETE
Laborer	86676142	11/3/2022		Delete

= 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 user interface for job searches. At the top, there are two tabs: 'Saved Jobs' and 'Applied Jobs'. The 'Saved Jobs' tab is selected, displaying 'Saved Jobs (0 of a possible 30 jobs)'. Below this, a message reads 'You do not have any saved jobs.' In the bottom right corner, there is a blue button labeled 'SEARCH JOBS' with a red arrow pointing towards it.

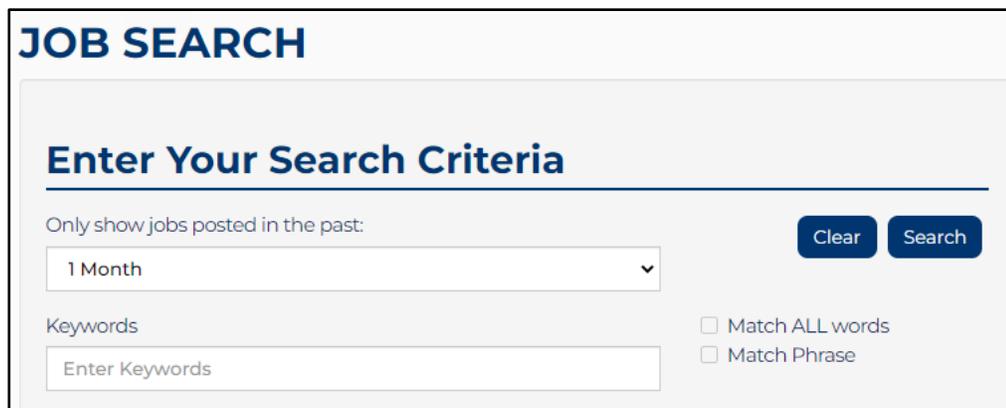
Note: Jobs postings can be eliminated from your job search if the select criteria was not completed by the employer. This may result in not seeing a job posting you would want to apply for. It is recommended to explore several search criteria to determine which results are best.

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 'JOB SEARCH' form with the title 'Enter Your Search Criteria'. It features a dropdown menu for 'Only show jobs posted in the past' currently set to '1 Month'. To the right of this dropdown are 'Clear' and 'Search' buttons. Below the dropdown is a 'Keywords' input field with the placeholder text 'Enter Keywords'. To the right of the input field are two checkboxes: 'Match ALL words' and 'Match Phrase'.

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.



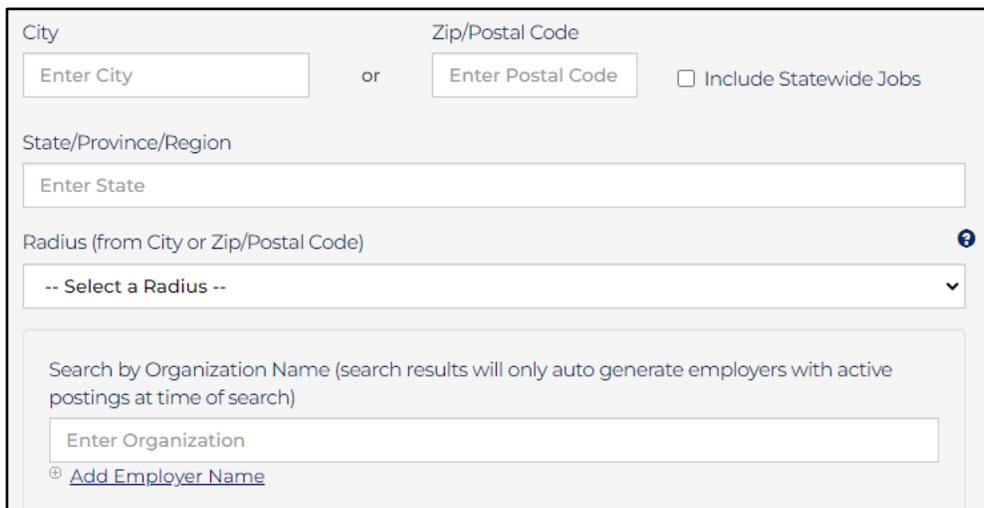
A search form with two input fields. The first field is labeled "Job Title" and contains the placeholder text "Enter Job Title". The second field is labeled "Job Code Number" and contains the placeholder text "Enter Job Code Number".

Search by location of job posting by:

- City
- Zip/Postal Code
- State or Statewide jobs

Note: Some employers post several positions across 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.



An advanced search form with several sections. The first section has two input fields: "City" (placeholder "Enter City") and "Zip/Postal Code" (placeholder "Enter Postal Code"), separated by the word "or". To the right of the "Zip/Postal Code" field is a checkbox labeled "Include Statewide Jobs". The second section is labeled "State/Province/Region" and has an input field with the placeholder "Enter State". The third section is labeled "Radius (from City or Zip/Postal Code)" and has a dropdown menu with the placeholder "-- Select a Radius --" and a question mark icon. The fourth section is labeled "Search by Organization Name (search results will only auto generate employers with active postings at time of search)" and has an input field with the placeholder "Enter Organization". Below this input field is a link with a plus icon and the text "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
- Registered Apprenticeship

Check only the job characteristics that apply.

Job Characteristics (check all that apply) ?

<input type="checkbox"/> Full-time	<input type="checkbox"/> People with disabilities
<input type="checkbox"/> Part-time	<input type="checkbox"/> Older Worker
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Returning Citizens (formerly in prison)
<input type="checkbox"/> Veteran focus	<input type="checkbox"/> Remote/Virtual

Search jobs by pay type and pay range by selecting hourly or salary pay type.

Pay Type

-- Select Pay Type -- ▼

-- Select Pay Type --

Hourly

Salary

Inclusions (include the following)

Once the pay type is selected, select the pay range to search.

Pay Type

Hourly ▼

Pay Range

-- Select Pay Range -- ▼

-- Select Pay Range --

\$12.48 to \$15

\$15 to \$25

\$25 to \$35

\$35 to \$45

\$45+

Jobs from other boards

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

[Job Details](#) [About Fry Krisp](#)

Office Assistance

Job Code Number
8774773

Job Description

This is a TEAM company. We work together, so we all prosper. Continuous Improvement company WE ARE WILL TO TRAIN YOU IF YOU HAVE COMPUTER KNOWLEDGE

Job Description

Plan, direct, or coordinate administrative services, such processing sales orders, coordinating shipping, and customer services.

Processing Sales Orders (Recommended; training available)

- Enter sales orders into Sage (will Train)
- Print order confirmation
- Print pick sheet
- Print labels to ship (pallet or ground labels) - FedEx, Dayton, UPS

Coordinate Shipping (Recommended; training available)

- Enter orders

Customer Service (Phone and Emails)

- Track orders for customers
- Take orders over the phone
- Provide quotes
- Description of products
- Charge customers cards

Programs:

- Sage (Recommended; training available)
- Microsoft: Word, Excel, Publisher and Outlook

[How to Apply](#)

Job Summary

Organization
Fry Krisp [View Profile](#)

Employer Website

Location
Jackson, Michigan 49202

Job Code Number
8774773

Positions Available
1

Expiration Date
5/7/2023

O*NET Code
43-9061.00

O*NET Occupation
Office Clerks, General

Education Level
High School Diploma/Equivalency

Job Level
Entry Level

Job Characteristics

- Full-time
- Part-time

Job Tools

[✉ Email to me](#)
[📄 Provide Feedback](#)
[🖨 Print](#)

[+ Feedback about this page?](#)

Job Tools Description

- **Save** – Saves this job posting to My Workspace.
- **Email to me** – Sends this job posting to an email address.
- **Provide Feedback** – This feature reports inappropriate postings to PMTC staff.
- **Print** – Prints the job posting.

How to Apply

Click “How to Apply” to view how the employer has chosen to allow potential candidates to apply. Follow the instructions provided by the employer to continue with your application process. One option is to apply via PMTC, and an “Apply Now” button will display.

Apply Now

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

Job Code Number

Job Title

* Body

Dear Employer,

I am applying for the Laborer/ Mason Tender (6177859) 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

You do not have any resumes

[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 a 'Resumes' tab selected. It features a table with columns for PRIMARY, RESUME TITLE, DATE, STATUS, OPEN/PRINT, UPDATE, and DELETE. A single resume titled 'New Resume' is listed with a date of 10/4/2021 and status of 'Built'. Below the table are buttons for 'Set Primary', 'Upload a Resume', and 'Build a Resume'. A note at the bottom states 'You may save up to 3 resumes' and a 'Resume Tutorial' link is provided.

PRIMARY	RESUME TITLE	DATE	STATUS	OPEN/PRINT	UPDATE	DELETE
<input checked="" type="radio"/>	New Resume	10/4/2021	Built		Update	Delete

[Set Primary](#) [Upload a Resume](#) [Build a Resume](#)

You may save up to 3 resumes [Resume Tutorial](#)

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 ?

Edit Contact Information

* First Name

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: *Example*

<input checked="" type="checkbox"/> Address	<i>Jane Smith</i>
<input checked="" type="checkbox"/> Phone	<i>123 Main St</i>
<input checked="" type="checkbox"/> Email	<i>City, State 12345</i>
	<i>(123) 456-7890</i>
	<i>jane@email.com</i>

or

Only display email

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.

- In the School section, enter school name, the year(s) attended and other relevant information. Add multiple schools by clicking "Add School".

The screenshot shows a form titled "School" with the following fields: "School Name", "Diploma/degree", "Course of study/major", "Years Attended", and "Location". Each field is represented by a white rectangular input box. At the bottom left of the form, there is a blue link with a plus icon in a circle, labeled "Add School".

- Add relevant Certificate, License and Credential by entering its name, the issuing organization and the state. Click "Add Certificates/Licenses/Credentials" to enter more.

The screenshot shows a form titled "Certificates/Licenses and Credentials" with three input fields: "Certificates/Licenses/Credentials", "Issuing Organization", and "State". The "State" field is a dropdown menu with a downward arrow. At the bottom left of the form, there is a blue link with a plus icon in a circle, labeled "Add Certificates/Licenses/Credentials".

- 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.

← → Paragraph ▼ ...

0 characters entered | 8000 remaining

POWERED BY TINY

⊕ [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 *I*x

0 characters entered | 8000 remaining

POWERED BY [TINYMCE](#)

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.

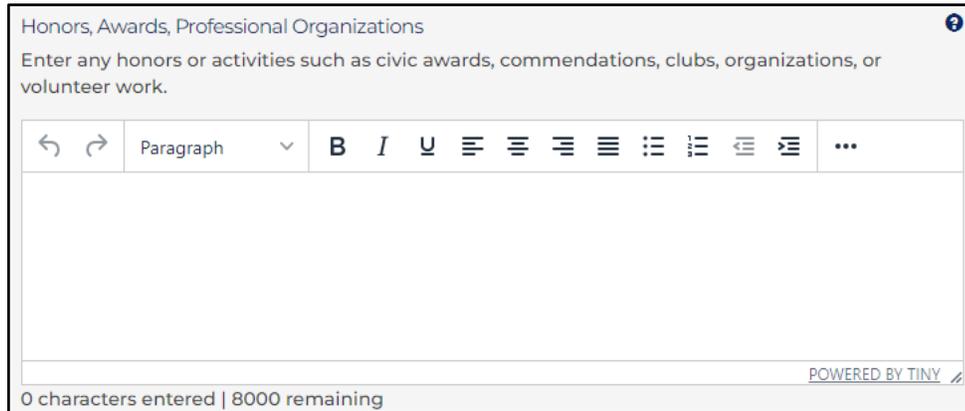
↶ ↷ Paragraph ▼ ...

0 characters entered | 8000 remaining

POWERED BY [TINY](#)

[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.



The screenshot shows a text input area within a resume builder. The title of the section is "Honors, Awards, Professional Organizations". Below the title is a placeholder text: "Enter any honors or activities such as civic awards, commendations, clubs, organizations, or volunteer work." The input area includes a rich text editor toolbar with options for undo, redo, paragraph style, bold, italic, underline, bulleted list, numbered list, indent, and outdent. At the bottom of the input area, it shows "0 characters entered | 8000 remaining" and "POWERED BY TINY".

15. Click "Save & Preview" to preview resume when building it or need to stop at this point.
16. Click "Spell Check" for a popup window to appear with spelling errors to correct.
17. When finished, click "Completed Resume".



If resume contact information is changed, the account information is not affected. Likewise, if account information is changed, it is not changed in the resumes.

To change a resume built on PMTC, click "Update." This will open the first tab of the resume builder and click "Complete Resume" to save resume.

Documents

Save up to 30 additional job search documents on PMTC, which are uploaded the documents or created within the system.

Profile

Resumes Documents Public Profile

DOCUMENT TITLE	DATE	STATUS	OPEN/PRINT	UPDATE	DELETE
Job Seeker Document.docx	11/3/2022	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

Paragraph B I U [list icons]

POWERED BY TINY

Document save as: PDF File

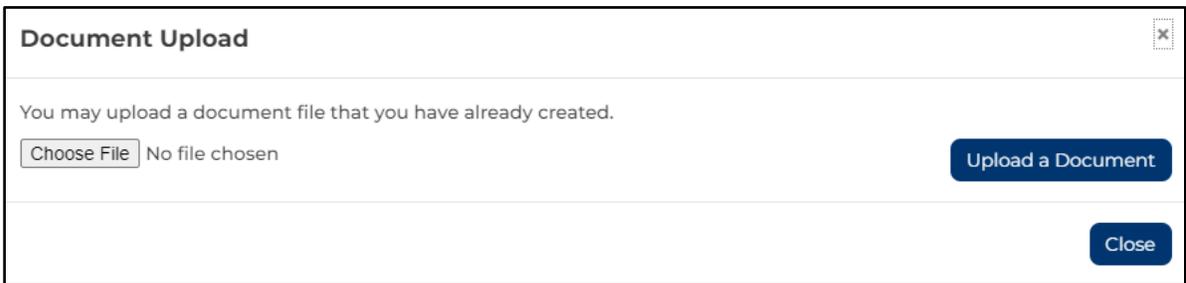
0 characters entered | 8000 remaining

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

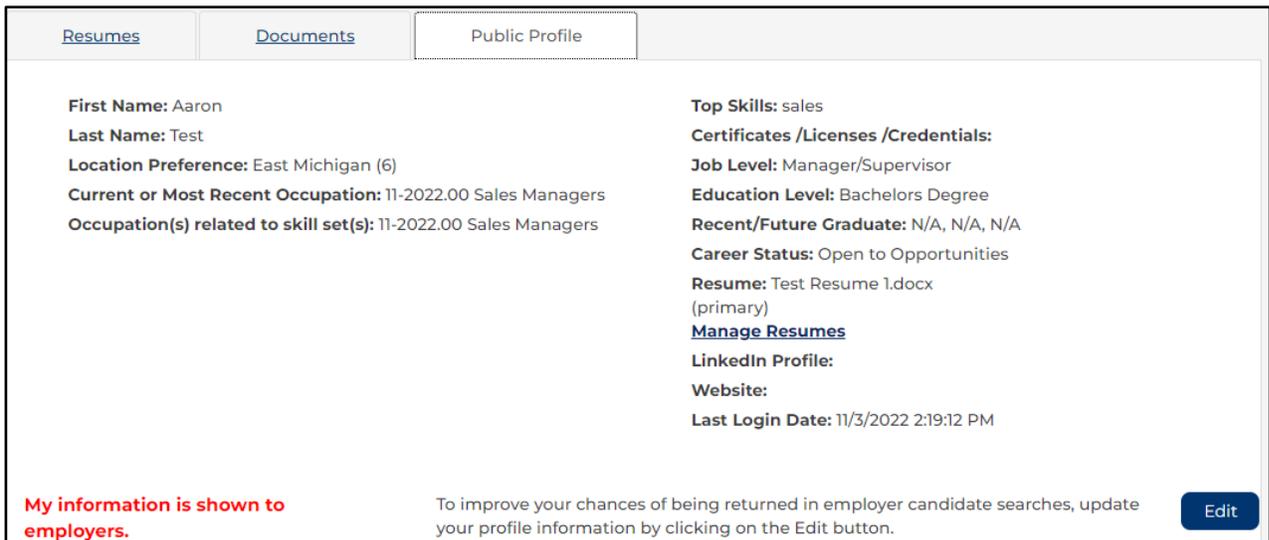
1. To upload a document, click “Upload Document.” On the Document tab, the acceptable file types are: PDF, DOC, DOCX, RTF, XLS, XLSX, PPT, PPTX, TIF, JPG, PNG, GIF and BMP.
2. To replace a document listed on this page, click replace link.
3. Navigate to where your document file is located by clicking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



4. Click Upload A Document

Public Profile

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



To change or update your Public Profile, click “Edit”. This will redirect you to MILogin to change account information. The system will be logged out of the current session, and user must log back in to access PMTC.

Saved Searches

If you have job searches you will run on a frequent basis, you can save your search criteria. Another feature of PMTC is to have daily or weekly email notifications on searches sent to your email address.

Compassion, and community: Garden City Hospital, a member of Prime Healthcare, offers incredible opportun...

[Retail Sales Associate](#)
*O*Net Code: 41-2031.00 Retail Salespersons*
ARS - Southfield Township, MI, 48025 - Posted 10/13/2022
 GROW WITH THE PROS AND SELL WITH CONFIDENCE All candidates for this position are required to complete a pre-employment assessment. Only the best of the best work for the largest and fastest-growing l...

[Retail Sales Associate](#)
*O*Net Code: 41-2031.00 Retail Salespersons*

Save This Search

Enter any Search Name

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
Sales	None ▼	☰ Show Result	⊗ Delete
Finance	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”.

Update Profile Information and click “Submit” to save.

The screenshot displays the MiLogin 'Account Settings' page. At the top left is the MiLogin logo. The navigation bar includes links for Home, Discover Online Services, Help, Contact Us, News, and Julie Freiheit. A 'Back to Home' button is located in the top left of the main content area. The main heading is 'Account Settings' with the subtitle 'Set your profile information and improve your account security options.' The profile information section shows 'Name: Julie' (Verified), 'Email: @yahoo.com' (Verified), and 'Phone number: +1' (Verified). Below this is a list of security and account management options: 'Change password', 'Manage security questions', 'Manage IBM Security Verify devices', 'Manage Authenticator app devices', 'Manage Passwordless login devices', 'Merge accounts', and 'Deactivate account'. A green success message box on the right states 'Security questions successfully submitted! We have updated your questions.' The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

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.

The screenshot shows the MiLogin home page for user Julie. The header includes the MiLogin logo and navigation links: Home, Discover Online Services, Help, Contact Us, News, and Julie. The main content area is divided into sections. The top section is a dark blue banner with the text "Welcome Julie" and "Access your requested online services and search for more." Below this, there are three main service categories: Administration, Michigan Department of Health & Human Services (MDHHS), and Michigan Secretary of State (SOS). The Administration category is highlighted with a red box around the "Talent Dashboard" link. The MDHHS category includes links for MI Bridges for Resident, Michigan Child Support (MiChildSupport), Michigan Foster Care Portal (MFCP), and Michigan Online Reporting System. The SOS category includes a link for Secretary of State Online Services. On the right side, there is a "Discover Online Services" section with a search icon and a "Find Services" link. A security notice is also present, stating that MiLogin is used to secure many online services at the State of Michigan and that identity is safe and protected.

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 and Certificates/Licenses/Credentials.

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

Account Information | Profile Information

* Address Line 1: 123 Main Street
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: 48933

* Country: United States

* Primary Phone: 8105555555

Alternate Phone:
LinkedIn Account (Optional):
Personal Website (Optional):

* Career Status: Career Explorer

* Desired Position Level:
 Internship
 Entry Level
 Experienced (Non-Manager)
 Manager/Supervisor
 Registered Apprenticeship
 Available Part Time

* Highest Education Level Completed: Masters Degree or above

Add Certificates/Licenses/Credentials?

Certificates/Licenses/Credentials:
Issuing Organization:
State: < State >

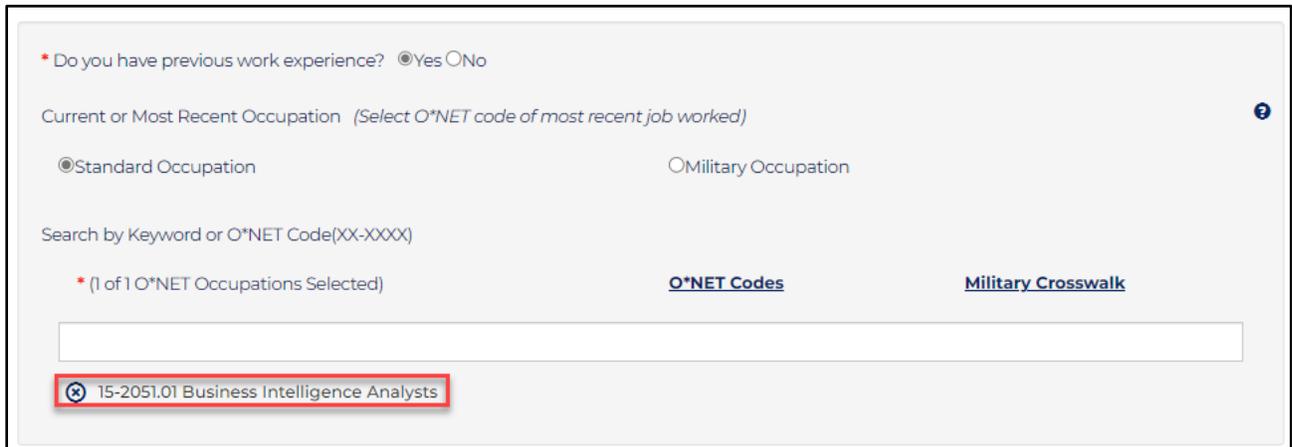
[Add Certificates/Licenses/Credentials](#)

O*Net Codes

Current or Most Recent Occupation

The profile section also provides a section to include your current or most recent occupation by selecting the proper O*NET code that defines your work history.

If you have current or recent work history, select Yes. The box will expand providing an opportunity to select the proper O*Net code.



* Do you have previous work experience? Yes No

Current or Most Recent Occupation (Select O*NET code of most recent job worked)

Standard Occupation Military Occupation

Search by Keyword or O*NET Code(XX-XXXX)

* (1 of 1 O*NET Occupations Selected) [O*NET Codes](#) [Military Crosswalk](#)

To select an O*Net occupation that matches your work history, select either **Standard Occupation** or **Military Occupation**. The default selection is **Standard** but can be changed to the **Military** by clicking on the radio button in front of the **Military Occupation**.

Note: You can only select either **Standard Occupation** or **Military Occupation** during a single search.

Steps to select O*Net occupation:

1. Enter O*Net code or text in search box.
2. Click on an occupation from the results list.
3. The chosen O*Net code will appear.
4. To remove your O*Net code selection, click on the x.

Additional information to identify the proper O*Net Codes that match your work history can be found by clicking the [O*Net Codes](#) or [Military Crosswalk](#) links.

Note: The **Current or Most Recent Occupation** section only allows 1 O*Net code.

Occupation(s) related to skill set(s)

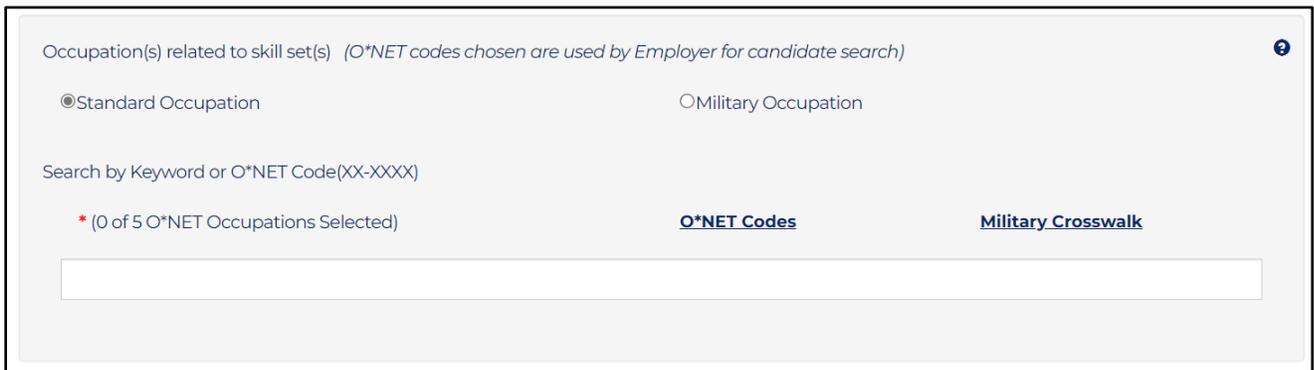
To select an O*Net occupation that matches your skill set, select either **Standard Occupation** or **Military Occupation**. The default selection is **Standard** but can be changed to the **Military** by clicking on the radio button in front of **Military Occupation**.

Note: You can only select either **Standard Occupation** or **Military Occupation** during a single search.

Steps to select O*Net occupation:

1. Enter O*Net code or text in search box.
2. Click on an occupation from the results list.
3. The chosen O*Net code will appear.
4. To remove your O*Net code selection, click on the x.

Additional information to identify the proper O*Net Codes that match all skill sets can be found by clicking the [O*Net Codes](#) or [Military Crosswalk](#) links.



The screenshot shows a web interface for selecting an O*Net occupation. At the top, it says "Occupation(s) related to skill set(s) (O*NET codes chosen are used by Employer for candidate search)". Below this are two radio buttons: "Standard Occupation" (selected) and "Military Occupation". Underneath is a search box labeled "Search by Keyword or O*NET Code(XX-XXXX)". Below the search box, it indicates "* (0 of 5 O*NET Occupations Selected)". To the right of the search box are two links: "O*NET Codes" and "Military Crosswalk".

Note: The Occupations related skill sets section allows 5 O*Net codes. These are used by employers in the candidate search process.

The profile section also provides the opportunity to identify other Skills, Veteran Status and Location Preference.

*** Skills**

Project Management

Maximum Characters Allowed : 150

[Add Skill](#)

Years

5

Veteran

Served in the Military

Allow Employers to see I served in the Military

*** Location Preferences (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.

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](#)