



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.

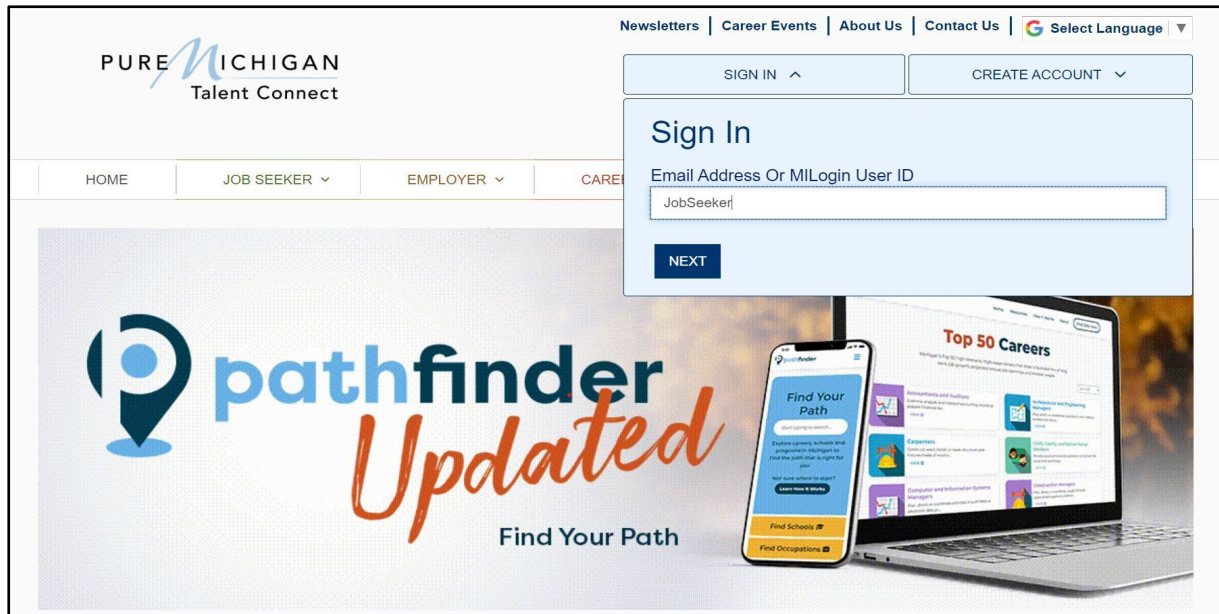
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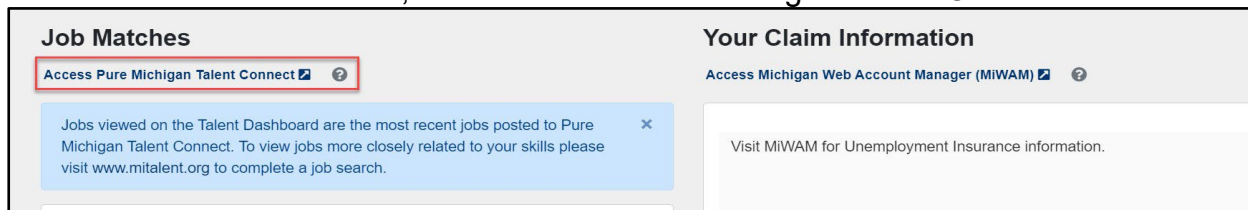
HOME

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 is a navigation bar with links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below this is a header with the Pure Michigan Talent Connect logo and a navigation menu with options: HOME, JOB SEEKER (selected), EMPLOYER, and CAREER. A 'Sign In' dropdown menu is open, showing a 'Sign In' button, a text input field for 'Email Address Or MILogin User ID' (containing 'JobSeeker'), and a 'NEXT' button. The main content area features a large banner for 'pathfinder Updated Find Your Path' 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. Below this link is a blue informational box stating: '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.' On the right, under 'Your Claim Information', there is a link for 'Access Michigan Web Account Manager (MiWAM)' and a note to 'Visit MiWAM for Unemployment Insurance information.'

This directs you to your My Workspace page.



The screenshot shows the 'MY WORKSPACE' page. At the top, there is a green header with 'MY WORKSPACE' and a warning icon followed by 'ONLINE JOB SEARCH SAFETY'. Below the header, a green message says 'Welcome back, Julie!'. To the right of the message are links for 'Job Seeker User Guide' and 'Job Seeker Tutorials', and a green button labeled 'Open Career Explorer'. The main content area is titled 'Jobs' and has two tabs: 'SAVED JOBS' (selected) and 'APPLIED JOBS'. Below the tabs, it says 'Saved Jobs (0 of a possible 30 jobs)' and 'You do not have any saved jobs.' At the bottom right of the 'Jobs' section is a green button labeled 'SEARCH 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

Welcome back, Julie!

[Job Seeker User Guide](#) [Job Seeker Tutorials](#) **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
<input type="radio"/>	New Resume	5/11/2022	Built		Update	Delete

SET PRIMARY **UPLOAD A RESUME** **BUILD A RESUME**

You may save up to 3 resumes

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](#)[Job Seeker Tutorials](#)

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
<input type="radio"/>	New Resume	5/11/2022	Built	 	Update	Delete

SET PRIMARY

UPLOAD A RESUME

BUILD A RESUME

You may save up to 3 resumes

Saved Searches

You do not have any saved searches.

SAVE EMAIL PREFERENCES

NEW SEARCH

You may save up to 5 searches

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				
				<div>PRINT HISTORY</div>

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.

Jobs	
SAVED JOBS	
APPLIED JOBS	
Saved Jobs (0 of a possible 30 jobs) ?	
You do not have any saved jobs.	
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.

JOB SEARCH

Enter Your Search Criteria

Only show jobs posted in the past:

1 Month ▼

CLEARSEARCH

Keywords

Enter Keywords

☐ Match ALL words
☐ 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.

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.

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)
<input type="checkbox"/> None
<input type="checkbox"/> High School Diploma/Equivalency
<input type="checkbox"/> Some College
<input type="checkbox"/> Associates Degree
<input type="checkbox"/> Bachelors Degree
<input type="checkbox"/> Masters Degree or above
<input type="checkbox"/> 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)

☐ Full-time

☐ Part-time

☐ Seasonal

☐ 1099

☐ Flexible hours

☐ Nights/weekends available

☐ Veteran focus

☐ Medical benefits provided

☐ Commission

☐ Willing to train/training program

☐ Temporary

☐ Contract/consulting

☐ People with disabilities

☐ Older Worker

☐ Returning Citizens (formerly in prison)

☐ 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

CLEAR

SEARCH

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.

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.

- 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.

- 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.






























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.

Documents

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

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.

RESUMES

DOCUMENTS

PUBLIC PROFILE

First Name: Riley

Last Name: townsend

Location Preference: Southeast Michigan (9), Detroit Metro (10)

O*NET Occupations: 17-2112.00 Industrial Engineers, 17-3026.00 Industrial Engineering Technicians, 15-1134.00 Web Developers

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)

[Manage Resumes](#)

LinkedIn Profile:

Website:

Last Login Date: 10/16/2019 10:12:54 AM

My information is shown to employers.

To improve your chances of being returned in employer candidate searches, update your profile information by clicking on the Edit button.

EDIT

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”.

MY ACCOUNT

[Privacy and Terms of Use](#)

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

[ACCOUNT INFORMATION](#)[PROFILE INFORMATION](#)

First Name

Riley

Middle Initial

Last Name

townsend


Email Address

pmtctestuser@gmail.com

[Change Password and/or Account Information in MILogin](#)

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”.

[HELP](#)[CONTACT US](#)

Beginning December 7th, 2020, a valid email address will be required to sign up for a new user id.
For security reasons it is important to remember to close your browser completely when you are done.

MILogin

User ID

Password

LOGIN

Don't have an account?

SIGN UP

[Forgot your User ID?](#)

[Need Help?](#)

[Forgot your password?](#)

TAKE IDENTITY QUIZ

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Update Profile Information and click “Submit” to save.

Update Profile

1

2

Profile Information

Confirmation

Profile Information

Update your profile information

* Required

* First Name

Middle Initial

* Last Name

Suffix

Job Seeker

Example

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

* Confirm Email Address

jobseekerexample@gmail.com

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

2

✓ Profile Information

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.

Last Revised


8/15/2022

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
<p>* Address Line 1</p> <input type="text" value="201 N Washington Square"/> <p><small>Street address, P.O. box, company name, c/o</small></p>	<p>Address Line 2</p> <input type="text"/> <p><small>Apartment, suite, unit, building, floor, etc.</small></p>
<p>* City</p> <input type="text" value="Lansing"/>	<p>* State/Province/Region</p> <input type="text" value="MI"/>
	<p>* Zip/Postal Code</p> <input type="text" value="48913"/>
	<p>* Country</p> <input type="text" value="United States"/>
<p>* Primary Phone</p> <input type="text" value="5175551212"/>	<p>Alternate Phone</p> <input type="text"/>
<p>LinkedIn Account (Optional)</p> <input type="text"/>	<p>Personal Website (Optional)</p> <input type="text"/>
<p>* Career Status</p> <input type="text" value="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