



## 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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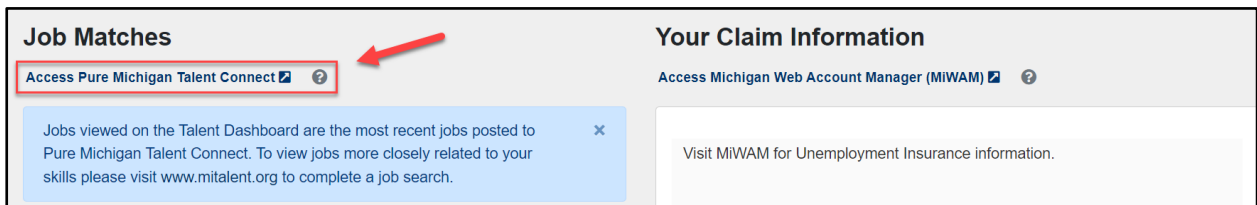
## HOME

Start at [www.mitalent.org](http://www.mitalent.org) by clicking “Sign In” button at the top right corner of the home screen.



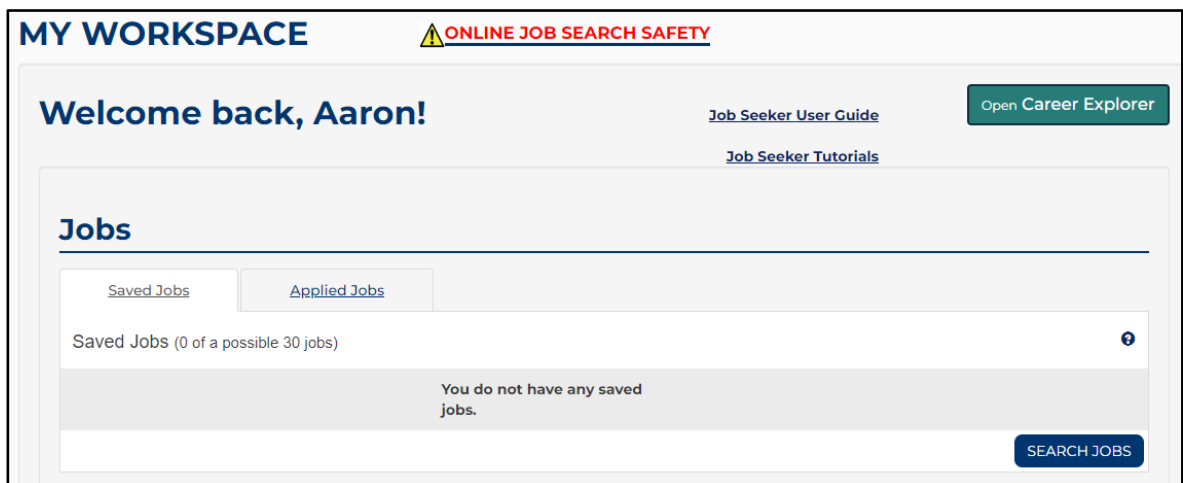
The screenshot shows the Pure Michigan Talent Connect homepage. At the top, there is a navigation bar with links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below this is a header with the Pure Michigan Talent Connect logo and a navigation menu with Home, Job Seeker, Employer, and Career Explorer. A large banner for National Veterans & Military Families Month is displayed, featuring a Michigan Veterans' Employment Services logo and a photo of a family. A red button labeled "Build a new future with VES" is also present. On the right side, the "Sign In" button is highlighted, and a dropdown menu is open, showing a "Sign In" form with a text input field for "Email Address Or MILogin User ID" containing "Jobseeker@test.com" and a "NEXT" button.

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



The screenshot shows the Talent Dashboard. On the left, under the "Job Matches" section, the link "Access Pure Michigan Talent Connect" is highlighted with a red box and a red arrow. 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](http://www.mitalent.org) to complete a job search." On the right, under the "Your Claim Information" section, there is a link for "Access Michigan Web Account Manager (MIWAM)" and a text box that says "Visit MIWAM for Unemployment Insurance information."

This directs you to your My Workspace page.



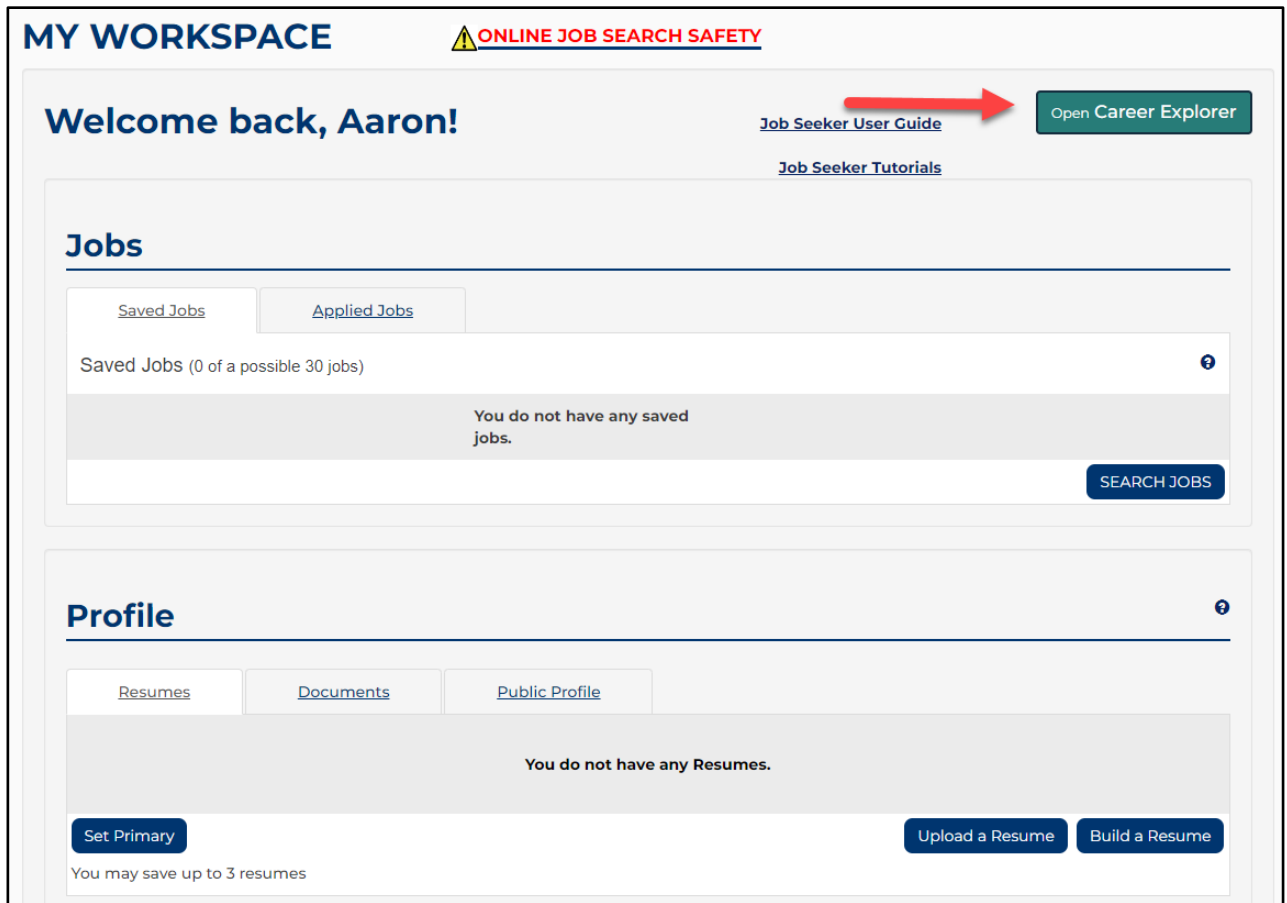
The screenshot shows the "MY WORKSPACE" page. At the top, there is a header with the "MY WORKSPACE" title, an "ONLINE JOB SEARCH SAFETY" warning, and a "Welcome back, Aaron!" message. Below this, there are links for "Job Seeker User Guide" and "Job Seeker Tutorials", and a button for "Open Career Explorer". The main section is titled "Jobs" and contains two tabs: "Saved Jobs" and "Applied Jobs". Under the "Saved Jobs" tab, it says "Saved Jobs (0 of a possible 30 jobs)" and "You do not have any saved jobs." There is a "SEARCH JOBS" button at the bottom right.

## 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

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, Aaron!

[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](#)

You do not have any Resumes.

Set Primary

You may save up to 3 resumes

Upload Failed

Upload a ResumeBuild a Resume

**Saved Searches**

You do not have any saved searches.

Save Email Preferences

You may save up to 5 searches

New Search

Last Revised

4/17/2023

Page 5 of 26

## 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)

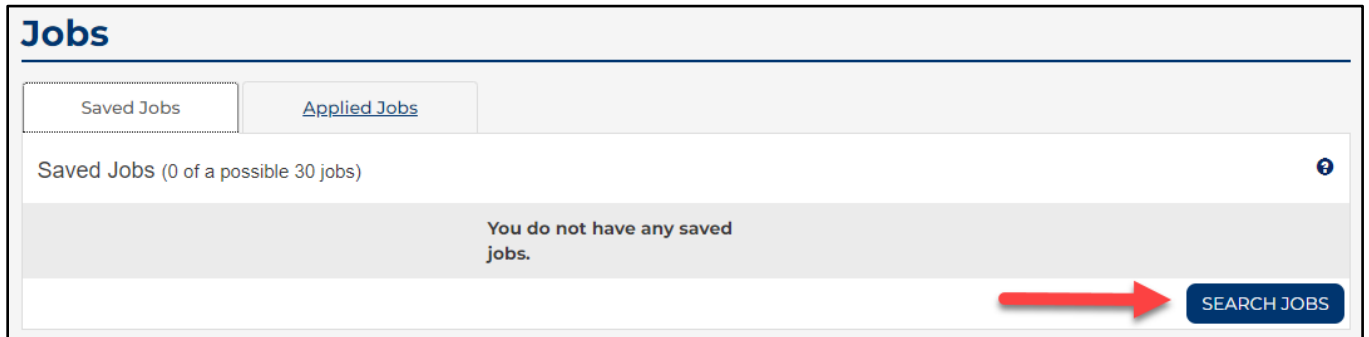
JOB TITLE	JOB CODE	DATE APPLIED	NOTES	DELETE
Laborer	86676142	11/3/2022		<a href="#">Delete</a>

= 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.



**Jobs**

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

Saved Jobs (0 of a possible 30 jobs) ⓘ

You do not have any saved jobs.

[SEARCH JOBS](#)

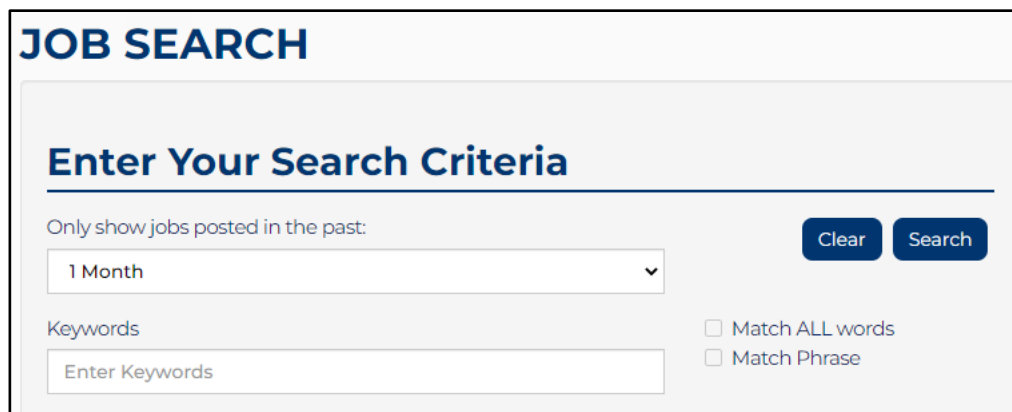
**Note:** Jobs postings can be eliminated from your job search if the select criteria was not completed by the employer. This may result in not seeing a job posting you would want to apply for. It is recommended to explore several search criteria to determine which results are best.

## 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 ▼

[Clear](#) [Search](#)

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.



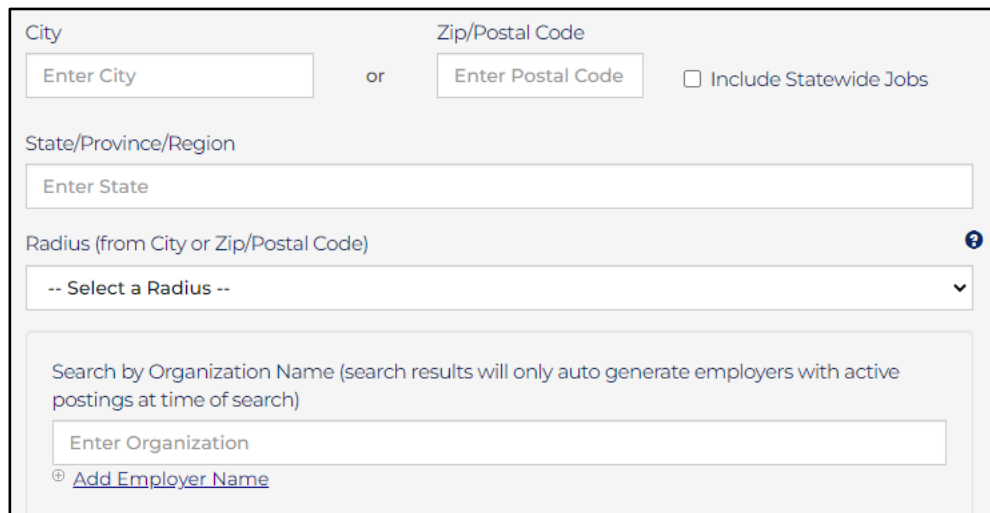
A form with two sections. The first section is titled "Job Title" and contains a text input field with the placeholder "Enter Job Title". The second section is titled "Job Code Number" and contains a text input field with the placeholder "Enter Job Code Number".

Search by location of job posting by:

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

Note: Some employers post several positions across 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.



A form with multiple 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 titled "State/Province/Region" and contains a text input field with the placeholder "Enter State". The third section is titled "Radius (from City or Zip/Postal Code)" and contains a dropdown menu with the text "-- Select a Radius --" and a question mark icon. The fourth section is titled "Search by Organization Name (search results will only auto generate employers with active postings at time of search)" and contains a text input field with the placeholder "Enter Organization". Below this field is a link labeled "⊕ 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

☐ Apprenticeship

Check only the job characteristics that apply.

Job Characteristics (check all that apply)

☐ Full-time

☐ Part-time

☐ Seasonal

☐ Veteran focus

☐ 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

[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

6177859

Job Title

Laborer/ Mason Tender

\* 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](http://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.

**Profile**

[Resumes](#) [Documents](#) [Public Profile](#)

PRIMARY	RESUME TITLE	DATE	STATUS	OPEN/PRINT	UPDATE	DELETE
<input checked="" type="radio"/>	<a href="#">Test Resume 1.docx</a>	11/3/2022	Uploaded		<a href="#">Replace</a>	<a href="#">Delete</a>
<input type="radio"/>	<a href="#">Test Resume 2.docx</a>	11/3/2022	Uploaded		<a href="#">Replace</a>	<a href="#">Delete</a>

[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

New Resume

Edit Contact Information

\* First Name

Aaron

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

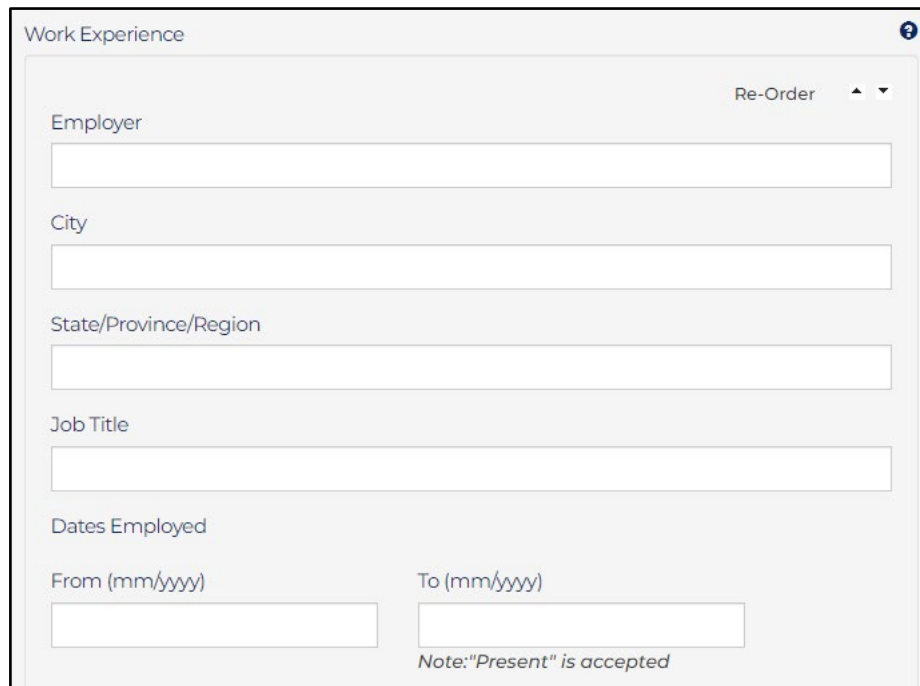
⊕

Add Certificates/Licenses/Credentials

8. To proceed, click “Next”

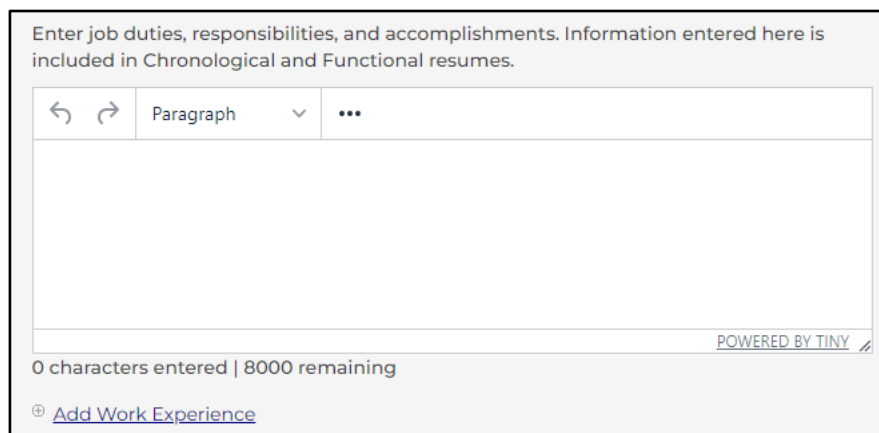


9. Add relevant or most recent work experience, including name and location of employer, Job Title and Dates Employed.



The screenshot shows a form titled "Work Experience" with a question mark icon in the top right corner. The form contains several input fields: "Employer", "City", "State/Province/Region", "Job Title", and "Dates Employed". The "Dates Employed" section has two sub-fields: "From (mm/yyyy)" and "To (mm/yyyy)". A "Re-Order" button with up and down arrows is located at the top right of the form. At the bottom, a note states: "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.



The screenshot shows a text area for entering job duties, responsibilities, and accomplishments. At the top, it says: "Enter job duties, responsibilities, and accomplishments. Information entered here is included in Chronological and Functional resumes." Below this is a rich text editor with a toolbar showing "Undo", "Redo", "Paragraph", and a menu icon. The text area is currently empty. At the bottom right, it says "POWERED BY TINY". At the bottom left, it says "0 characters entered | 8000 remaining". At the bottom center, there is a link: "⊕ 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
































































































































































































































































































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.

### Honors, Awards, Professional Organizations

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

<

>

Paragraph

B I U

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.

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

## 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.

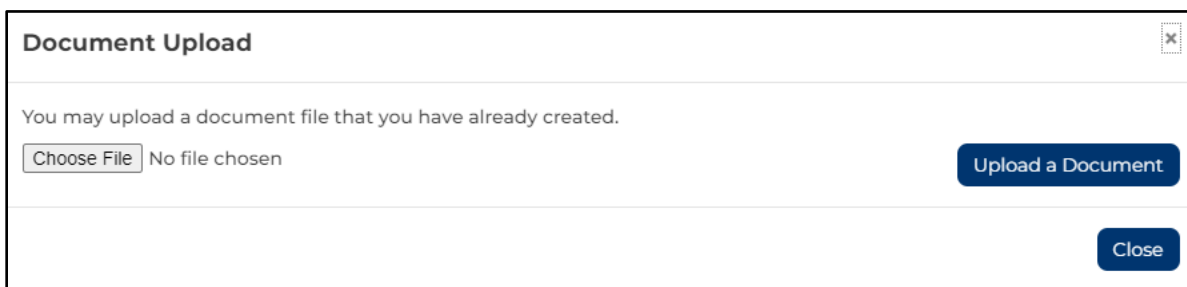
Once the document is complete, click on “Save Document”. Documents can be saved in either PDF or Word format (select preferred format at the bottom left-hand corner).

Last Revised

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”.

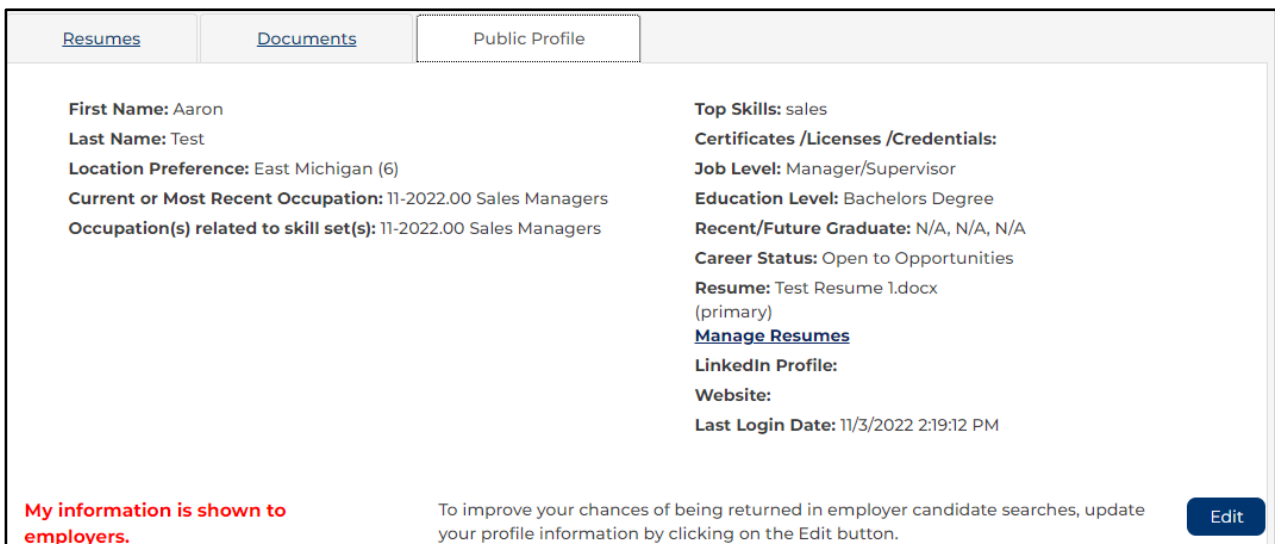


The screenshot shows a modal window titled "Document Upload" with a close button in the top right corner. Inside the modal, there is a message: "You may upload a document file that you have already created." Below this message, on the left, is a "Choose File" button followed by the text "No file chosen". On the right side of the modal, there is a blue button labeled "Upload a Document". At the bottom right corner of the modal, there is a blue 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" page with three tabs: "Resumes", "Documents", and "Public Profile". The "Public Profile" tab is active. The page displays the following information:

<b>First Name:</b> Aaron	<b>Top Skills:</b> sales
<b>Last Name:</b> Test	<b>Certificates /Licenses /Credentials:</b>
<b>Location Preference:</b> East Michigan (6)	<b>Job Level:</b> Manager/Supervisor
<b>Current or Most Recent Occupation:</b> 11-2022.00 Sales Managers	<b>Education Level:</b> Bachelors Degree
<b>Occupation(s) related to skill set(s):</b> 11-2022.00 Sales Managers	<b>Recent/Future Graduate:</b> N/A, N/A, N/A
	<b>Career Status:</b> Open to Opportunities
	<b>Resume:</b> Test Resume 1.docx (primary)
	<a href="#">Manage Resumes</a>
	<b>LinkedIn Profile:</b>
	<b>Website:</b>
	<b>Last Login Date:</b> 11/3/2022 2:19:12 PM

At the bottom left, there is a red message: "My information is shown to employers." At the bottom right, there is a blue button labeled "Edit".

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

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 I...

**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
<a href="#">Sales</a>	None ▼	<a href="#">Show Result</a>	<a href="#">Delete</a>
<a href="#">Finance</a>	None ▼	<a href="#">Show Result</a>	<a href="#">Delete</a>

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

Aaron

Middle Initial

Last Name

Test

Email Address


jobseekeraaron@yahoo.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.

**Note: Please be advised that this email address will be used for all communications from Michigan Talent Connect.**

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

For security reasons it is important to remember to close your browser completely when you are done.

MILogin

User ID

User ID

Password

Password

LOGIN

Don't have an account?

SIGN UP

Forgot your User ID?

Need Help?

Forgot your password?

TAKE IDENTITY QUIZ

Update Profile Information and click “Submit” to save.

Update Profile

1

Profile Information

2Confirmation

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

✓ Profile Information

2Confirmation

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.

### 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

123 main st

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

Address Line 2

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

\* City

Flushing

\* State/Province/Region

mi

\* Zip/Postal Code

48433

\* Country

United States

\* Primary Phone

+15176146822

Alternate Phone

LinkedIn Account (Optional)

Personal Website (Optional)

\* Career Status

Open to Opportunities

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