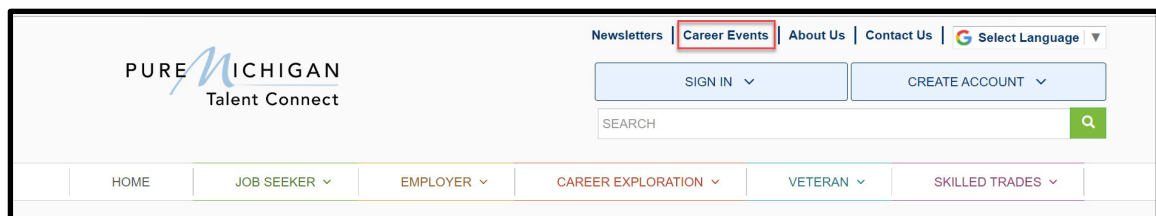


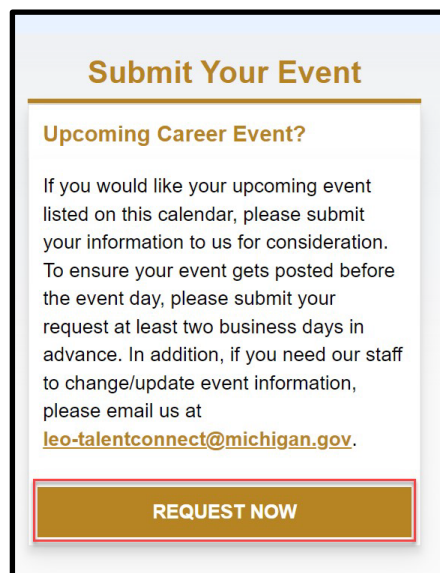
Pure Michigan Talent Connect – Career Events Submission

Please Note: To ensure your event gets posted before the event day, please submit your request at least two business days in advance.

1. Go to <https://www.mitalent.org/>, the Pure Michigan Talent Connect homepage.



2. Click the “Career Events” [link](#) in the header menu on the page.
3. Once you reach the “Career Events Calendar” page, click the [link](#) to submit your career event information for consideration.



4. Complete the Career Events Request Form and submit.

CAREER EVENTS REQUEST FORM

* Requester Name:

* Requester E-Mail:

* Requester Phone:

* Requester Organization Name:

* Name of Event:

* Date of Event: (MM/DD/YYYY)

* Start Time of Event: (HH:MM AM/PM) * End Time of Event: (HH:MM AM/PM)

ADD ADDITIONAL DATE

Event Format:

* Event Venue Name:

MWA:

* Address 1:

Address 2: Validate Address:

* City: State: * Zip:

Event Phone:

Web Url or Link for More Information on the Event/Company:

* Event Contact Person:

* Event Contact Phone: Contact Phone Extension:

* Event Contact E-mail:

* Brief Description of the Event: (Copying and Pasting may result in formatting issues for special characters or symbols. Please review the text after pasting.)

Event Flyer :
 No file chosen

SRKRG

* Please type in the code above (not case sensitive).

SUBMIT

5. Up to five (5) dates can be selected for a single event within a 5-day timeframe by selecting the “Add Additional Date” button.

* Name of Event:
[Text Input Field]

* Date of Event: (MM/DD/YYYY)
mm/dd/yyyy [Calendar Icon]

* Start Time of Event: (HH:MM AM/PM) [Text Input Field] * End Time of Event: (HH:MM AM/PM) [Text Input Field]

ADD ADDITIONAL DATE

6. There are three (3) career event formats to select from (1. In-Person Career Event 2. Virtual Career Event 3. In-Person and Virtual Career Event).

Event Format:

In-Person Career Event [Dropdown Arrow]

In-Person Career Event

Virtual Career Event

In-Person and Virtual Career Event

7. PMTC accepts all addresses listed with the United States Post Office. If a Career Event is being held at an address that is not registered with the USPS, uncheck the **Validate Address** box to bypass.

* Event Venue Name: [Text Input Field]

MWA:
Select MWA [Dropdown Arrow]

* Address 1: [Text Input Field]

Address 2: [Text Input Field] **Validate Address:**

* City: [Text Input Field] State: MI [Text Input Field] * Zip: [Text Input Field]

8. Career Events will be approved by Pure Michigan Talent Connect staff Monday-Friday within at least 24 hours of receiving the submission.
9. Approved Career Events may be viewed [here](#).
10. Any inquiries/updates/deactivations regarding Career Event submissions should be provided in an email to LEO-TalentConnect@michigan.gov.