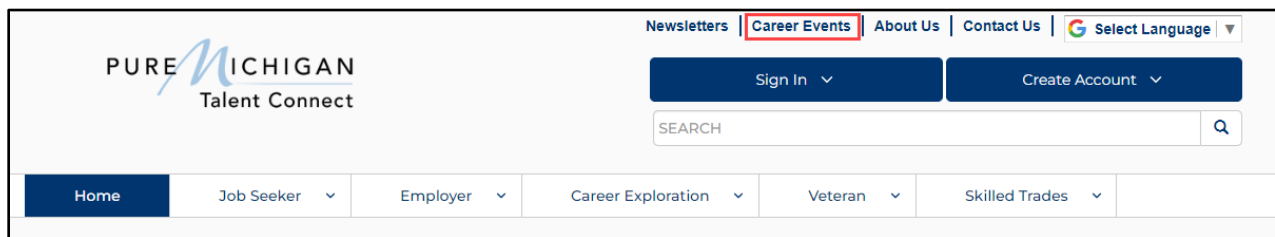




Pure Michigan Talent Connect – Career Events Submission

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.

Submit Your Event

Upcoming Career Event?

If you would like your upcoming event listed on this calendar, please submit your information to us for consideration. To ensure your event gets posted before the event day, please submit your request at least two business days in advance. In addition, if you need our staff to change/update event information, please email us at leo-talentconnect@michigan.gov.

REQUEST NOW

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



* 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:

* 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

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

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:

MWA:

* Address 1:

Address 2:

Validate Address

* City: State: * Zip:
 MI

8. Career Events will be approved by Pure Michigan Talent Connect staff Monday-Friday within at least 24 hours of receiving the submission. Once approved, the requestor will receive a confirmation email.
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.