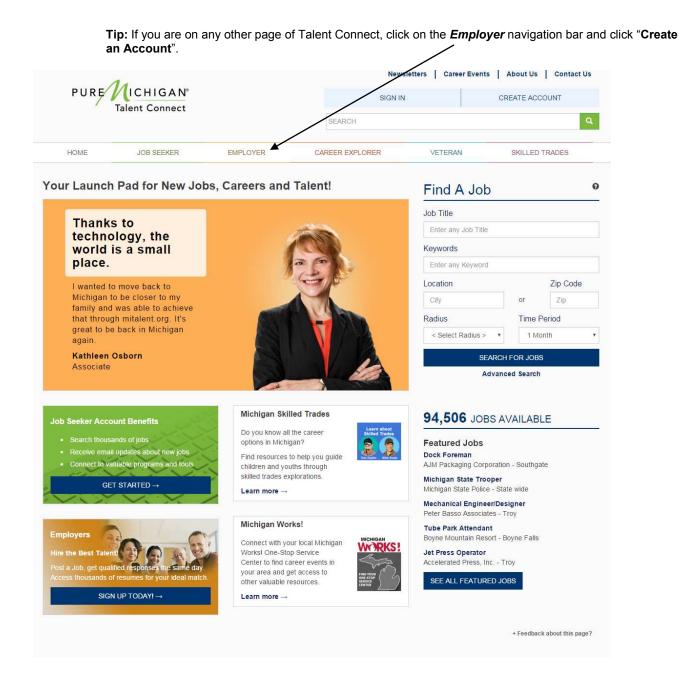
# **Talent Connect Employer User Guide Module 1 Introduction: Getting Started**

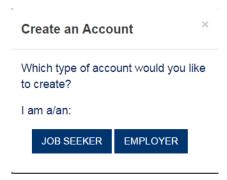
The goal of the Pure Michigan Talent Connect website is to provide a centralized location for Employers and Job Seekers to connect. Talent Connect is designed to collect talent information such as education, career information and professional skills, and match these skills directly to job postings. Talent Connect is a **secure website** that requires employers to register with a unique email address and password.



#### **Create an Account**

# **Important Information**

If you do not have an account on Michigan Talent Connect, you must Create an Account. Once your account is created, the Talent Connect staff will validate your account. After your account is validated you will be able to post jobs and search for candidates.



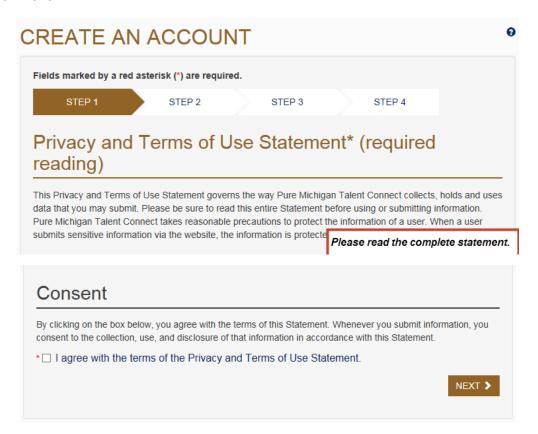
# Step by Step Instructions to Create an Account

Click Create an Account from the upper right corner of the Home page or from the Employer tab.

Select **Employer** as the type of account you would like to create.

#### Step 1

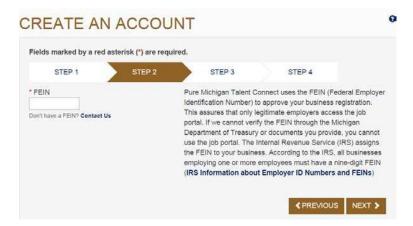
- 1. Use the inner scroll bar to read the Privacy and Terms of Use Statement. At the end, click the **Privacy and Terms of Use Statement** checkbox to authorize your consent.
- 2. Click Next.



February 6, 2016 Page 2 of 22

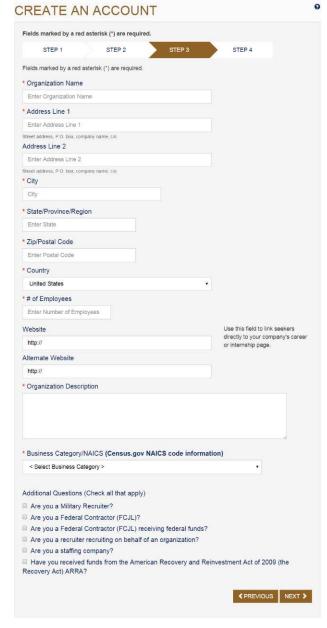
#### Step 2

- 1. Enter your 9-digit Federal Employer Identification Number. This number will be used to verify that your organization meets the criteria for using the system as indicated in the Terms of Use.
- 2. Click Next.



#### Step 3

- Enter your organization's demographic information such as your company's name, address, number of employees, and website. Select your business category from the dropdown menu. Select all that apply regarding military or Federal information.
- 2. Click Next.



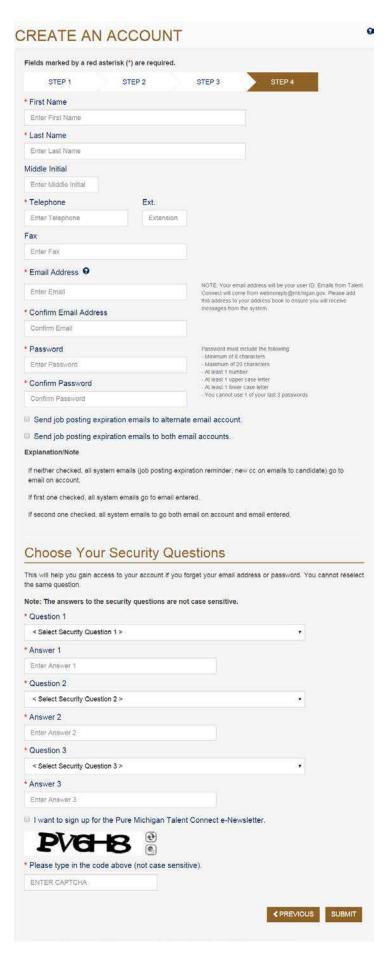
February 6, 2016 Page **3** of **22** 

#### Step 4

- Enter your full name, phone number and email address which will become your user name for Talent Connect. Enter a password. This information is not provided to candidates.
- Select three different security questions and answer appropriately. If you lock your account, one of these questions will be asked and must be answered correctly before your password can be reset. Enter the characters in the CAPTCHA security block exactly as you see them.
- 3. Click Submit.

**Note**: Talent Connect will process your request and send you an email to the address you provided with information on activating your account.

**Tip:** Passwords must be 8 characters long, with one upper case letter, one lower case letter, and one number.



February 6, 2016 Page **4** of **22** 

- 4. To activate your account:
  - a. Look for the activation email from webnoreply@michigan.gov and follow the detailed instructions.
  - b. If you have not received the activation email, be sure to check your spam/junk email folder.
  - c. Sign into your email account.
  - d. Once activated, you can update your account information. You will not be able to post jobs or search for candidates until your account is validated. This process may take up to 2 business days.

# **ACCOUNT CREATED**

You must now activate your account to complete the process. An email has been sent to you at totestemployer@yahoo.com with instructions on how to activate your account. The activation email will be from webnoreply@michigan.gov. If you do not find it in your email inbox, be sure to check your spam/junk folder. If you do not receive an email, please contact our Customer Contact Center at 1-888-522-0103.

Below are quick links to common service providers to access your email account:

Yahoo

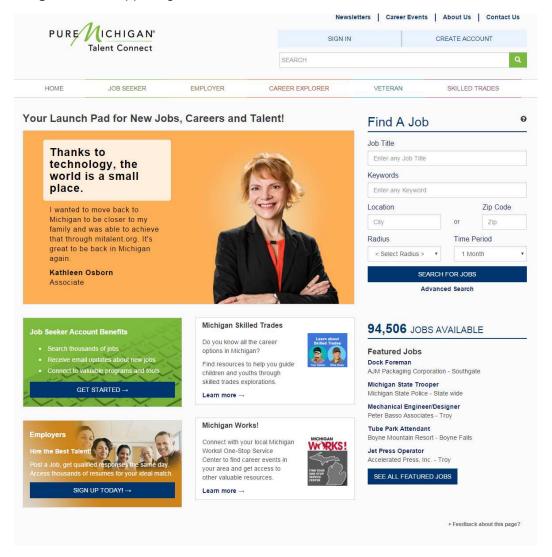
**Gmail** 

Outlook (Previously Hotmail)

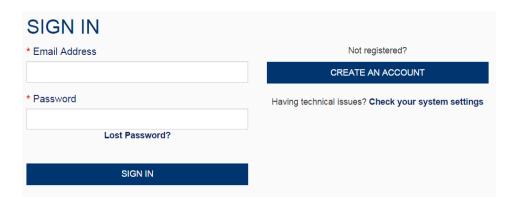
February 6, 2016 Page **5** of **22** 

# Step by Step Instructions to Sign In

1. Click **Sign In** in the upper right corner.



- 2. Enter your email address and password.
- 3. Click the Sign In button on the Sign In screen

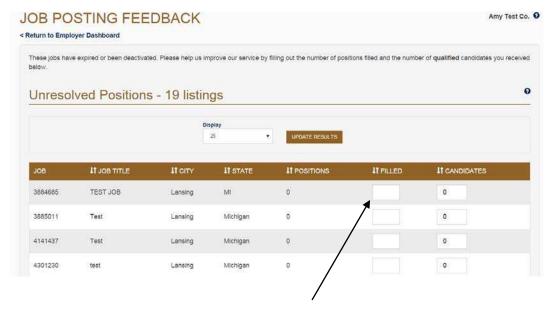


February 6, 2016 Page **6** of **22** 

# **Job Posting Feedback**

### **Important Information**

If you have jobs that have expired since your last login (or are unresolved), the first page to display after signing in is Job Posting Feedback. This page was designed to gather feedback to help improve service for this website.



Tip: If you have withdrawn or decided not to fill a position, enter "0" in the Filled field.

# Step by Step Instructions for Job Posting Feedback

- 1. Enter the number of positions that were filled.
- In the second text box, the Candidate box should reflect the qualified candidates chosen from the original search result.
- 3. Click Save.
- 4. Repeat as necessary
- 5. Or, to go directly to your dashboard, click **Return to Dashboard**.

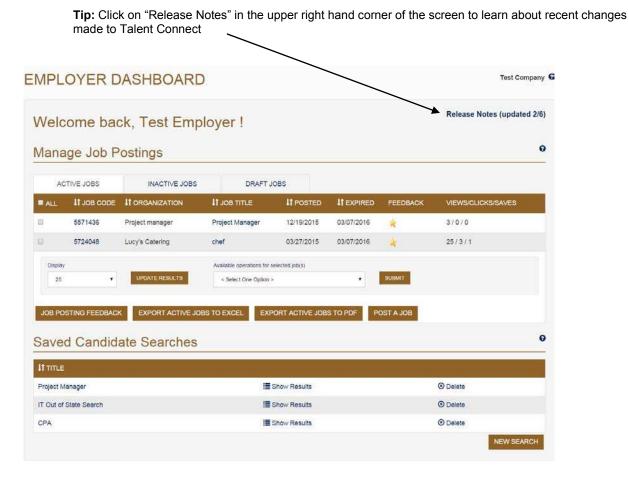
#### Note:

- The Job Posting Feedback page can be accessed anytime from the Employer Dashboard.
- To provide feedback on any Talent Connect page, click the feedback link on the bottom right.

February 6, 2016 Page **7** of **22** 

# Module 2 Employer Dashboard Introduction

The Employer Dashboard was designed to keep the functions that employers most often use in one convenient location such as job postings and candidate searches.



Manage Job Postings Important Information

The Manage Job Postings section contains three inner tabs; Active Jobs, Inactive Jobs and Draft Jobs. These tabs display posting information such as the number of views a job posting has received, how many times a job seeker has clicked on the *How to Apply* button, and how many times a job posting was saved (Job Seeker Activity). To view a job posting, click on the Job Code Number or click on the Job Title in order to edit the job posting. To begin a new posting, click on Post a Job.

# **Saved Candidate Searches**

# Important Information

If you have job postings you fill routinely, you can save your search criteria and run it whenever you need to. To re-run a saved search, click on "Show Results." To review saved search criteria, click on the search title. To begin a new search, click the **New Search** button.

For additional information on how to Search For Candidates, see Module 4: Searching for Candidates.

February 6, 2016 Page **8** of **22** 

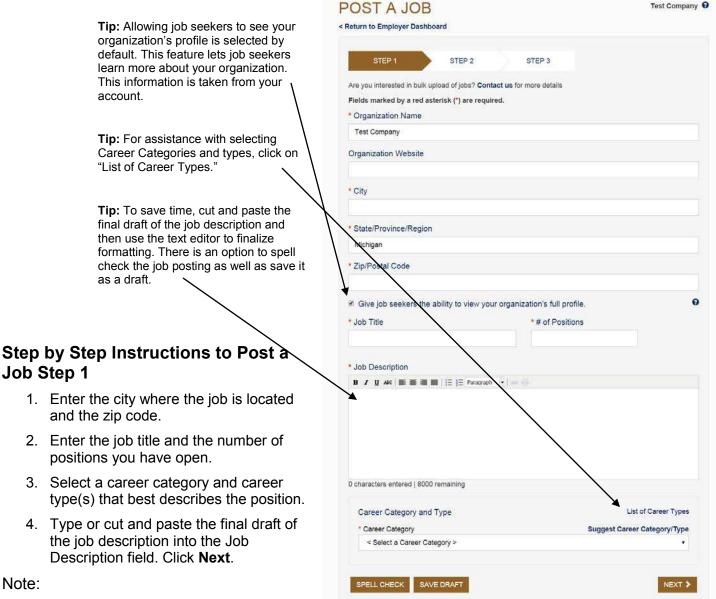
# Module 3 Post a Job Introduction

There is a three-step process in posting a job in Talent Connect. The first step involves entering details about the job posting. The second step involves the requirements you are looking for. The last step specifies how to apply for the job posting.

# Post a Job - Step 1

#### **Important Information**

Select a career category and then the career type(s) that best describes the position. Required fields are indicated by a red asterisk (\*).



Career categories and career types are

intended to be broad. If you can't find a category that exactly describes your position, choose one (or more) that are most closely related.

February 6, 2016 Page **9** of **22** 

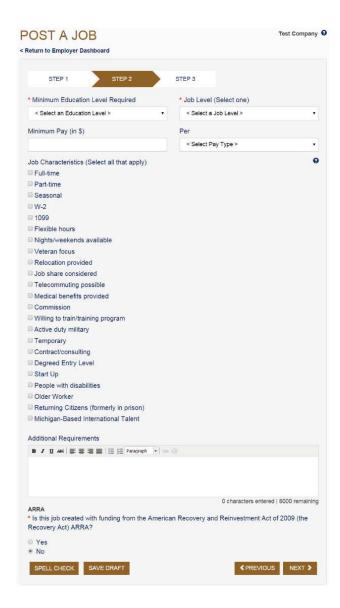
# Post a Job - Step 2

### **Important Information**

This step gathers the requirements for the job posting such as education and job level, as well as the characteristics of the job.

### Step by Step Instructions to Post a Job Step 2

- 1. Choose the Minimum Education Level Required.
- 2. Select a Job Level (Minimum of one is required).
- 3. You can choose to enter a minimum pay.
- 4. Select the Job Characteristics applicable to your posting.
- 5. Enter any additional requirements needed in the free-form text box.
- If this job was created with funding from the American Recovery and Reinvestment Act of 2009 (ARRA), select Yes.
- 7. Click Next.



**Tip:** Selecting job characteristics will help job seekers readily identify positions that have certain characteristics that are important to them.

February 6, 2016 Page **10** of **22** 

# Post a Job - Step 3

#### **Important Information**

Enter any additional instructions for the job seeker on how to apply for this position. This may include having the candidate submit a cover letter or a writing sample. For your convenience, Talent Connect has a built in calendar so you can select the date the job posting will expire. Job postings can be posted for a minimum of 2 days and a maximum of 30 days.

Your job posting will display on your dashboard and will be placed into the 24 hour job hold for Veterans' preference. After 24 hours, the job posting will be released for public view.

**Tip:** Be sure to include your preferred contact method and information in the "How to Apply" section as candidates cannot see the contact information on your account.

**Tip:** The default expiration date is 30 days from today's date. This is the maximum length of time a posting can be displayed. You will be notified via email prior to the expiration date and will have the opportunity to repost to an extended date.

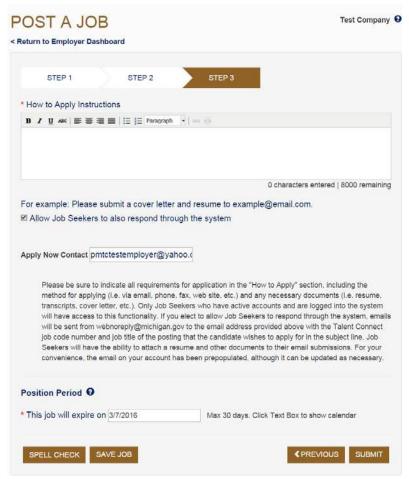
# Step by Step Instructions to Post a Job Step 3

- 1. Enter any specific application instructions.
- Check Allow Job Seekers to also respond through the system to give potential candidates to option of submitting resumes via an email sent from Talent Connect.
- 3. Be sure to indicate all requirements for application in the "How to Apply" section.

Including the method for applying (i.e. via email, phone, fax, web site, etc.) and any necessary documents.

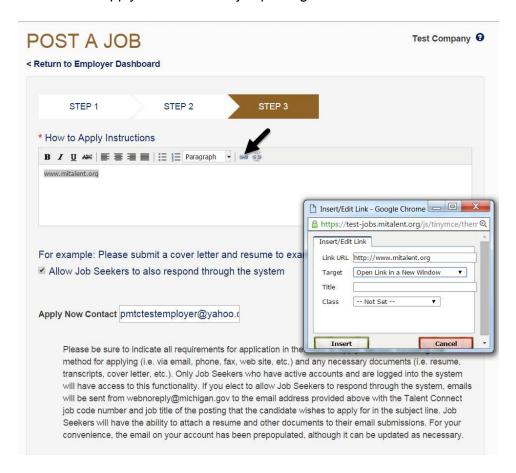
**Note**: Only Job Seekers who have active accounts and are logged into the system will have access to this functionality. If you elect to allow Job Seekers to respond to your job posting via Talent Connect, emails will be sent from webnoreply@michigan.gov to the email address you provided with the Talent Connect job code number and job title of the posting the candidate wishes to apply for in the subject line

- 4. The job expiration date will default to 30 days from the date the job is posted. If you need to modify this date to less than 30 days, you can enter this in the date field.
- 5. Click Submit.



February 6, 2016 Page **11** of **22** 

In order to hyperlink a website address in the "How to Apply" section, simply highlight the section you wish to hyperlink and click the "insert link" button indicated by the red arrow. You will receive a pop up window, in the first line type the complete website address (example: http://www.mitalent.org) and select "open link in a new window" from the second drop down list entitled "Target." Click insert. Job Seekers will be able to click on the link directly from the "How to Apply" section of the job posting.



#### Note:

- Information provided under How to Apply Instructions will not be visible to job seekers until they click "How to Apply" on the posting. These actions are being tracked by the system so you can view how many job seekers viewed this information. This is considered a "click" on the tracking tool.
- Always double check your job posting for clarity, accuracy, and use the spell check feature to avoid misspellings. Failing to do so can reduce its visibility to job seekers.

February 6, 2016 Page **12** of **22** 

#### **Job Details**

#### **Important Information**

Click on the Job title from the Dashboard in order to access the Job Details. This page contains information about a job posting such as the Job Code Number, Job Description, Position Details, and How to Apply. You can also choose to repost a position, copy a posting, edit a job posting, reset the views, or deactivate a posting on this page.

Tip: Please Note: An inactive job posting will only provide the following options:

Copy vs. Repost

Copy: Copying a position will create a new job code number and simply auto populate the fields for a new job posting and allow you to edit before posting. Use this function if you need to create several similar but separate positions. An example would be having the same position open in several locations.

Repost: Reposting a position will retain the job code number. Use this function if you need to extend the expiration date or reactivate an expired position.

# **Copy Position Instructions**

- Select Copy Position from the drop down menu <Select an Action> at the top of the screen.
- 2. Click Submit and make the desired changes. This will create a new job code number and will go into the 24 hour job hold for Veterans' preference.
- 3. Click Save.

#### **Deactivate Instructions**

- 1. Select **Deactivate** from the drop down menu **<Select an Action>** at the top of the screen.
- 2. Click **Submit**. Deactivation triggers a request for feedback on your job posting.
- 3. Enter the number of positions filled and the number of qualified candidates for this job.
- 4. Click Save.

# **Edit Job Postings Instructions**

- 1. Select Edit Job Posting from the drop down menu <Select an Action> at the top of the screen.
- 2. Click Submit.
- 3. Make desired changes
- 4. Click Save.

JOB DETAILS **Test Company** < Return to Employer Dashboard JOB DETAILS Project Manager Select available actions for this job posting < Select an Action > Job Code Number 5571436 Job Description Project Manager for multiple IT projects. **Position Details** Minimum Qualifications: Experienced (Non-Manager) Career Category: Category: Information Technology - Type: IT Project Management Education Required: Bachelors Degree Job Characteristics How to Apply www.mitalent.org

February 6, 2016 Page **13** of **22** 

#### **Repost Position Instructions**

- 1. Select **Repost** from the drop down menu **<Select an Action>** at the top of the screen.
- 2. Click Submit.
- 3. Enter a new expiration date.
- 4. Click Save.

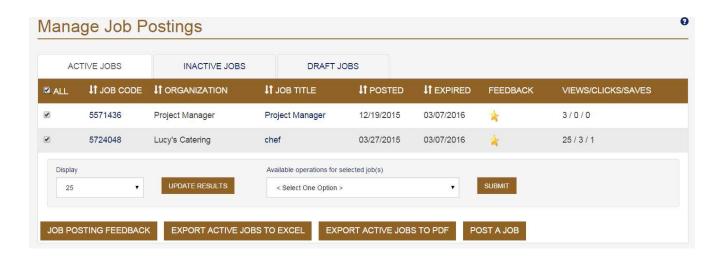
#### **Reset Views Instructions**

- Select Reset Views from the drop down menu <Select an Action> at the top of the screen.
- 2. Click Submit.

Note: Clicking on "Reset Views" will only reset the number of views, it will not affect "Clicks" (the number of times Job Seekers have clicked on the "How to Apply" button) or "Saves" (the number of times the job posting has been saved to a Job Seeker's workspace).

#### **Operations**

To print, reactivate or deactivate multiple job postings select the check box next to the posting (s), choose the action you wish to perform from the Available operations drop down menu and click submit. Once you select submit, you will be asked to provide feedback for each job posting (see screenshot below). From the inactive tab, you can repost or print multiple job postings.



Tip: Use the All button to quickly select all the job postings listed on the current page.

Tip: Results can be exported to Excel or PDF format.

February 6, 2016 Page **14** of **22** 

# Module 4 Searching for Candidates Introduction

The process to search for a candidate can begin from the Employer submenu bar or from the Employer Dashboard. When you save a candidate search, it will display in the Saved Candidate Search section on the Employer Dashboard. Saved searches can be run as often as you like.

#### **Candidate Search**

**Important Information:** Select the requirements needed for the job posting you are looking to fill. The criteria you specify will help narrow down your candidate pool.

# **Step by Step Instructions for Candidate Search**

- **1.** You must enter at least one search criteria. The more criteria you select, the narrower your results will be.
- 2. Click Search.

**Tip:** Keyword searches against Career Category & Type, Top Skills and Certificates/Licenses/Credentials. The information you select corresponds to information provided by job seekers in their profile.

**Tip:** Location preference indicates where the candidates would prefer to work while radius searches within a specified radius of the candidates' location.

**Tip:** You can search for recent college graduates and/or job seekers interested in part time employment.



February 6, 2016 Page **15** of **22** 

# **Candidate Search Results**

# **Important Information**

The Candidate Search Results screen displays information from the job seeker profile as well as a link to their resume, if they have attached a resume. Please note not all candidates will have a resume, some candidates may have elected to create only a profile.

# Step by Step Instructions

 To open or save a resume, click on the icon next to the Download resume title or click on the candidate's name.

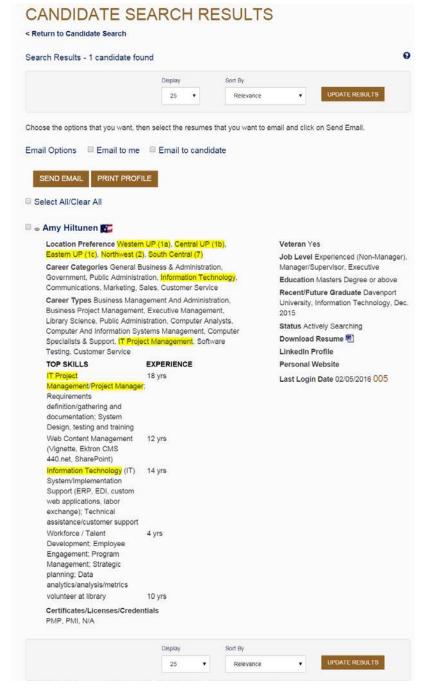
#### Note:

You can change the Sort By to display by Education or Last Login Date, and then click Update Results.

**Tip:** A candidate's Status indicates whether or not that person is actively seeking employment.

A candidate may display one of these three statuses: Actively Searching, Open to Opportunities, Career Explorer.

**Tip:** The search criteria you indicated in the Keyword Search boxes will be highlighted in vellow.



February 6, 2016 Page **16** of **22** 

Veteran Yes
Job Level Experienced (Non-Manage
Manager/Supervisor, Executive
Education Masters Degree or above
Recent/Future Graduate Davenport
University, Information Technology, D

Last Login Date 02/05/2016 005

Download Resume LinkedIn Profile

Refine Search

< Select a Radius >

Search only for veterans

Any, Willing to relocate

Eastern UP (1c) ■ Northwest (2)

■ Northeast (3)

West Michigan (4) ₩ West Central (4a)

South Central (7)

☑ Detroit Metro (10)

Southwest (8) Southeast Michigan

Exclude Candidates without a Resum

Keyword (With the exact phrase)

Keyword (With at least one of these words)

### Save a Candidate Search

# **Important Information**

Once you run a search, you can save it to your Employer Dashboard. Saved searches can be run as often as you need.

< Return to Candidate Search

Search Results - 1 candidate found

SEND EMAIL PRINT PROFILE Select All/Clear All Amy Hiltunen Location Preference Western UP (1 Eastern UP (1c), Northwest (2), Sout

System/implementation Support (ERP, EDI, custom

Development; Employee Engagement; Program Management; Strategic planning; Data analytics/analysis/metrics volunteer at library

Certificates/Licenses/Credentials

CANDIDATE SEARCH RESULTS

Email Options Email to me Email to candidate

Career Types Business Management And Administration, Business Project Management, Executive Management, Library Science, Public Administration, Computer Analysts Computer And Information Systems Management, Compu

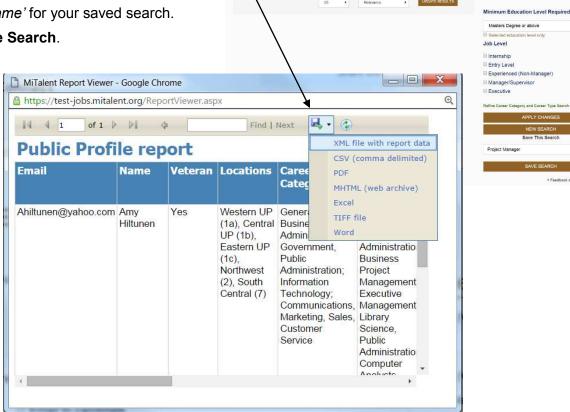
Tip: You can narrow your search on the Refine Search sidebar. If you want to make a few modifications, select them and then click Apply Changes.

If you would like to start your search again, click New Search.

**Tip:** The "Print Profile" button will allow you to select desired candidate (s) and print the results in profile format. Results will open in a separate window. This report can be exported to a variety of formats including Excel, Word, and PDF.

# Step by Step Instructions to Save a Candidate Search

- 1. At the bottom of the Refine Search right sidebar, click in the Save This Search text box.
- 2. Type a 'name' for your saved search.
- Click Save Search.



February 6, 2016 Page 17 of 22

# Sending Email to a Candidate

# Important Information

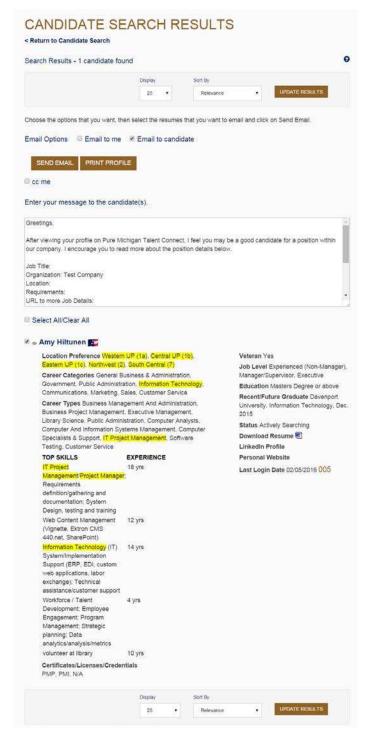
Another Talent Connect feature allows you to send standard emails to multiple candidates. While a template email is provided, emails (sent from webnoreply@michigan.gov) should be customized prior to sending.

You can use this function to refine large search results and to recruit candidates by notifying them of your position opening. By sending basic information about the posting, you can request that interested job seekers apply. Since the candidates will not be able to reply directly to this email, be sure to include information on how they can contact you or learn more about the position.

# Step by Step Instructions to Send Email to a Candidate

- Select the candidate or candidates you wish to send your email message by either clicking Select All or by selecting each individual candidate by clicking the checkbox next to their name.
- 2. Click Email to candidate.
- 3. Click **CC Me** if you would like to receive a copy of the message sent to the candidate, along with a listing of all candidates selected.
- 4. A pop up text box opens with a template message. To customize the message, click in the email text box and modify as desired. Note: it is important to add the job title, location and requirements of your job posting.
- 5. Click Send Email.

**Tip:** "Select All" will only select the candidates displayed on the current page.



February 6, 2016 Page **18** of **22** 

UPDATE RESULTS

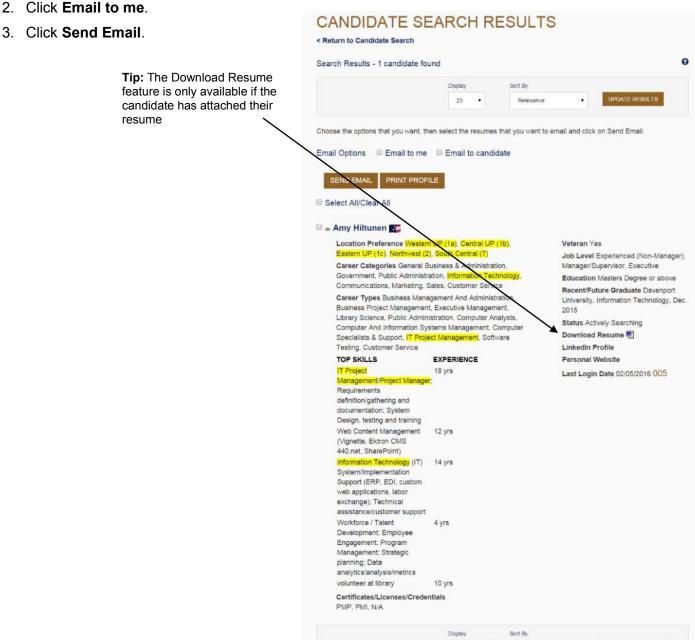
# Sending Email to Me

#### Important Information

You can select one or more candidates' and choose "Email to Me." The system will send an email to your Talent Connect email address with the candidates resume attached. If you select multiple candidates, you will receive a separate email for each candidate. Your search criteria will be included in the email.

# Step by Step Instructions to Send Email to Me

- 1. Select the candidate or candidates you wish to send your email message by either clicking **Select All** or by selecting each individual candidate by clicking their checkbox.



February 6, 2016 Page 19 of 22

#### **Email Individual Candidate**

# **Important Information**

You can also email an individual candidate directly. Once you select the envelope icon next to the desired candidate, your email application will launch.

# Step by Step Instructions to Email Individual Candidate

Click the envelope icon next to the candidate name to launch your email provider to email the candidate from your own account.

CANDIDATE SEARCH RESULTS Tip: If a Veteran has chosen to < Return to Candidate Search allow you to see their Veteran a Search Results - 1 candidate found status, a flag icon will appear next to their name. Display Sort By UPDATE RESULTS 25 Relevance Tip: The 'eye' icon will appear next to the candidate name if you have Choose the options that you want, then select the resumes that you want to email and click on Send Email previously viewed their resume. Additionally, the red check mark next to the envelope indicates you SEND EMAIL PRINT PROFILE have previously contacted the candidate via system-generated Select All/Clear All email. Amy Hiltunen Location Preference Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), South Central (7) Job Level Experienced (Non-Manager), Career Categories General Business & Administration, Manager/Supervisor, Executive Government, Public Administration, Information Technology, Education Masters Degree or above Communications, Marketing, Sales, Customer Service Recent/Future Graduate Davenport Career Types Business Management And Administration, University, Information Technology, Dec. Business Project Management, Executive Management, 2015 Library Science, Public Administration, Computer Analysts, Status Actively Searching Computer And Information Systems Management, Computer Download Resume Specialists & Support, IT Project Management, Software Testing, Customer Service LinkedIn Profile TOP SKILLS EXPERIENCE Personal Website IT Project 18 yrs Last Login Date 02/05/2016 005 Management/Project Manager Requirements definition/gathering and documentation; System Design, testing and training Web Content Management 12 yrs (Vignette, Ektron CMS 440.net, SharePoint) Information Technology (IT) 14 yrs System/Implementation Support (ERP, EDI, custom web applications, labor exchange); Technical assistance/customer support Workforce / Talent 4 yrs Development; Employee Engagement; Program Management; Strategic planning; Data analytics/analysis/metrics volunteer at library 10 yrs Certificates/Licenses/Credentials PMP, PMI, N/A Display Sort By 25 Relevance

February 6, 2016 Page **20** of **22** 

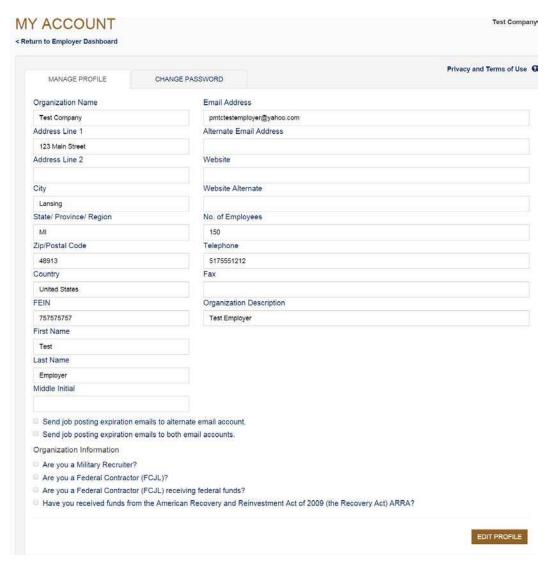
# Module 5 My Account Introduction

The My Account page has two tabs to help you manage your organization's profile and change your password. You can also review the Privacy and Terms of Use statement by clicking on "Privacy and Terms of Use."

# **Manage Profile**

### **Important Information**

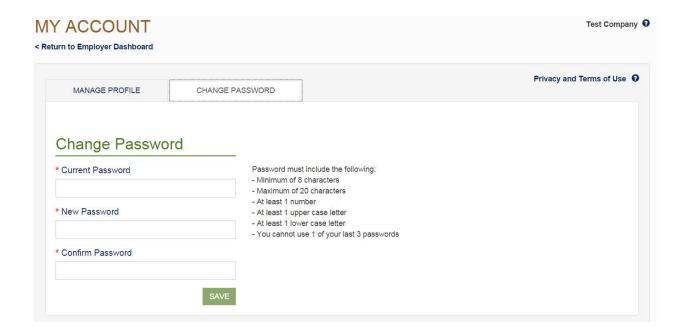
The first tab contains information about your organization and your contact information. This information can be updated anytime you wish.



# Step by Step Instructions

- 1. Click Edit Profile to unlock the fields.
- **2.** Update as necessary, and then click **Save**.

February 6, 2016 Page **21** of **22** 



# **Step by Step Instructions**

- 1. Enter your current password.
- 2. Enter a new password which must be at least 8 characters long with a maximum of 20. You must use at least one upper case letter, one lower case letter and one number.
- 3. Click Save.

#### Note:

- If you lock your account, one of the three security questions you answered when you registered your account will be asked. The questions must be answered correctly before you will be able to gain access to your account.
- The system will require you to reset your password every 180 days.

February 6, 2016 Page 22 of 22