

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.

Tip: If you are on any other page of Talent Connect, click on the **Employer** navigation bar and click “**Create an Account**”.

The screenshot displays the Pure Michigan Talent Connect website interface. At the top, there is a navigation bar with links for Newsletters, Career Events, About Us, and Contact Us. Below this is a search bar with a magnifying glass icon and buttons for SIGN IN and CREATE ACCOUNT. The main navigation bar includes HOME, JOB SEEKER, EMPLOYER (highlighted with a red underline and an arrow pointing to it), CAREER EXPLORER, VETERAN, and SKILLED TRADES. The main content area is divided into several sections:

- Your Launch Pad for New Jobs, Careers and Talent!**: A large orange banner featuring a testimonial from Kathleen Osborn, Associate, with a photo of her. The testimonial reads: "Thanks to technology, the world is a small place. I wanted to move back to Michigan to be closer to my family and was able to achieve that through mitalent.org. It's great to be back in Michigan again." Below the testimonial is a "GET STARTED" button.
- Job Seeker Account Benefits**: A green box listing benefits: "Search thousands of jobs", "Receive email updates about new jobs", and "Connect to valuable programs and tools". Below is a "GET STARTED" button.
- Michigan Skilled Trades**: A white box with a "Learn about Skilled Trades" icon. Text: "Do you know all the career options in Michigan? Find resources to help you guide children and youths through skilled trades explorations." Below is a "Learn more" button.
- Michigan Works!**: A white box with a "MICHIGAN WORKS! FIND YOUR ONE-STOP SERVICE CENTER" icon. Text: "Connect with your local Michigan Works! One-Stop Service Center to find career events in your area and get access to other valuable resources." Below is a "Learn more" button.
- Employers**: A white box with a photo of a group of people. Text: "Hire the Best Talent! Post a Job, get qualified responses the same day. Access thousands of resumes for your ideal match." Below is a "SIGN UP TODAY!" button.
- Find A Job**: A white box with a search form. Fields include Job Title, Keywords, Location (City or Zip), Radius, and Time Period. A "SEARCH FOR JOBS" button is at the bottom, with an "Advanced Search" link below it.
- 94,506 JOBS AVAILABLE**: A white box with a blue header and a "Featured Jobs" list: "Dock Foreman" (AJM Packaging Corporation - Southgate), "Michigan State Trooper" (Michigan State Police - State wide), "Mechanical Engineer/Designer" (Peter Basso Associates - Troy), "Tube Park Attendant" (Boyne Mountain Resort - Boyne Falls), and "Jet Press Operator" (Accelerated Press, Inc. - Troy). Below the list is a "SEE ALL FEATURED JOBS" button.

At the bottom right of the page, there is a link: "+ Feedback about this page?"

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.

Create an Account ×

Which type of account would you like to create?

I am a/an:

JOB SEEKER **EMPLOYER**

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**.

CREATE AN ACCOUNT ⓘ

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

STEP 1 STEP 2 STEP 3 STEP 4

Privacy and Terms of Use Statement* (required reading)

This Privacy and Terms of Use Statement governs the way Pure Michigan Talent Connect collects, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting information. Pure Michigan Talent Connect takes reasonable precautions to protect the information of a user. When a user submits sensitive information via the website, the information is protected.

Please read the complete statement.

Consent

By clicking on the box below, you agree with the terms of this Statement. Whenever you submit information, you consent to the collection, use, and disclosure of that information in accordance with this Statement.

* I agree with the terms of the Privacy and Terms of Use Statement.

NEXT ➔

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**.

CREATE AN ACCOUNT

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

STEP 1 **STEP 2** STEP 3 STEP 4

* FEIN

Don't have a FEIN? [Contact Us](#)

Pure Michigan Talent Connect uses the FEIN (Federal Employer Identification Number) to approve your business registration. This assures that only legitimate employers access the job portal. If we cannot verify the FEIN through the Michigan Department of Treasury or documents you provide, you cannot use the job portal. The Internal Revenue Service (IRS) assigns the FEIN to your business. According to the IRS, all businesses employing one or more employees must have a nine-digit FEIN ([IRS Information about Employer ID Numbers and FEINs](#))

◀ PREVIOUS NEXT ▶

Step 3

1. 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**.

CREATE AN ACCOUNT

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

STEP 1 STEP 2 **STEP 3** STEP 4

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

* Organization Name

Enter Organization Name

* Address Line 1

Enter Address Line 1

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

Address Line 2

Enter Address Line 2

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

* City

City

* State/Province/Region

Enter State

* Zip/Postal Code

Enter Postal Code

* Country

United States

* # of Employees

Enter Number of Employees

Website

http://

Alternate Website

http://

* Organization Description

* Business Category/NAICS (Census.gov NAICS code information)

< Select Business Category >

Additional Questions (Check all that apply)

Are you a Military Recruiter?

Are you a Federal Contractor (FCJL)?

Are you a Federal Contractor (FCJL) receiving federal funds?

Are you a recruiter recruiting on behalf of an organization?

Are you a staffing company?

Have you received funds from the American Recovery and Reinvestment Act of 2009 (the Recovery Act) ARRA?

Use this field to link seekers directly to your company's career or internship page.

◀ PREVIOUS NEXT ▶

Step 4

1. 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.
2. 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.

CREATE AN ACCOUNT

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

STEP 1 STEP 2 STEP 3 **STEP 4**

* First Name
Enter First Name

* Last Name
Enter Last Name

Middle Initial
Enter Middle Initial

* Telephone Ext.
Enter Telephone Extension

Fax
Enter Fax

* Email Address
Enter Email

* Confirm Email Address
Confirm Email

* Password
Enter Password

* Confirm Password
Confirm Password

Send job posting expiration emails to alternate email account.
 Send job posting expiration emails to both email accounts.

Explanation/Note

If neither checked, all system emails (job posting expiration reminder, new cc on emails to candidate) go to email on account.
If first one checked, all system emails go to email entered.
If second one checked, all system emails to go both email on account and email entered.

Choose Your Security Questions

This will help you gain access to your account if you forget your email address or password. You cannot reselect the same question.

Note: The answers to the security questions are not case sensitive.

* Question 1
< Select Security Question 1 >

* Answer 1
Enter Answer 1

* Question 2
< Select Security Question 2 >

* Answer 2
Enter Answer 2

* Question 3
< Select Security Question 3 >

* Answer 3
Enter Answer 3

I want to sign up for the Pure Michigan Talent Connect e-Newsletter.

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

< PREVIOUS SUBMIT

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 tctestemployer@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)

Step by Step Instructions to Sign In

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

The screenshot shows the Pure Michigan Talent Connect homepage. At the top right, there are links for Newsletters, Career Events, About Us, and Contact Us. Below these are two buttons: "SIGN IN" and "CREATE ACCOUNT". A search bar is located below the "SIGN IN" button. The main navigation bar includes links for HOME, JOB SEEKER, EMPLOYER, CAREER EXPLORER, VETERAN, and SKILLED TRADES. The main content area features a "Your Launch Pad for New Jobs, Careers and Talent!" banner with a testimonial from Kathleen Osborn, an Associate. To the right is a "Find A Job" section with search filters for Job Title, Keywords, Location, Zip Code, Radius, and Time Period. Below the banner are four promotional boxes: "Job Seeker Account Benefits", "Michigan Skilled Trades", "Michigan Works!", and "Employers". A "94,506 JOBS AVAILABLE" section is also present, listing featured jobs like Dock Foreman, Michigan State Trooper, Mechanical Engineer/Designer, Tube Park Attendant, and Jet Press Operator. A "Feedback about this page?" link is at the bottom right.

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

The screenshot shows the "SIGN IN" screen. It features two input fields: "Email Address" and "Password", both marked with an asterisk. Below the "Password" field is a link for "Lost Password?". To the right of the input fields, there is a "Not registered?" link and a "CREATE AN ACCOUNT" button. Below these is a link for "Having technical issues? Check your system settings". At the bottom of the form is a large "SIGN IN" button.

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.

These jobs have expired or been deactivated. Please help us improve our service by filling out the number of positions filled and the number of qualified candidates you received below.

Unresolved Positions - 19 listings

Display: 25 UPDATE RESULTS

JOB	JOB TITLE	CITY	STATE	POSITIONS	FILLED	CANDIDATES
3884685	TEST JOB	Lansing	MI	0	<input type="text"/>	<input type="text" value="0"/>
3885011	Test	Lansing	Michigan	0	<input type="text"/>	<input type="text" value="0"/>
4141437	Test	Lansing	Michigan	0	<input type="text"/>	<input type="text" value="0"/>
4301230	test	Lansing	Michigan	0	<input type="text"/>	<input type="text" value="0"/>

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.
2. 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.*

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.

Tip: Click on “Release Notes” in the upper right hand corner of the screen to learn about recent changes made to Talent Connect

EMPLOYER DASHBOARD Test Company

Welcome back, Test Employer ! [Release Notes \(updated 2/6\)](#)

Manage Job Postings

ACTIVE JOBS | INACTIVE JOBS | DRAFT JOBS

ALL	JOB CODE	ORGANIZATION	JOB TITLE	POSTED	EXPIRED	FEEDBACK	VIEWS/CLICKS/SAVES
5571436	Project manager	Project Manager	12/19/2015	03/07/2016	★	3 / 0 / 0	
5724048	Lucy's Catering	chef	03/27/2015	03/07/2016	★	25 / 3 / 1	

Display: 25 | UPDATE RESULTS | Available operations for selected job(s): < Select One Option > | SUBMIT

JOB POSTING FEEDBACK | EXPORT ACTIVE JOBS TO EXCEL | EXPORT ACTIVE JOBS TO PDF | POST A JOB

Saved Candidate Searches

TITLE	Actions
Project Manager	Show Results Delete
IT Out of State Search	Show Results Delete
CPA	Show Results Delete

[NEW SEARCH](#)

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.**

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 (*).

Tip: Allowing job seekers to see your organization's profile is selected by default. This feature lets job seekers learn more about your organization. This information is taken from your account.

Tip: For assistance with selecting Career Categories and types, click on "List of Career Types."

Tip: To save time, cut and paste the final draft of the job description and then use the text editor to finalize formatting. There is an option to spell check the job posting as well as save it as a draft.

The screenshot shows the 'POST A JOB' form in Step 1. The form is titled 'POST A JOB' and includes a navigation bar with 'STEP 1', 'STEP 2', and 'STEP 3'. Below the navigation bar, there is a link to '< Return to Employer Dashboard' and a 'Test Company' label. The form contains several required fields marked with a red asterisk (*): Organization Name (filled with 'Test Company'), Organization Website, City, State/Province/Region (filled with 'Michigan'), Zip/Postal Code, Job Title, and # of Positions. There is also a checkbox for 'Give job seekers the ability to view your organization's full profile.' which is checked. Below the Job Description field, there is a 'Career Category and Type' section with a dropdown menu and a 'List of Career Types' link. At the bottom of the form, there are three buttons: 'SPELL CHECK', 'SAVE DRAFT', and 'NEXT'.

Step by Step Instructions to Post a Job Step 1

1. Enter the city where the job is located and the zip code.
2. Enter the job title and the number of positions you have open.
3. Select a career category and career type(s) that best describes the position.
4. Type or cut and paste the final draft of the job description into the Job Description field. Click **Next**.

Note:

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.

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.
6. If this job was created with funding from the American Recovery and Reinvestment Act of 2009 (ARRA), select **Yes**.
7. Click **Next**.

POST A JOB Test Company

[Return to Employer Dashboard](#)

STEP 1 **STEP 2** STEP 3

* Minimum Education Level Required
 < Select an Education Level >

* Job Level (Select one)
 < Select a Job Level >

Minimum Pay (in \$)

Per
 < Select Pay Type >

Job Characteristics (Select all that apply)

- Full-time
- Part-time
- Seasonal
- W-2
- 1099
- Flexible hours
- Nights/weekends available
- Veteran focus
- Relocation provided
- Job share considered
- Telecommuting possible
- Medical benefits provided
- Commission
- Willing to train/training program
- Active duty military
- Temporary
- Contract/consulting
- Degreed Entry Level
- Start Up
- People with disabilities
- Older Worker
- Returning Citizens (formerly in prison)
- Michigan-Based International Talent

Additional Requirements

0 characters entered | 8000 remaining

ARRA
 * Is this job created with funding from the American Recovery and Reinvestment Act of 2009 (the Recovery Act) ARRA?

Yes
 No

SPELL CHECK SAVE DRAFT PREVIOUS NEXT

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

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.
2. 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**.

POST A JOB Test Company

[Return to Employer Dashboard](#)

STEP 1 STEP 2 **STEP 3**

* How to Apply Instructions

B *I* U **ABC** [List Bulleted] [List Numbered] [List None] Paragraph [Link] [Image]

0 characters entered | 8000 remaining

For example: Please submit a cover letter and resume to example@email.com.

Allow Job Seekers to also respond through the system

Apply Now Contact

Please 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 (i.e. resume, transcripts, cover letter, etc.). 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 through the system, emails will be sent from webnoreply@michigan.gov to the email address provided above with the Talent Connect job code number and job title of the posting that the candidate wishes to apply for in the subject line. Job Seekers will have the ability to attach a resume and other documents to their email submissions. For your convenience, the email on your account has been prepopulated, although it can be updated as necessary.

Position Period

* This job will expire on Max 30 days. Click Text Box to show calendar

SPELL CHECK **SAVE JOB** **PREVIOUS** **SUBMIT**

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.

The screenshot shows the 'POST A JOB' interface for 'Test Company'. It features a progress bar with three steps: STEP 1, STEP 2, and STEP 3 (highlighted). Below the progress bar is the 'How to Apply Instructions' section, which contains a rich text editor. A red arrow points to the 'Insert Link' button in the editor's toolbar. The text 'www.mitalent.org' is entered in the editor. Below the editor, there is a checkbox labeled 'Allow Job Seekers to also respond through the system' which is checked. The 'Apply Now Contact' field contains the email address 'pmtctestemployer@yahoo.c'. A pop-up window titled 'Insert/Edit Link' is overlaid on the right side of the page, showing the 'Link URL' as 'http://www.mitalent.org', the 'Target' as 'Open Link in a New Window', and the 'Class' as '-- Not Set --'. The 'Insert' and 'Cancel' buttons are visible at the bottom of the pop-up.

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.

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

1. 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 >
▼

SUBMIT

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

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

1. 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.

The screenshot shows the 'Manage Job Postings' interface. At the top, there are three tabs: 'ACTIVE JOBS', 'INACTIVE JOBS', and 'DRAFT JOBS'. Below the tabs is a table with columns: 'ALL', 'JOB CODE', 'ORGANIZATION', 'JOB TITLE', 'POSTED', 'EXPIRED', 'FEEDBACK', and 'VIEWS/CLICKS/SAVES'. Two job listings are visible, both with checked checkboxes. Below the table, there is a 'Display' dropdown set to '25', an 'UPDATE RESULTS' button, an 'Available operations for selected job(s)' dropdown set to '< Select One Option >', and a 'SUBMIT' button. At the bottom, there are four buttons: 'JOB POSTING FEEDBACK', 'EXPORT ACTIVE JOBS TO EXCEL', 'EXPORT ACTIVE JOBS TO PDF', and 'POST A JOB'.

ACTIVE JOBS	INACTIVE JOBS	DRAFT JOBS
<input checked="" type="checkbox"/> ALL	↑↓ JOB CODE	↑↓ ORGANIZATION
	↑↓ JOB TITLE	↑↓ POSTED
	↑↓ EXPIRED	FEEDBACK
	VIEWS/CLICKS/SAVES	
<input checked="" type="checkbox"/>	5571436	Project Manager
		Project Manager
	12/19/2015	03/07/2016
		★
	3 / 0 / 0	
<input checked="" type="checkbox"/>	5724048	Lucy's Catering
		chef
	03/27/2015	03/07/2016
		★
	25 / 3 / 1	

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.

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.

CANDIDATE SEARCH
Test Company

[Return to Employer Dashboard](#)

▶ Boolean Search

Select the criteria on which you wish to search on. No specific field is required but at least one item must be used from the below options for searching.

Keyword (With at least one of these words)

Keyword searches against the following fields on the job seeker profile:

- Career Category
- Career Type
- Top Skills
- Certificates/Licenses/Credentials & Issuing Organization

Keyword (With the exact phrase)

Career Category and Type
List of Career Types

Career Category

< Select a Career Category >

[Add Career Category](#)

Veterans

Search only for veterans

Location Preference(s) (select all that apply)

Any, Willing to relocate

Upper Peninsula (1)

Western UP (1a)

Central UP (1b)

Eastern UP (1c)

Northwest (2)

Northeast (3)

West Michigan (4)

West Central (4a)

West Michigan (4b)

East Central Michigan (5)


East Michigan (6)

South Central (7)

Southwest (8)

Southeast Michigan (9)

Detroit Metro (10)



Click on the map for a larger view.

City or Zip/Postal Code

Radius (from City or Zip/Postal Code)

< Select a Radius >

Minimum Education Level Required

< Select an Education Level >

If not checked, candidates with the selected education level and higher will be returned. If checked, candidates with ONLY the selected education level will be returned.

Recent/Future College Graduate?

Available Part-Time

Exclude Candidates who do not have a Resume

Job Level (select all that apply)

Internship

Entry Level

Experienced (Non-Manager)

Manager/Supervisor

Executive

SUBMIT

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

1. 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 **yellow**.

CANDIDATE SEARCH RESULTS

< Return to Candidate Search

Search Results - 1 candidate found

Display: 25 | Sort By: Relevance | UPDATE RESULTS

Choose the options that you want, then select the resumes that you want to email and click on Send Email.

Email Options: Email to me Email to candidate

SEND EMAIL | PRINT PROFILE

Select All/Clear All

Amy Hiltunen

Location Preference: Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), South Central (7)

Career Categories: General Business & Administration, Government, Public Administration, Information Technology, Communications, Marketing, Sales, Customer Service

Career Types: Business Management And Administration, Business Project Management, Executive Management, Library Science, Public Administration, Computer Analysts, Computer And Information Systems Management, Computer Specialists & Support, IT Project Management, Software Testing, Customer Service

Veteran: Yes

Job Level: Experienced (Non-Manager), Manager/Supervisor, Executive

Education: Masters Degree or above

Recent/Future Graduate: Davenport University, Information Technology, Dec. 2015

Status: Actively Searching

Download Resume

LinkedIn Profile

Personal Website

Last Login Date: 02/05/2016 005

TOP SKILLS | EXPERIENCE

IT Project Management	18 yrs
Requirements definition/gathering and documentation; System Design, testing and training	
Web Content Management (Vignette, Ektron CMS 440.net, SharePoint)	12 yrs
Information Technology (IT) System/Implementation Support (ERP, EDI, custom web applications, labor exchange); Technical assistance/customer support	14 yrs
Workforce / Talent Development; Employee Engagement; Program Management; Strategic planning; Data analytics/analysis/metrics	4 yrs
volunteer at library	10 yrs

Certificates/Licenses/Credentials: PMP, PMI, N/A

Display: 25 | Sort By: Relevance | UPDATE RESULTS

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.

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.
3. Click **Save Search**.

Email	Name	Veteran	Locations	Career Categories
Ahiltunen@yahoo.com	Amy Hiltunen	Yes	Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), South Central (7)	General Business Administration; Government, Public Administration; Information Technology; Communications, Marketing, Sales, Customer Service

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

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 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.

CANDIDATE SEARCH RESULTS
 < Return to Candidate Search

Search Results - 1 candidate found

Display: 25 | Sort By: Relevance | UPDATE RESULTS

Choose the options that you want, then select the resumes that you want to email and click on Send Email.

Email Options: Email to me Email to candidate

SEND EMAIL | PRINT PROFILE

cc me

Enter your message to the candidate(s).

Greetings,

After viewing your profile on Pure Michigan Talent Connect, I feel you may be a good candidate for a position within our company. I encourage you to read more about the position details below.

Job Title:
 Organization: Test Company
 Location:
 Requirements:
 URL to more Job Details:

Select All/Clear All

Amy Hiltunen

<p>Location Preference Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), South Central (7)</p> <p>Career Categories General Business & Administration, Government, Public Administration, Information Technology, Communications, Marketing, Sales, Customer Service</p> <p>Career Types Business Management And Administration, Business Project Management, Executive Management, Library Science, Public Administration, Computer Analysts, Computer And Information Systems Management, Computer Specialists & Support, IT Project Management, Software Testing, Customer Service</p> <p>TOP SKILLS</p> <p>IT Project 18 yrs Management/Project Manager</p> <p>Requirements definition/gathering and documentation; System Design, testing and training</p> <p>Web Content Management 12 yrs (Vignette, Ektron CMS 440.net, SharePoint)</p> <p>Information Technology (IT) 14 yrs Systems/Implementation Support (ERP, EDI, custom web applications, labor exchange); Technical assistance/customer support</p> <p>Workforce / Talent 4 yrs Development; Employee Engagement; Program Management; Strategic planning; Data analytics/analysis/metrics</p> <p>volunteer at library 10 yrs</p> <p>Certificates/Licenses/Credentials PMP, PMI, N/A</p>	<p>Veteran Yes</p> <p>Job Level Experienced (Non-Manager), Manager/Supervisor, Executive</p> <p>Education Masters Degree or above</p> <p>Recent/Future Graduate Davenport University, Information Technology, Dec. 2015</p> <p>Status Actively Searching</p> <p>Download Resume</p> <p>LinkedIn Profile</p> <p>Personal Website</p> <p>Last Login Date 02/05/2016 005</p>
--	--

Display: 25 | Sort By: Relevance | 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.
2. Click **Email to me**.
3. Click **Send Email**.

Tip: The Download Resume feature is only available if the candidate has attached their resume

CANDIDATE SEARCH RESULTS
 < Return to Candidate Search

Search Results - 1 candidate found

Display: 25 | Sort By: Relevance | UPDATE RESULTS

Choose the options that you want, then select the resumes that you want to email and click on Send Email.

Email Options: Email to me | Email to candidate

SEND EMAIL | PRINT PROFILE

Select All/Clear All

Amy Hiltunen

Location Preference Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), South Central (7)

Career Categories General Business & Administration, Government, Public Administration, Information Technology, Communications, Marketing, Sales, Customer Service

Career Types Business Management And Administration, Business Project Management, Executive Management, Library Science, Public Administration, Computer Analysts, Computer And Information Systems Management, Computer Specialists & Support, IT Project Management, Software Testing, Customer Service

TOP SKILLS IT Project Management/Project Manager, Requirements definition/gathering and documentation; System Design, testing and training

EXPERIENCE

Web Content Management (Vignette, Ektron CMS 440.net, SharePoint)	12 yrs
Information Technology (IT) System/Implementation Support (ERP, EDI, custom web applications, labor exchange); Technical assistance/customer support	14 yrs
Workforce / Talent Development; Employee Engagement; Program Management; Strategic planning; Data analytics/analysis/metrics	4 yrs
volunteer at library	10 yrs

Certificates/Licenses/Credentials
PMP, PMI, N/A

Additional Info:
 Veteran Yes
 Job Level Experienced (Non-Manager), Manager/Supervisor, Executive
 Education Masters Degree or above
 Recent/Future Graduate Davenport University, Information Technology, Dec. 2015
 Status Actively Searching
 Download Resume
 LinkedIn Profile
 Personal Website
 Last Login Date 02/05/2016 005

Display: 25 | Sort By: Relevance | UPDATE RESULTS

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.

Tip: If a Veteran has chosen to allow you to see their Veteran status, a flag icon will appear next to their name.

Tip: The 'eye' icon will appear next to the candidate name if you have *previously* viewed their resume. Additionally, the red check mark next to the envelope indicates you have previously contacted the candidate via system-generated email.

CANDIDATE SEARCH RESULTS

[< Return to Candidate Search](#)

Search Results - 1 candidate found

Display: 25 | Sort By: Relevance | [UPDATE RESULTS](#)

Choose the options that you want, then select the resumes that you want to email and click on Send Email.

Email Options: Email to me Email to candidate

[SEND EMAIL](#) [PRINT PROFILE](#)

Select All/Clear All

  Amy Hiltunen 

Location Preference [Western UP \(1a\)](#), [Central UP \(1b\)](#), [Eastern UP \(1c\)](#), [Northwest \(2\)](#), [South Central \(7\)](#)

Career Categories General Business & Administration, Government, Public Administration, [Information Technology](#), Communications, Marketing, Sales, Customer Service

Career Types Business Management And Administration, Business Project Management, Executive Management, Library Science, Public Administration, Computer Analysts, Computer And Information Systems Management, Computer Specialists & Support, [IT Project Management](#), Software Testing, Customer Service

TOP SKILLS **EXPERIENCE**

[IT Project](#) 18 yrs

[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

Veteran Yes

Job Level Experienced (Non-Manager), Manager/Supervisor, Executive

Education Masters Degree or above

Recent/Future Graduate Davenport University, Information Technology, Dec. 2015

Status Actively Searching

[Download Resume](#)

[LinkedIn Profile](#)

[Personal Website](#)

Last Login Date 02/05/2016 005

Display: 25 | Sort By: Relevance | [UPDATE RESULTS](#)

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.

MY ACCOUNT Test Company

[< Return to Employer Dashboard](#) [Privacy and Terms of Use](#)

MANAGE PROFILE
CHANGE PASSWORD

<p>Organization Name Test Company</p> <p>Address Line 1 123 Main Street</p> <p>Address Line 2</p> <p>City Lansing</p> <p>State/ Province/ Region MI</p> <p>Zip/Postal Code 48913</p> <p>Country United States</p> <p>FEIN 757575757</p> <p>First Name Test</p> <p>Last Name Employer</p> <p>Middle Initial</p>	<p>Email Address pmtctestemployer@yahoo.com</p> <p>Alternate Email Address</p> <p>Website</p> <p>Website Alternate</p> <p>No. of Employees 150</p> <p>Telephone 5175551212</p> <p>Fax</p> <p>Organization Description Test Employer</p>
--	---

Send job posting expiration emails to alternate email account.
 Send job posting expiration emails to both email accounts.

Organization Information

Are you a Military Recruiter?
 Are you a Federal Contractor (FCJL)?
 Are you a Federal Contractor (FCJL) receiving federal funds?
 Have you received funds from the American Recovery and Reinvestment Act of 2009 (the Recovery Act) ARRA?


EDIT PROFILE

Step by Step Instructions

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

MY ACCOUNT

Test Company [< Return to Employer Dashboard](#)

MANAGE PROFILE CHANGE PASSWORD Privacy and Terms of Use 

Change Password

* Current Password

* New Password

* Confirm Password

SAVE

Password must include the following:

- Minimum of 8 characters
- Maximum of 20 characters
- At least 1 number
- At least 1 upper case letter
- At least 1 lower case letter
- You cannot use 1 of your last 3 passwords

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.*