



Pure Michigan Talent Connect – Employer User Guide

Pure Michigan Talent Connect is your launch pad for new jobs, careers, and talent. It is a tool 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, 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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GETTING STARTED

Start at www.mitalent.org by clicking “Create Account” 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 search bar with a "SIGN IN" button and a "CREATE ACCOUNT" button. A secondary navigation bar includes links for HOME, JOB SEEKER, EMPLOYER, CAREER EXPLORER, VETERAN, and SKILLED TRADES. The main content area features a COVID-19 Jobs announcement with a warning icon. Below this, there are three columns: "Employers Hiring Now" with job listings like "Engineering Group Leader" and "NSBE 47: Manufacturing Safety Internship 2022 Spring"; "Newest Jobs" with listings like "Asbestos Technician" and "Clinical Nurse"; and "Search All Jobs" with a search form including fields for Keywords, Job title, Location, ZIP code, Radius, and Posted Within. A "SEARCH FOR JOBS" button is at the bottom of the search section, along with links for "Advanced Search" and "How to be safe while Job Searching".

Create An Account

Select “Employer” from the Create Account box.

The screenshot shows the "Create Account" form. It asks "Which type of account would you like to create?" and provides three buttons: "JOB SEEKER", "EMPLOYER", and "TRAINING PROVIDER".

You will be directed to the Create An Account screen. Please read through the directions and fill out all required fields for Privacy/Terms of Service, EIN, Employer Profile and User Profile.

The screenshot shows the "CREATE AN ACCOUNT" progress bar. It indicates that fields marked by a red asterisk (*) are required. The progress bar shows four steps: "PRIVACY/TERMS OF USE", "EIN", "EMPLOYER PROFILE", and "USER PROFILE". The "PRIVACY/TERMS OF USE" step is currently active, and a "CHECKLIST" button is visible at the bottom.

Employer Before You Get Started

Required documentation you will need to create an account:

- Federal Employer Identification Number (EIN). Michigan Department of Labor and Economic Opportunity staff will match your EIN information with Michigan Unemployment Insurance Agency records for validation.
 - If your EIN cannot be verified, you will be requested to provide proof of your company's EIN.
 - Acceptable forms of documentation as proof of your company's EIN are:
 - SS-4 IRS Confirmation Letter (Excluding W9-form and any additional documents that would accompany your application to the IRS). If you need a replacement copy of your EIN, contact the IRS at 1-800-829-4933.
 - Articles of Organization for the State of Michigan and SS-4
 - DBA papers and SS-4
 - Correspondence from the IRS or the Department of Treasury
 - Sales Tax License
 - Tax Withholding - W2 Verification (omit/remove financial and sensitive information)
- Contact Information
- Organization Description
- Number of Employees
- Valid Email Address (should include company domain if available)

Privacy/Terms of Use

Read the Privacy and Terms of Use Statement for Employers. Including Safeguards, Employer Responsibilities, Modifications and Contact information. At the end, please select the checkbox for Privacy and Terms of Use Statement to authorize your consent and click "Next".

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 >

Federal Employer Identification Number (EIN)

Enter your 9-digit EIN. This number will be used to verify that your organization meets the criteria for using the system as indicated in the Terms of Use. Click “Next”.

Note: A notification will display below the EIN number if there are other accounts using the EIN. This is for informational purposes and will not prevent the creation of a new Employer account.

The screenshot shows a web form titled "CREATE AN ACCOUNT" with a progress bar indicating the current step is "EIN". The form includes a text input field for the EIN, which contains the value "987654321". Below the input field, a message states: "There are 7 account(s) in PMTC with the same EIN." To the right of the input field, there is explanatory text about the EIN verification process and a link to "IRS Information about Employer ID Numbers and EINs". At the bottom right, there are two buttons: "PREVIOUS" and "NEXT".

CREATE AN ACCOUNT

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

[PRIVACY/TERMS OF USE](#) **EIN** [EMPLOYER PROFILE](#) [USER PROFILE](#)

* EIN
987654321

There are 7 account(s) in PMTC with the same EIN.

If you or a colleague have previously created an account you would like to access please call the Customer Contact Center at (1-888-522-0103) before you continue with your registration,
OR
You can click the NEXT button to continue with creating a new account.

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

[PREVIOUS](#) [NEXT](#)

Michigan Department of Labor and Economic Opportunity staff will match your EIN information with Michigan Unemployment Insurance Agency records for validation.

If your EIN cannot be verified, you will be requested to provide proof of your company's EIN. Acceptable forms of documentation as proof of your company's FEIN are:

- SS-4 IRS Confirmation Letter (Excluding W9-form and any additional documents that would accompany your application to the IRS). If you need a replacement copy of your FEIN, contact the IRS at 1-800-829-4933.
- Articles of Organization for the State of Michigan and SS-4
- DBA papers and SS-4
- Correspondence from the IRS or the Department of Treasury
- Sales Tax License
- Tax Withholding - W2 Verification (omit/remove financial and sensitive information)

Employer Profile

On the following page is an example of the Employer Profile page. Enter your organization's demographic information such as your company's name, address, number of employees, website and a description of the organization. Select your business category from the dropdown menu. Select all that apply regarding military or federal information and click "Next".

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

[PRIVACY/TERMS OF USE](#) [EIN](#) **EMPLOYER PROFILE** [USER PROFILE](#)

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

* **Organization Name**
Enter the Organization Name Associated with your IRS EIN Number

* **Address Line 1**
Enter the Address Associated with your IRS EIN Number
Street address, P.O. box, company name, etc.

Address Line 2
Enter Address Line 2
Street address, P.O. box, company name, etc.

* **City**
City

* **State/Province/Region**
Enter State

* **Zip/Postal Code**
Enter Postal Code

* **Country**
United States

* **# of Employees**
Enter Number of Employees

Website
Enter Website

Alternate Website
Enter Alternate Website

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

* **Organization Description**

* **Business Category/NAICS** [\(Census.gov NAIC 8 code information\)](#)
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?

TAP 8/MR 8 Questions (Check all that apply)

☐ The Bureau of Services for Blind Persons provides specialized employment and education-related services and training to employers recruiting, accommodating and retaining the talent of employees who are significantly visually impaired, or blind. These services can assist employers in retaining talent and increasing the productivity of employees without vision. By checking this box, you agree to receive communications from the Bureau of Services for Blind Persons. You will be able to unsubscribe from these emails at any time.

☐ Michigan Rehabilitation Services provides specialized employment and education-related services training to employers in recruiting, accommodating and retaining the talent of employees with disabilities. By checking this box, you agree to receive communications from Michigan Rehabilitation Services. You will be able to unsubscribe from these emails at any time.

[< PREVIOUS](#) [NEXT >](#)

User Profile

Enter your full name, phone number, email address (which will become your User ID) and a password. Passwords must be eight (8) characters long, with one upper case letter, one lower case letter and one number.

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

[PRIVACY/TERMS OF USE](#) [EIN](#) [EMPLOYER PROFILE](#) **USER PROFILE**


* First Name

* Last Name

Middle Initial

* Telephone Ext.

Fax

* Email Address 

* Confirm Email Address

* Password

* Confirm Password

NOTE: Your email address will be your user ID. Emails from Talent Connect will come from webnoreply@michigan.gov. Please add this address to your address book to ensure you will receive messages from the system.

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

☐ Send job posting expiration emails to alternate email account.
☐ Send job posting expiration emails to both email accounts.
☐ Do not send job postings to National Labor Exchange (NLX).


Explanation/Note

If neither checked, all system emails (job posting expiration reminder, new oc 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.

If third box is checked, jobs posted on mitalent.org will not be sent to NLX to be posted on additional career sites.

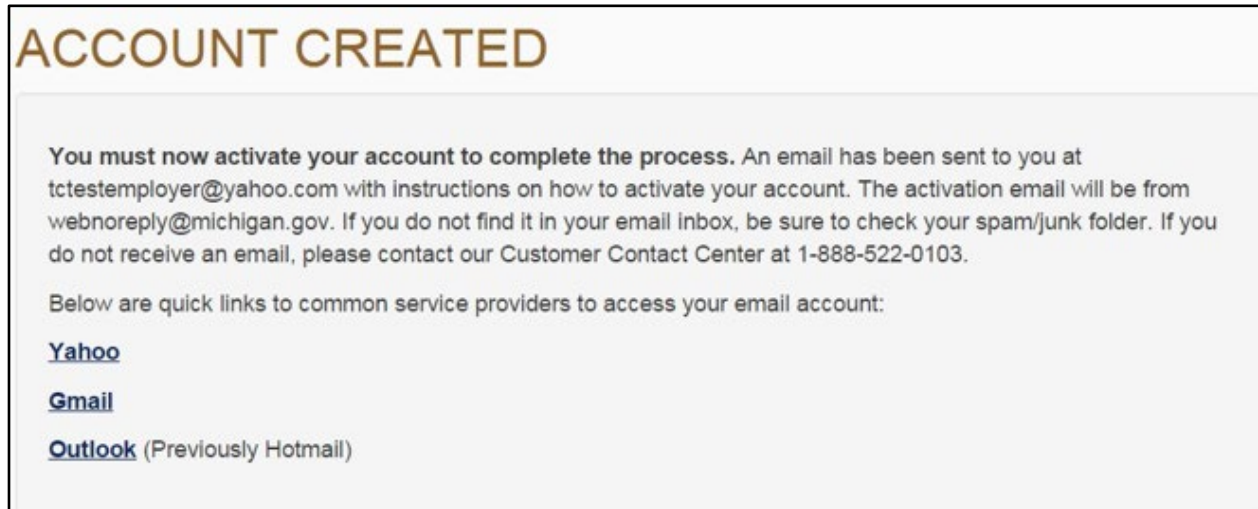


* Please type in the code above (not case sensitive).

[← PREVIOUS](#) [SUBMIT](#)

Account Created

A message will appear to indicate the account has been created. This message will also include links to Yahoo, Google and Outlook to finish the activation process by checking your inbox for the activation email.



Activate Your Account

The activation email from **webnoreply@michigan.gov** will be sent to the email address on the account. Click the URL in the email to activate account. If you have not received the activation email, be sure to check your spam or junk email folder.

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 five (5) business days.

Sign In

Go to www.mitalent.org and click "Sign In" in the upper right corner.

A screenshot of a "SIGN IN" form. At the top, there are two buttons: "SIGN IN" and "CREATE ACCOUNT". The "SIGN IN" button is active. Below the buttons, the title "SIGN IN" is displayed. There is a text input field labeled "Email Address Or MILogin User ID". Below that is a dropdown menu labeled "Role" with "Employer" selected. At the bottom left of the form is a blue button labeled "NEXT".

Enter your email address and click "Next". Choose 'Employer' in the Role drop-down menu, then click "Next". Then, enter your password and click the "Submit" button. This will bring you to the Employer Dashboard.

EMPLOYER DASHBOARD

The Employer Dashboard allows you to manage job postings and candidate searches.

EMPLOYER DASHBOARD

Employer Account Example

Welcome back, Employer Account!

[What's New! – 5/1/2020](#)

Manage Job Postings

ACTIVE JOBS

INACTIVE JOBS

DRAFT JOBS

No Active Jobs Listed in Your Account

JOB POSTING FEEDBACK

EXPORT ACTIVE JOBS TO EXCEL

EXPORT ACTIVE JOBS TO PDF

POST A JOB

Saved Candidate Searches

NEW SEARCH

Manage Job Postings

Employers can view active jobs, view inactive jobs, view drafts, export files to excel or PDF, view inactive jobs by EIN (in inactive tab only), and manage job posting feedback.

Manage Job Postings

ACTIVE JOBS

INACTIVE JOBS

DRAFT JOBS

No Active Jobs Listed in Your Account

JOB POSTING FEEDBACK

EXPORT ACTIVE JOBS TO EXCEL

EXPORT ACTIVE JOBS TO PDF

POST A JOB

Active Jobs

The active jobs tab allows you to deactivate job posting, repost jobs, and print job postings. Select the job and choose an action from the drop-down menu. Multiple jobs can be selected at a given time.

EMPLOYER DASHBOARD Company A

Welcome back, Test Profile! [Employer User Guide](#)

Manage Job Postings

[ACTIVE JOBS](#) [INACTIVE JOBS](#) [DRAFT JOBS](#)

ALL	JOB CODE	ORGANIZATION	JOB TITLE	POSTED	EXPIRED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	10147672	Company A	Laborer	10/20/2021	11/19/2021	★	0 / 0 / 0

Display: 25 [UPDATE RESULTS](#)

Available operations for selected job(s):

- Select One Option --
- Deactivate
- Repost
- Print job posting(s)

[JOB POSTING FEEDBACK](#) [EXPORT ACTIVE JOBS](#) [POST A JOB](#)

Saved Candidate Searches

The **Job Code Number** on the Active tab is a hyperlink on the Dashboard to access the **Job Details**.

Manage Job Postings

[ACTIVE JOBS](#) [INACTIVE JOBS](#) [DRAFT JOBS](#)

ALL	JOB CODE	ORGANIZATION	JOB TITLE	POSTED	EXPIRED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	10147678	Company A	Laborer	10/19/2021	11/18/2021	★	0 / 0 / 0

Display: 25 [UPDATE RESULTS](#)

Available operations for selected job(s):

- Select One Option --

[SUBMIT](#)

Selecting the Job Code Number hyperlink directs you to the Job Details page. This page contains information about a job posting such as the Job Code Number, Job Description, Position Details and How to Apply.

JOB DETAILS

JOB DETAILS

ABOUT COMPANY A

Laborer

Job Code Number
10147678

Job Description
test

Additional Requirements
test

HOW TO APPLY

Job Summary

Organization
Company A [View Profile](#)

Employer Website

Location
FLushing, Michigan 48433

Job Code Number
10147678

Positions Available
1

Expiration Date
11/19/2021

O*NET Code
37-3011.00

O*NET Occupation
Landscaping and Groundskeeping Workers

Education Level

The **Job Title** on the Active tab is a hyperlink to the Dashboard to access the **Job Details**.

Manage Job Postings

ACTIVE JOBS

INACTIVE JOBS

DRAFT JOBS

	ALL	↑↓ JOB CODE	↑↓ ORGANIZATION	↑↓ JOB TITLE	↑↓ POSTED	↑↓ EXPIRED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	10294913	Test Organization	Job Title	10/29/2019	10/29/2019	★	0 / 0 / 0	

Display

25

UPDATE RESULTS

Available operations for selected job(s)

< Select One Option >

SUBMIT

Selecting the Job Title hyperlink directs you to the Job Details page. This page allows you to Copy Position, Deactivate, Edit Job Posting, Repost or Reset Views and Clicks.

JOB DETAILS Company A

[Return to Employer Dashboard](#)

JOB DETAILS

Laborer

Select available actions for this job posting

-- Select an Action --

SUBMIT

-- Select an Action --

- Copy Position
- Deactivate
- Edit Job Posting
- Repost
- Reset Views, Clicks

O*NET Code:

- 37-3011.00

O*NET Occupation:

- Landscaping and Groundskeeping Workers

Education Required:

- None

Job Characteristics:

Copy Position Instructions

Copying a position will create a **new job code number**, 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 multiple locations.

1. Select Copy Position from the dropdown 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 dropdown 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 Posting Instructions

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

Repost posting Instructions

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.

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

Reset View Instructions

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).

1. Select Reset Views from the dropdown menu <Select an Action> at the top of the screen.
2. Click "Submit".

Inactive Jobs

The Inactive Job tab allows you to repost a job posting or print job postings. Select the job and choose an action from the drop-down menu. Actions include Repost and Print Job Postings. Multiple jobs can be selected at a given time.

EMPLOYER DASHBOARD Company A

Welcome back, Test Profile! [Employer User Guide](#)

Manage Job Postings

[ACTIVE JOBS](#) [INACTIVE JOBS](#) [DRAFT JOBS](#)

ALL	JOB CODE	ORGANIZATION	JOB TITLE	CREATED	POSTED	EXPIRED	DEACTIVATED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	10147672	Company A	Laborer	10/19/2021	10/20/2021	11/19/2021	10/19/2021	★	0/0/0
<input type="checkbox"/>	9260890	company A	laborer	10/09/2021	10/12/2021	11/11/2021	10/12/2021	★	5/3/0
<input type="checkbox"/>	9260891	Company A	Laborer	10/09/2021	10/12/2021	11/11/2021	10/12/2021	★	7/6/0
<input type="checkbox"/>	9260893	Company A	laborer	10/09/2021	10/12/2021	11/11/2021	10/12/2021	★	7/4/0
<input type="checkbox"/>	9100005	Company A	laborer	08/31/2021	10/01/2021	10/31/2021	10/01/2021	★	5/1/0

Display: 25 [UPDATE RESULTS](#)

Available operations for selected job(s):

- Select One Option --
- Select One Option --

[JOB POSTING FEEDBACK](#) [EXPORT INACTIVE JOBS](#) [REPOST](#) [VIEW INACTIVE JOBS BY EIN](#) [POST A JOB](#)

The **Job Code Number** on the Inactive tab is a hyperlink on the Dashboard to access the **Job Details**.

Manage Job Postings

[ACTIVE JOBS](#) [INACTIVE JOBS](#) [DRAFT JOBS](#)

ALL	JOB CODE	ORGANIZATION	JOB TITLE	CREATED	POSTED	EXPIRED	DEACTIVATED	FEEDBACK	VIEWS/CLICKS/SAVES
<input type="checkbox"/>	9009243	Company A	Laborer	08/06/2021	10/20/2021	11/19/2021	10/20/2021	★	3/1/0
<input type="checkbox"/>	9009246	Company A	Laborer	08/06/2021	10/20/2021	11/19/2021	10/20/2021	★	11/9/0

Display: 25 [UPDATE RESULTS](#)

Available operations for selected job(s):

- Select One Option --

Selecting the Job Code Number hyperlink directs you to the Job Details page. This page contains information about a job posting such as the Job Code Number, Job Description, Position Details and How to Apply.

JOB DETAILS

Sorry, this job is not active!

[JOB DETAILS](#)
[ABOUT COMPANY A](#)

ARCHITECT

Job Code Number
9009245

Job Description
text

Additional Requirements
Test

[HOW TO APPLY](#)

Job Summary

Organization
Company A [View Profile](#)

Employer Website

Location
Lansing, Michigan 48864

Job Code Number
9009245

Positions Available
5

Expiration Date
11/20/2021

O*NET Code
17-1011.00

O*NET Occupation
Architects, Except Landscape and Naval

Salary
\$5.00/hr

Education Level
None

Job Level
Internship

Job Characteristics

The **Job Title** on the Inactive tab is a hyperlink to the Dashboard to access the **Job Details**.

ACTIVE JOBS INACTIVE JOBS DRAFT JOBS									
<input type="checkbox"/> ALL	↑↓ JOB CODE	↑↓ ORGANIZATION	↑↓ JOB TITLE	↑↓ CREATED	↑↓ POSTED	↑↓ EXPIRED	↑↓ DEACTIVATED	FEEDBACK	VIEWS/ CLICKS/ SAVES
<input type="checkbox"/>	9009243	Company A	Laborer	08/06/2021	10/20/2021	11/19/2021	10/20/2021	★	3/1/0
<input type="checkbox"/>	9009246	Company A	Laborer	08/06/2021	10/20/2021	11/19/2021	10/20/2021	★	11/9/0
Display <input type="text" value="25"/> <input type="button" value="UPDATE RESULTS"/> Available operations for selected job(s) <input type="text" value="-- Select One Option --"/> <input type="button" value="SUBMIT"/>									

The **Job Title** is a hyperlink to the Dashboard to access the **Job Details**. This page allows you to Copy the Position or Repost the position.

NOTE: Copying the position gives the posting a new job number. Reposting the position retains the job number.

JOB DETAILS

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

JOB DETAILS

Laborer

Select available actions for this job posting

-- Select an Action --

-- Select an Action --

Copy Position

Repost

SUBMIT

Position Details

Minimum Qualifications:

- Internship

O*NET Code:

- 37-3011.00

O*NET Occupation:

- Landscaping and Groundskeeping Workers

Education Required:

- None

Job Characteristics:

Draft Jobs

The Draft Jobs tab allows you to save job postings to complete later. By clicking the Job Code Number or the Job Title, you will be directed to the Job Posting page. Here, you can make any necessary changes and submit the posting to active job status. You can also delete the draft job by selecting the delete button.

EMPLOYER DASHBOARD

Company A

Welcome back, Test Profile!

[Employer User Guide](#)

Manage Job Postings

ACTIVE JOBS

INACTIVE JOBS

DRAFT JOBS

↕ JOB REFERENCE NUMBER	↕ ORGANIZATION	↕ JOB TITLE	↕ CREATED	↕ MODIFIED	
55172	Company A	Laborer	08/12/2021	08/12/2021	Delete

POST A JOB

Job Posting Feedback

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. If you have withdrawn or decided not to fill a position, enter “0” in the Filled field.

Instructions to Job Posting Feedback

1. Enter the number of positions that were filled.
2. In the second text box, the Candidates 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 Employer Dashboard”.

The Job Posting Feedback page can be accessed anytime from the Employer Dashboard

JOB POSTING FEEDBACK

Amy Test Co.

[< Return to Employer Dashboard](#)

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"/>

Export Jobs to Excel

From the Employer Dashboard you can export all Jobs to an excel spreadsheet. This feature is available under the Active or Inactive Jobs tab.

Export Jobs to PDF

From the Employer Dashboard you can export all Jobs to a PDF file. This feature is available under the Active or Inactive Jobs tab.

View Inactive Jobs by EIN

From the Inactive Jobs tab, you can view inactive jobs by EIN if you are posting for multiple businesses.

Post A Job

Click “Post A Job” to create a job posting.

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

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

Step 1-Post A Job

Employer

Please choose the Employer Name from the dropdown menu. After typing two letters you will see a dropdown menu appear; you can continue to type the employer's full name until you identify the correct employer. Please do not alter the field – it is not displayed in the job posting.

Organization Name

The Organization Name is displayed in the Job Posting and should be typed in. This can be used if a parent company has different location names. For example, if the job is for the east side store, the Organization Name can be listed as “Meijer – East Side”. The employer is still Meijer, but the job seeker will know which location has the posting.

Select the checkbox for “Give job seekers the ability to view your organization's full profile” to connect the job posting to Employer Profile.

Required Fields

Enter the city and the zip code where the job is located. Enter the job title and the number of positions you have open. Type or cut and paste the final draft of the job description into the Job Description field.

POST A JOB

Employer Account Example ?

[< Return to Employer Dashboard](#)

STEP 1

STEP 2

STEP 3

Are you interested in bulk upload of jobs? [Contact us](#) for more details

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

* Organization Name

Employer Account Example

Organization Website

https://yourwebsitehere.com

* City

Lansing

* State/Province/Region

Michigan

* Zip/Postal Code

48913

☒ Give job seekers the ability to view your organization's full profile. ?

☐ State Wide Job

☐ Agricultural Job Order ?

* Job Title

Employer Account Example

* # of Positions

1

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.

Step 2-Post A Job

STEP 1

STEP 2

STEP 3

* Minimum Education Level Required

< Select an Education Level >

Minimum Pay (in \$)

Foreign Labor Certification

< Select Foreign Labor Certification >

* Job Level (Select one)

< Select a Job Level >

Pay Type

< Select Pay Type >

You can search Standard Occupations and Military Occupations by clicking hyperlinks for O*NET Codes or Military Crosswalk, respectively.

Enter O*NET code or keyword text in the search box (a results list will be available for you to pick from after typing two numbers or letters). Select an occupation from results list. To delete an occupation, click on the “X” next to the occupation to remove it. To see the full list of O*NET online occupations, use the links next to the search box or visit <https://www.onetonline.org/>.



O*NET Online Occupations

● Standard Occupation

Search by Keyword or O*NET Code(XX-XXXX)

[O*NET Codes](#) [Military Crosswalk](#)

A search box is located below the links.

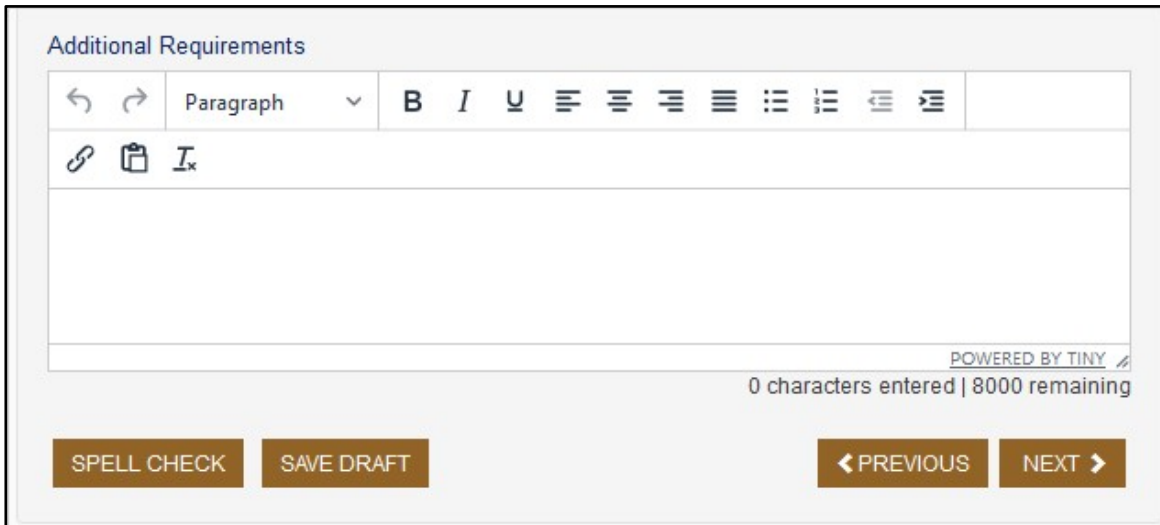
Check only job characteristics that apply. Selecting job characteristics will help job seekers readily identify positions that have certain characteristics that are important to them.



Job Characteristics (Select all that apply)

<input type="checkbox"/> Full-time	<input type="checkbox"/> Commission
<input type="checkbox"/> Part-time	<input type="checkbox"/> Willing to train/training program
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary
<input type="checkbox"/> 1099	<input type="checkbox"/> Contract/consulting
<input type="checkbox"/> Flexible hours	<input type="checkbox"/> People with disabilities
<input type="checkbox"/> Nights/weekends available	<input type="checkbox"/> Older Worker
<input type="checkbox"/> Veteran focus	<input type="checkbox"/> Returning Citizens (formerly in prison)
<input type="checkbox"/> Medical benefits provided	<input type="checkbox"/> Remote/Virtual

Add any additional requirements for the position. It is recommended to spell check and then click “Next” to continue.



Step 3-Post A Job

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.

How to Apply

Enter any specific application instructions and indicate all requirements for application in the “How to Apply” section, including the method for applying (via email, phone, fax, web site, etc.) and any necessary documents.

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.

Select the checkbox to “Allow job seekers to also respond through the system” to give potential candidates the option of submitting resumes via an email sent from Pure Michigan Talent Connect. 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 PMTC, emails will be sent from ***webnoreply@michigan.gov*** with the PMTC job code number and job title in the subject line.

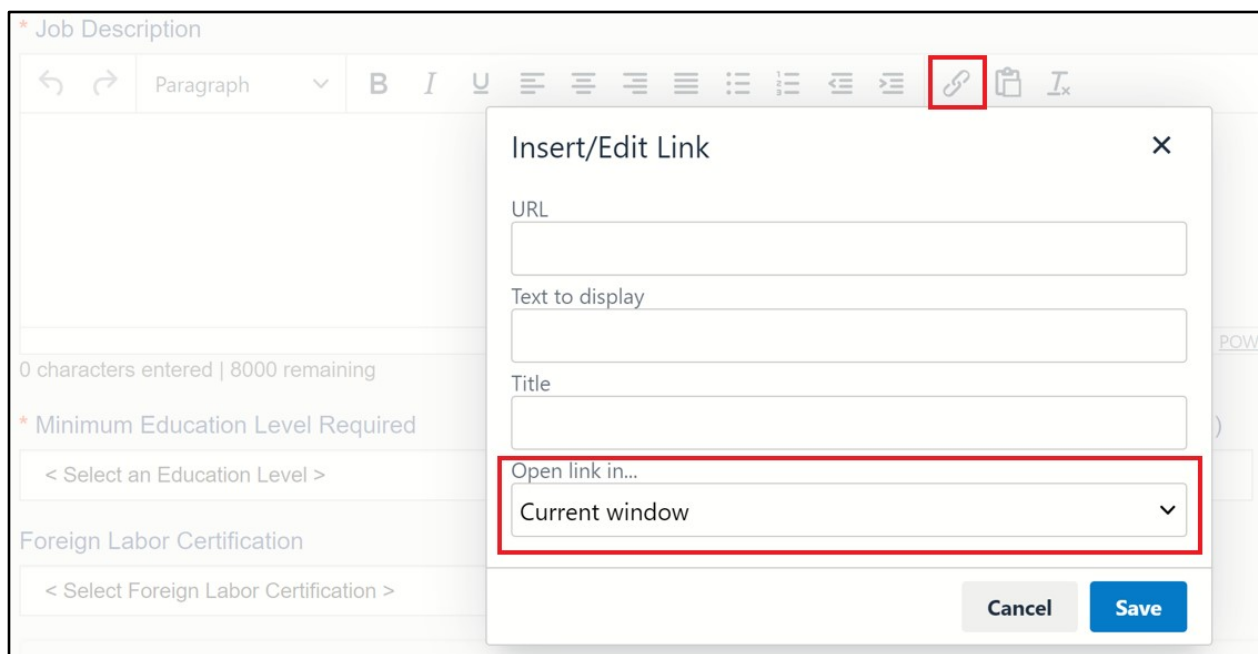


Posting Period

Use the calendar to 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. Job postings will display on the dashboard and will be placed into the 24hour job hold for Veterans' preference. After 24 hours, the job posting will be released for public view.

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.

Information on inserting hyperlinks:



The screenshot shows a web form titled "Job Description" with a rich text editor toolbar. The toolbar includes icons for undo, redo, paragraph style, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, link (highlighted with a red box), unlink, and source code. An "Insert/Edit Link" dialog box is open, featuring fields for "URL", "Text to display", and "Title". Below these fields is a dropdown menu labeled "Open link in..." with "Current window" selected (this dropdown is also highlighted with a red box). At the bottom of the dialog are "Cancel" and "Save" buttons. The background form includes sections for "Minimum Education Level Required" (with a selection dropdown) and "Foreign Labor Certification" (with a selection dropdown).

SAVED CANDIDATE SEARCHES

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.

The screenshot shows a table titled "Saved Candidate Searches" with a header bar containing a sort icon and the word "TITLE". Below the header, there is a single row with the text "Welder - Tig". To the right of this text are two links: "Show Results" (with a list icon) and "Delete" (with a trash icon). In the bottom right corner of the interface is a button labeled "NEW SEARCH".

Click "Show Results" to see all results based on the candidate search criteria you provided for each saved search. This will re-run the search based on your previously provided criteria.

To delete a saved search, click "Delete" in the appropriate row.

To re-run a saved search, click on "Show Results". To review on the search criteria, click on the Job Title hyperlink. To begin a new search, click the "New Search" button.

Candidate Search

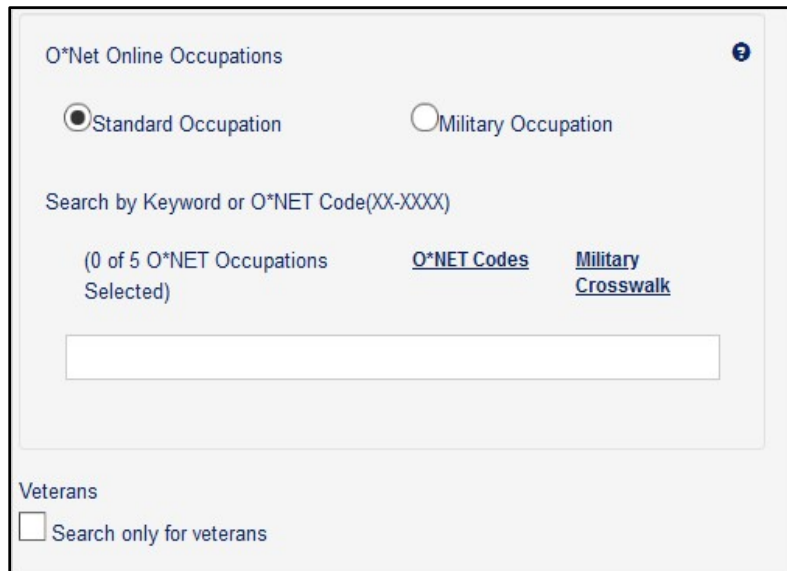
Select the requirements needed for the job posting you are looking to fill. The criteria you specify will help narrow down your candidate pool.

The screenshot shows the "CANDIDATE SEARCH" interface. At the top right, it says "Test Organization" with a help icon. Below the title is a link "< Return to Employer Dashboard". A section titled "Boolean Search" is highlighted. Below this, there is a instruction: "Select the criteria on which you wish to search on. (You must select at least one search option before clicking submit.)". There are two input fields: "Keyword (With at least one of these words)" and "Keyword (With the exact phrase)". To the right of these fields, there is a list of search criteria: "Keyword searches against the following fields on the job seeker profile and the entire primary resume:", followed by a bulleted list: "• O*NET Online Occupations", "• Top Skills", and "• Certificates/Licenses/Credentials & Issuing Organization".

Keyword searches may be used for O*NET Online Occupation, Top Skills and Certificates/Licenses/Credentials. The information you select corresponds to the information provided by job seekers in their profile.

You can search Standard Occupations and Military Occupations by clicking hyperlinks for O*NET Codes or Military Crosswalk, respectively.

Enter O*NET code or keyword text in the search box (a results list will be available for you to pick from after typing two numbers or letters). Select an occupation from results list. You may have up to 5 O*NET codes. To delete an occupation, click on the “X” next to the occupation to remove it. To see the full list of O*NET online occupations, use the links next to the search box or visit <https://www.onetonline.org/>.



The screenshot shows the O*Net Online Occupations search interface. At the top, it says "O*Net Online Occupations" with a help icon. Below this are two radio buttons: "Standard Occupation" (selected) and "Military Occupation". Underneath is the text "Search by Keyword or O*NET Code(XX-XXXX)". Below that, it says "(0 of 5 O*NET Occupations Selected)". To the right of this text are two links: "O*NET Codes" and "Military Crosswalk". Below these links is a large empty text input box. At the bottom left, under the heading "Veterans", there is a checkbox labeled "Search only for veterans".

Select checkbox for “Search only for veterans” to find only job seekers who have indicated they are veterans.

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

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 >

Select if there is Minimum Education Level Required, Available Part-Time and Job Level. There is also an option to exclude candidates who do not have a resume or candidates who have previously been emailed.

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.

☐ Available Part-Time

☐ Exclude Candidates who do not have a Resume

☐ Exclude emailed Candidates

Job Level (select all that apply)

☐ Internship

☐ Entry Level

☐ Experienced (Non-Manager)

☐ Manager/Supervisor

☐ Executive

☐ Apprenticeship

☐ MAT2

SUBMIT

Enter at least one search criteria and click “Submit”. The more criteria you select, the narrower your results will be.

Candidate Search Results

This will generate a list of candidates that meets the search criteria. The search criteria you indicated in the Keyword Search boxes will be highlighted in yellow.

A candidate’s status indicates whether that person is actively seeking employment. A candidate may display one of these three statuses: Actively Searching, Open to Opportunities or Career Explorer.

Narrow your search with the Refine Search sidebar, then click “Apply Changes”. To start your search again, click “New Search”. If a Veteran has chosen to allow you to see their Veteran status, a flag icon will appear next to their name.

The ‘eye’ icon will appear next to the candidate’s 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

Employer Account Example

[Return to Candidate Search](#)

Search Results - 1 candidate found 100 remaining downloads/emails for the day.

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

SEND EMAIL

☐ Email to candidate

PRINT PROFILE

☐ Select All/Clear All

☐ John Byrd

Location Preference West Michigan (4b), South Central (7), Southwest (8), Southeast Michigan (9)
O*NET Online Current Occupation
O*NET Online Occupations
11-2021.00 Marketing Managers,
41-3099.00 Sales Representatives, Services, All Other,
43-4051.00 Customer Service Representatives,
41-3021.00 Insurance Sales Agents

Top Skills
Customer Service 20 yrs

Experience
20 yrs

Certificates/Licenses/Credentials
JOB SEEKER EXAMPLE, EXAMPLE, MI

Veteran Yes
Job Level Manager/Supervisor,
Apprenticeship
Education Associates Degree
Status Open to Opportunities
Download Resume
LinkedIn Profile
Personal Website
Last Login Date 04/02/2021

Display: 25 Sort By: Relevance UPDATE RESULTS

Refine Search

Keyword (With at least one of these words)

Keyword (With the exact phrase)

Job seeker example

City

or

Zip/Postal

Radius

< Select a Radius >

☐ Exclude Candidates without a Resume

☐ Exclude emailed Candidates

Veteran

☐ Search only for veterans

Location Preferences

☐ 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)

Minimum Education Level Required

< Select Education Level >

☐ Selected education level only

Job Level

☐ Internship

☐ Entry Level

☐ Experienced (Non-Manager)

☐ Manager/Supervisor

☐ Executive

☐ Apprenticeship

☐ MAT2

[Refine Search](#)

APPLY CHANGES

NEW SEARCH

Save This Search

Name search

SAVE SEARCH

[Feedback about this page?](#)

[f](#) [in](#) [t](#) Listen to Carolina share what she loves about robotics. #MISTEM #SixtyBy30 <https://t.co/jy7v7EuzNk> about 4 hours ago

Job Seeker

Job Search
Just for You
Internships
Agriculture Employment
Other Resources

Employer

Dashboard
Post a Job
Candidate Search
My Account
Report Refusal of Work
Agriculture Employment
Other Resources

Career Explorer

Pathfinder
MAT2 Program
Michigan Training Connect
e-Learning Soft Skills Program

Veteran

Find a Job
Hire a Vet
Education and Training
Other Resources

Skilled Trades

Apprenticeships
Jobs, Pay & Outlook
Post-Secondary Education
Opportunities
Students, Parents & Educators

About Us

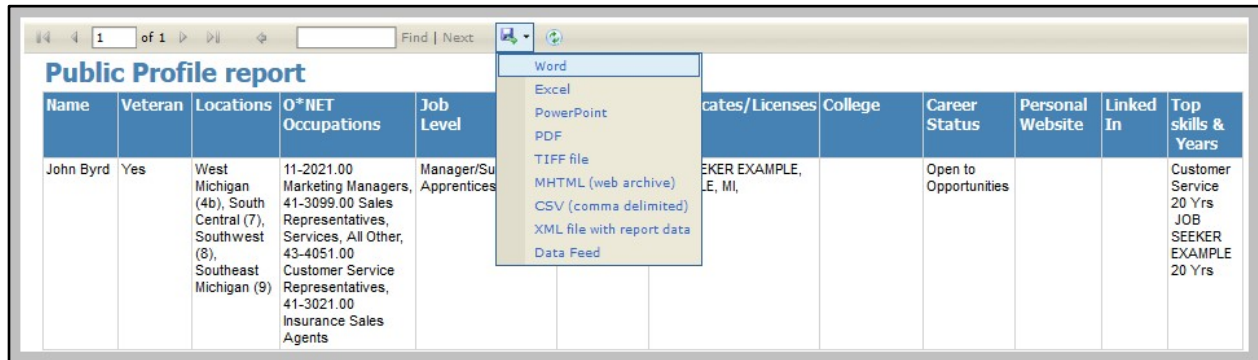
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201 N. Washington St., Lansing, MI 48913
1-800-525-5100

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

Once the results candidate results are viewable, 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



Save a Candidate Search

If you have job postings you fill routinely, you can save your search criteria and run it as often as needed. Once you run a search, you can save it to your Employer Dashboard. The saved searches can be run at any time and will return an updated list of results each time.

Save This Search

Name search

SAVE SEARCH

Sending Email to a Candidate

Send standard emails to multiple candidates to refine large search results and to recruit candidates by notifying them of a position opening and requesting 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.

While a template email is provided, emails (sent from **webnoreply@michigan.gov**) should be customized prior to sending. The Download Resume feature is only available if the candidate has attached their resume.

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:

Instructions to Send Email to a Candidate

1. Select the candidate(s) to send an email message to by either clicking “Select All” (which will only select the candidates displayed on the current page) or by selecting each individual candidate by clicking the checkbox next to their name.
2. Click “Email” to candidate.
3. Click “CC Me” 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. It is important to add the job title, location, and requirements of your job posting.
5. Click “Send Email”.

Sending Email to Me

Select one or more candidates and choose “Email to Me”. The system will send an email to your PMTC email address with the candidate’s 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.

Email Individual Candidate

You can also email an individual candidate directly. Once you select the envelope icon next to the desired candidate, your email application will launch. Click the envelope icon next to the candidate’s name to email the candidate from your own email provider account.

MY ACCOUNT

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

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

MY ACCOUNT

Employer Account Example

[Return to Employer Dashboard](#)

MANAGE PROFILE

CHANGE PASSWORD

[Privacy and Terms of Use](#)

Organization Name

Employer Account Example

Address Line 1

201 N Washington Square

Address Line 2

4th Floor

City

Lansing

State/ Province/ Region

MI

Zip/Postal Code

48913

Country

United States

EIN

987654321

First Name

Employer

Last Name

Example

Middle Initial

Email Address

testbyrdj1@gmail.com

Alternate Email Address

Website

Website Alternate

No. of Employees

1234567

Telephone

5175551212

Fax

5175551211

Organization Description

This is an example of an Employer Account.

☐ Send job posting expiration emails to alternate email account.

☐ Send job posting expiration emails to both email accounts.

☒ Do not send job postings to National Labor Exchange (NLX).

Explanation/Note

If neither checked, all system emails (job posting expiration reminder, new oc 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.

If third box is checked, jobs posted on mitalent.org will not be sent to NLX to be posted on additional career sites.

Organization Information

☐ Are you a Military Recruiter?

☐ Are you a Federal Contractor (FCJL)?

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

EDIT PROFILE

Click “Edit Profile” to unlock the fields. Update as necessary, and then click “Save”.

The screenshot displays a web interface for 'MY ACCOUNT'. At the top left, there is a link '< Return to Employer Dashboard'. At the top right, it says 'Employer Account Example' with a help icon. Below the header, there are two tabs: 'MANAGE PROFILE' and 'CHANGE PASSWORD', with the latter being the active tab. To the right of the tabs is a link for 'Privacy and Terms of Use'. The main content area is titled 'Change Password' and contains three input fields labeled '* Current Password', '* New Password', and '* Confirm Password'. Below these fields, a list of password requirements is provided: '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'. A 'SAVE' button is located at the bottom right of the form area.

Enter your current password. Then, enter a new password which must be at least eight (8) characters long with a maximum of 20. You must use at least one upper case letter, one lower case letter, and one number. Click “Save”.

The system will require you to reset your password every 180 days.

WORK-BASED LEARNING ON-LINE MANAGEMENT SYSTEM/WBLOMS

Employer DOES have WBLOMS account but does NOT have a PMTC account

An employer may have an active account in WBLOMS, but not on PMTC. The PMTC registration can be completed in just a few steps. This process can be completed by the Employer or Michigan Works Admin User.

Employer Completes PMTC Registration

1. Visit [Pure Michigan Talent Connect - Pure Michigan Talent Connect - Home \(mitalent.org\)](https://www.mitalent.org).
2. The employer will select “Sign In” and enter their WBLOMS user ID and Password.

The screenshot shows the Pure Michigan Talent Connect website. At the top, there is a navigation bar with links for Newsletters, Career Events, About Us, and Contact Us, along with a language selection dropdown. Below this is a header with the Pure Michigan Talent Connect logo and a navigation menu with links for HOME, JOB SEEKER, EMPLOYER, and CAREER. A 'Sign In' modal is open, displaying a 'Sign In' title and a form with a label 'Email Address Or MiLogin User ID' and a text input field containing 'Jobseeker'. A 'NEXT' button is visible below the input field. The main content area features a large blue banner with the text 'CAREER EXPLORER' and 'Find your dream career.' Below the banner, there is a section titled 'New Career Explorer tool now available!' with a brief description. The page is divided into three columns: 'Employers Hiring Now' with job listings for Resident Aide, Registered Nurse (RN), and Unit Manager (RN); 'Newest Jobs' with listings for Food Service Aide, Project Managers, Alzheimer's Director/Memory Care Director, Business Office Manager, and Director of Assisted Living; and 'Search All Jobs' with search filters for Keywords, Job title, Location, ZIP code, Radius, and Posted Within.

3. Next, the employer will fill out all required fields.

CREATE AN ACCOUNT

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

PRIVACY/TERMS OF USE

EIN

EMPLOYER PROFILE

USER PROFILE

CHECKLIST

Employers Before You Get Started

Required documentation you will need to create an account:

- [Federal Employer Identification Number\(EIN\)](#)
 - Michigan Department of Labor and Economic Opportunity staff will match your EIN information with Michigan Unemployment Insurance Agency records for validation.
 - If your EIN cannot be verified, you will be requested to provide proof of your company's EIN.
 - Acceptable forms of documentation as proof of your company's EIN are:
 1. SS-4 IRS Confirmation Letter (excluding all application documents). If you need a replacement copy of your EIN, contact the IRS at 1-800- 829-4933.
 2. Articles of Organization for the State of Michigan and SS-4
 3. DBA papers and SS-4
 4. Correspondence from the IRS or the Department of Treasury
 5. Sales Tax License
 6. Tax Withholding - W2 Verification (omit/remove financial and sensitive information)
- Contact Information
- Organization Description
- Number of Employees
- Valid Email Address (should include company domain)

4. Once completed, the account will be sent to LEO Talent Connect for validation. The employer will be contacted if more information is necessary.

ADMIN USER Completes PMTC Application

1. From the Administration Page of PMTC, select “Other Employer Account Search”.

The screenshot shows the 'ADMINISTRATION MAIN PAGE' with a header containing links for 'MILogin Help Desk Admin Guide', 'PMTC Admin User Guide', and 'Release Notes – 5/1/2020'. The main content area is divided into three sections: 'My Account' with a 'MY ACCOUNT' button, 'Job Seeker' with a 'JOB SEEKER SEARCH' button, and 'Employer' with a row of buttons: 'EMPLOYER SEARCH', 'OTHER EMPLOYER ACCOUNT SEARCH', 'JOB SEARCH', 'POST A JOB', 'DASHBOARD', and 'ADD AN EMPLOYER'.

2. Enter the search criteria for the employer account. Select “Complete PMTC Registration”.

The screenshot displays search results for employer accounts. At the top, there is a 'Display' dropdown set to '25' and an 'UPDATE RESULTS' button. Below this, it states 'Found 1 Employers'. A table with three columns is shown: 'NAME', 'EMAIL', and 'OTHER EMPLOYER ACCOUNTS'. The first row contains redacted names and emails, and 'WBL' in the third column. To the right of the table is a link that says 'Complete PMTC Registration'. At the bottom, there is another 'Display' dropdown set to '25' and an 'UPDATE RESULTS' button.

3. Complete the registration information for the employer.

OTHER EMPLOYER ADD

* EIN * Organization Name

* Address Line 1 Address Line 2

* City * State/Province/Region * Zip/Postal Code

* Country * # of Employees * Employer Type

Website Alternate Website

* Organization Description

4. Once completed, the account will be sent to LEO Talent Connect for validation. The employer will be contacted if more information is necessary.

Employer DOES NOT have WBLOMS account but DOES have a PMTC account

If an Employer already has an existing PMTC account but does not have a WBLOMS account, the process can be completed in a few steps.

Steps:

1. Launch the WBLOMS website at <https://app.wda.state.mi.us/WBL>

2. Click "Sign In" using your existing PMTC credentials to sign in.

*****NOTE: The Employer WBLOMS account and PMTC account must match.**