Promoting Jobs to Detroiters through Detroit at Work

What is Detroit at Work?

- Detroit at Work is the City of Detroit’s dedicated job search and recruitment website
- Through Detroit at Work, Detroiters can access thousands of employment and training opportunities
- If you are a Metro Detroit business looking to hire, you can reach thousands of potential new employees free through Detroit at Work
- To do this, you will need to create an account on the Pure Michigan Talent Connect website, and post the job to their database. All Detroit-based jobs will be populated to the Detroit at Work website.
- On the following pages, you will see a step by step explanation of how to do this

Pure Michigan Talent Connect – Creating an Employer Account

- Go to: Pure Michigan Talent Connect https://www.mitalent.org/
- Click on CREATE ACCOUNT

Select Type of Account: EMPLOYER
There are **4 steps** to setting up an account

**STEP 1**
- At bottom of page for Step 1, click the Consent box if you agree with terms....
- Click NEXT

**STEP 2**
- Enter FEIN number
- Click NEXT

**STEP 3**
- Enter applicable Employer information. *Fields marked by a red asterisk (*) are required.*
- Click NEXT
STEP 4

- Fill in required information. **Fields marked by a red asterisk (*) are required.** Ex. Your name, office phone, email, password, etc...

- Complete Section for Security Questions
- If you want the Pure Michigan Talent Connect e-Newsletter you can click that box
- Type in code and click SUBMIT
- Your account should now be set up

- You can select an alternate email account to receive job expiration emails
- Once entered you can choose whether expiration emails go only to the alternate email, or to both the alternate and the main account email
- Select one or both

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**Pure Michigan Talent Connect – Posting a Job**

- Go to: Pure Michigan Talent Connect
  https://www.mitalent.org/
- Select SIGN IN
Posting a Job

- Click on EMPLOYER Tab
- Select POST A JOB

There are 3 steps to this process

**STEP 1**
- Complete applicable sections. *Fields marked by a red asterisk (*) are required.*
- You can select the box to allow job seekers to view your organization profile
- After entering the Career Category click NEXT
**STEP 2**
- Complete all applicable information
- When done click NEXT

**STEP 3**
- Complete the application section
- You can select the box to allow Job Seekers to respond through the system
- When done Click on SUBMIT
To View Your Job Posting(s)

- Click on EMPLOYER Tab
- Click on DASHBOARD
- Your posted jobs will appear under ACTIVE JOBS Tab

Your job posting will then be pulled through to Detroit at Work

- Jobseekers visit detroitatwork.com, and click on the ‘Jobs’ link
- Jobseekers have the ability to search all Detroit jobs listed on Pure Michigan Talent Connect