

Promoting Jobs to Detroiters through Detroit at Work

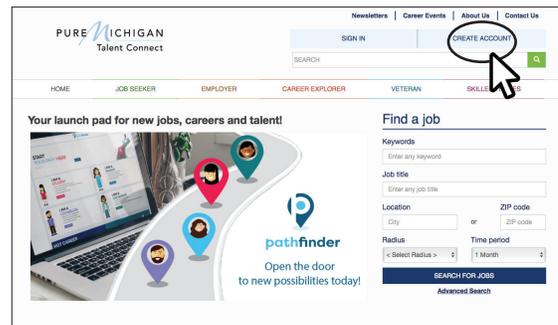
What is Detroit at Work?

- 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

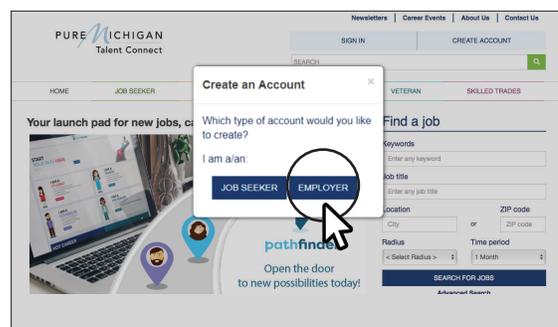


Pure Michigan Talent Connect – Creating an Employer Account

- 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

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 both on-line and off-line.

Safeguards

- **Validation:** All employers must create an account to use the system and must be validated by agency staff before they can post jobs or search for candidates. Information provided during account creation will be used in the validation process. Note that a Federal Employer Identification Number (FEIN) is required. If your office is unable to validate your account based on the data submitted, further information may be requested.
- **User ID and Password:** An employer establishes a unique User ID and Password when creating an account. Your email address will be your user ID. The User ID and Password is required for all future access to the system. For security purposes, the system will prompt users to change their password every 180 days. Accounts that show no activity in a two year period will be automatically deactivated.
- **Privacy:** Employers will specify their application submission preferences to job seekers. Employer contact information provided for validation will not be released, unless the employer elects to provide company information to job seekers. No employer information will be sold for any purpose.

Employer Responsibilities

Find Your One-Stop Service Center

Michigan World Agencies provide a statewide network of Service Centers where employers connect with job seekers.

MAT*

Michigan Advanced Technician Training (MAT*) Program

Gain the high-tech skills you need to succeed!

Consent

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

NEXT >

Consent

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

NEXT >

STEP 2

- Enter FEIN number
- Click NEXT

CREATE AN ACCOUNT

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

STEP 1 STEP 2 STEP 3 STEP 4

FEIN*

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](#)

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NEXT >

STEP 3

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

CREATE AN ACCOUNT

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

STEP 1 STEP 2 STEP 3 STEP 4

Organization Name*

Enter Organization Name

Address Line 1*

Enter Address Line 1

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

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NEXT >

Website*

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

Enter Website

Alternate Website*

Enter Alternate Website

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 (FCR)?
- Are you a Federal Contractor (FCR) 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?

NEXT >

STEP 4

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

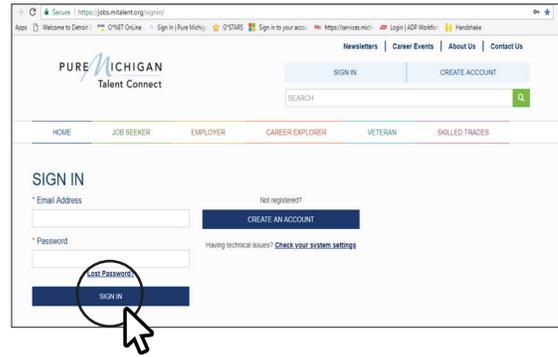
- You can select an alternate email account to receive job expiration emails
- Once entered you can choose whether expiration emails go only to the alternate email, or to both the alternate and the main account email
- Select one or both

- 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

Pure Michigan Talent Connect – Posting a Job

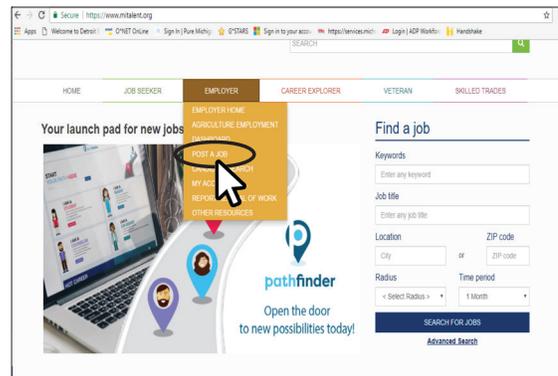
- Go to: Pure Michigan Talent Connect
<https://www.mitalent.org/>
- Select SIGN IN

- Enter your Email Address
- Enter your Password you created for the account
- Click 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

The screenshot shows the 'POST A JOB' form in Step 2. The form is titled 'POST A JOB' and 'SER Metro-Detroit'. It has a progress bar with 'STEP 2' highlighted. The form includes several sections: 'Minimum Education Level Required' with a dropdown menu, 'Job Level (Select one)' with a dropdown menu, 'Minimum Pay (in \$)' with a text input field, 'Pay Type' with a dropdown menu, 'Foreign Labor Certification' with a dropdown menu, and 'Job Characteristics (Select all that apply)' with a list of checkboxes. At the bottom right, there are buttons for 'SPELL CHECK', 'SAVE DRAFT', and 'NEXT'. A mouse cursor is pointing at the 'NEXT' button.

The screenshot shows the 'POST A JOB' form in Step 2, focusing on the 'Additional Requirements' section. The form includes a text area for 'Additional Requirements' with a character count of '0 characters entered | 8000 remaining'. Below this is a section for 'ARRA' with a question: 'Is this job created with funding from the American Recovery and Reinvestment Act of 2009 (the Recovery Act) ARRA?'. There are radio buttons for 'Yes' and 'No'. At the bottom right, there are buttons for 'SPELL CHECK', 'SAVE DRAFT', and 'NEXT'. A red circle highlights the 'NEXT' button, and a mouse cursor is pointing at it.

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

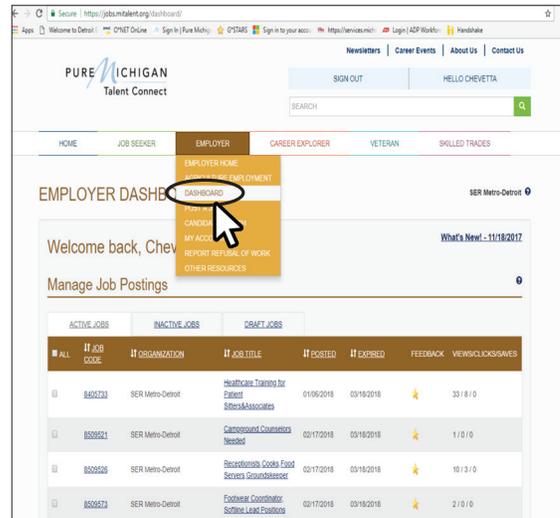
The screenshot shows the 'POST A JOB' form in Step 3. The form is titled 'POST A JOB' and 'SER Metro-Detroit'. It has a progress bar with 'STEP 3' highlighted. The form includes several sections: 'How to Apply Instructions' with a text area and a character count of '0 characters entered | 8000 remaining', 'Position Period' with a date input field and a 'Max 30 days. Click Text Box to show calendar' note, and a checkbox for 'Allow Job Seekers to also respond through the system'. At the bottom right, there are buttons for 'SPELL CHECK', 'SAVE JOB', 'PREVIEW JOB', and 'SUBMIT'. A red circle highlights the 'SUBMIT' button, and a mouse cursor is pointing at it.

Your Job Posts

On Pure Michigan Talent Connect
On Detroit at Work

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

