



**MTB
JOB SEEKER
USER GUIDE**

**PLEASE DO NOT REMOVE
FROM DESK**

**DO NOT HESITATE TO ASK
FOR STAFF ASSISTANCE.
WE WILL BE HAPPY
TO HELP YOU.**

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Step #1 – Create a Resume

YOU WILL BEGIN CREATING YOUR RESUME FROM THIS PAGE



Welcome to Michigan Talent Bank

[User Tips and Techniques](#)



Job Seekers
Looking for a job?
Search job listings and create your resume. It's FREE!

SEARCH FOR JOBS

Returning Job Seekers:

User ID:
PIN:

LOGIN / UPDATE RESUME

[Forgot your User ID and/or PIN?](#)



New Job Seekers:

CREATE A RESUME
CLICK to begin

Employers
Looking for Employees?
Search resumes and post your jobs. It's FREE!

SEARCH FOR RESUMES

Registered Employers:

User ID:
Password:

LOGIN

[Forgot your User ID and/or Password?](#)

New Employers:

FREE SIGN UP

Once you click on the **CREATE A RESUME** button you will enter the **SIGN UP** Page



Sign up...

Please complete the items below to sign up with MTB.
(Items marked with a dot ● are required.)

You must enter at least one method of contact: your address, phone number or email address.

First name ●

Last name ●

Middle initial

Address

Additional address

City

State

Zip

Primary phone

Alternate phone

Email

Did you or your spouse serve in the U.S. military?

I did **not** serve

I did serve

I am nearing separation from the U.S. Military

I am nearing separation and have completed a previous enlistment.

I am the spouse of a veteran with a 100% service-connected disability, a POW or an MIA.

[Explain](#)

[Explain](#)

Getting Started

Resume Tip

Do not use all capitals (Caps Lock on the Key Board). On the Internet, using all capitals means you are yelling at the person reading your message!

Are You a Veteran of the U.S. Military?

If you answered “I did not serve” in the U.S. Military, skip to Step #3 – Confidential Information in this guide (Page 6). Before you click **NEXT ►**, check for any needed corrections. Did you use correct punctuation in your name and address? Are all areas complete? Did you check spelling?

If you or your spouse DID serve in the U.S. Military, you will be taken to Step #5, the Veteran Registration Page when you hit the **NEXT ►** button. Before you click **NEXT ►** check for any needed corrections. Did you use correct punctuation in your name and address? Are all areas complete? Did you check spelling?

Now, click on the **NEXT ►** button at the bottom right of the web page to continue.

Veteran Preference Information

Veterans registering with the Michigan Talent Bank will receive 24-hour advance job search access. You will also have the added support of the Veteran’s Employment Representative. A Veteran’s Representative is available at each Michigan Works office. Please see a staff person to obtain information on this valuable service.

To complete the Veteran Registration you will need to know:

- Branch of service
- Entry and exit dates
- Type of discharge (Honorable or Dishonorable)
- Disabled Veteran Status

Time to Review your Information!

Check for any needed corrections. Did you use capital letters in your name and address? Are all areas complete? Did you check spelling?

Resume Tip

Do not use all capitals (Caps Lock on the Key Board). On the internet using all capitals means you are yelling at the person reading your message!

Now, click on the **NEXT ►** button at the bottom right of the web page to continue.

Veteran Preference Information

If you or your spouse have NOT served in the military you will skip the Veteran Preference Information screen. You can turn to “Step Three-Confidential Information Page” of this guide to continue.

If you or your spouse did serve in the Military you will be taken to the Veteran Registration Page when you hit the **NEXT ►** button.

Veterans registering with the Michigan Talent Bank will receive 24-hour advance job search access. You will also have the added support of the Veteran’s Employment Representative. A Veteran’s Representative is available at each Michigan Works office. Please see a staff person to obtain information on this valuable service.

To complete the Veteran Registration you will need to know:

- Branch of service
- Entry and exit dates
- Type of discharge (Honorable or dishonorable)
- Disabled Veteran status.

The Veteran Registration Page looks like this:

Step #2 -- Veteran Registration Page

This page will only appear if you answered that you or your spouse served in the
U.S. Military



Sign up...

Branch of service

Dates of military service

First entry date (mm/dd/yyyy)

 / /

Last exit date (mm/dd/yyyy)

 / /

Did you:

Get discharged under other than dishonorable condition? **(Note:** Click "No" only if your discharge is dishonorable)

Yes

No

Receive a campaign badge or ribbon while in the Reserves or National Guard?

Yes

No

Get discharged or released from active duty because of a service-connected disability?

Yes

No

Are you a homeless veteran?

Yes

No

[Explain](#)

Do you wish to claim Disabled Veterans' preference?

Yes

No

If yes, what percentage disability?

 %

If the percentage is less than 30% does the disability present a serious employment handicap as determined by the Veteran's Administration?

Yes

No

Once this page is completed, click the **NEXT ►** button using the right mouse button.

The next page is the Confidential Information Page.

Confidential Information

- This confidential information will be maintained separately from your resume in a secure database that can be accessed only through secure means.
- Changes in the Labor Exchange system (one of the funding sources for the Michigan Works! Service Centers) require that the following information be collected for all job seekers using the system at a Service Center.
- Information provided on this page will not be available to employers searching for job seekers and will not be part of your resume.
- The only contact information that will appear on your resume is the information you entered on the first page of your resume.

You must fill in all areas associated with a red dot.

Contact Information

First Name ●
Last Name ●
(Use only letters and/or single spaces, dashes, or single quotes.)
Middle Initial
Address ●
City ● **State** ● MI
County ●
Zip Code ● **Country** ● USA
(U.S. Addresses Only)
Home Phone () -
Other Phone () -
Email

Personal Characteristics

Your Social Security Number is required to enable the State of Michigan to evaluate the effectiveness of the Labor Exchange program.

Social Security Number ● - -
Confirm Social Security Number ● - -
Gender ● **Date of Birth** ● / /
(MM/DD/YYYY)
Ethnicity ● Are you Hispanic or Latino? No Yes
Race ● American Indian or Native Alaskan
Check all items that apply Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White

Education

Education Level ●
Are you attending school? ● None Selected

Employment/Economic Status

Are you currently employed? ● None Selected
Have you applied for unemployment benefits within the last 30 days? ● No Yes
Are you currently collecting unemployment benefits? ● None Selected
Were you laid off or terminated from your last job? ● No Yes (see below)
 If **Yes**, Choose one of the following options that best describes your situation ●
 Your place of employment was permanently closed.
 You are a Displaced Homemaker. [Explain](#)
 You are a self-employed farmer, rancher or fisherman who is unemployed due to local economic conditions.
 You were laid off or terminated and are unlikely to return to your previous industry or occupation.
 None of the above.
Are you a migrant farmworker? ● [Explain](#)

Disability Status

Do you have a physical or mental impairment that substantially limits one or more of your major life activities? ● No Yes

NEXT ►



Once you have successfully completed the Confidential Information Page you are ready to create a User ID and PIN number when you hit NEXT.

Step #4 Create User ID & PIN

User ID and PIN Number Tips:

- It must be a combination of four to eight letters and numbers.
- It must not look like a social security number – you must use at least one letter.
- For additional security you will need to create a Personal Identification Number (PIN). Your PIN must be four numbers.
- **Remember to write down your User ID and PIN! Keep them in a safe place and do not share them with anyone.**

Sign
up...

Please select a User ID.

- It must be a combination of four to eight letters and numbers.
- It must contain at least one letter.

Your PIN:

- Must be four numbers.

User ID	<input type="text"/>	Examples of User IDs: 455angel, cabrown1.....
PIN	<input type="text"/>	Examples of PINs: 2020, 3941, four numbers in your phone number, address, etc
Confirm PIN	<input type="text"/>	You will need to reenter your PIN to confirm it.

CLICK ON SUBMIT

OOPS, WHAT Happened?) If you get this message USER ID or PIN is not unique, try adding an extra number instead of a letter. After making the corrections click on SUBMIT again.

You will see our Privacy Statement next. After reading the page, click on “AGREE” to continue.



Sign up...

Privacy and Terms of Use Statement

This Privacy and Terms of Use Statement governs the way the Michigan Talent Bank collects, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting information. The Michigan Talent Bank takes every precaution 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.

Job Seeker Safeguards

- **Personal Contact Information:** Job seekers control the amount of personal contact information they want made available to employers who access their resume.
- **User ID and PIN:** A job seeker establishes a User ID and PIN when signing up. This User ID and PIN is required for all future access to their resume.
- **Privacy:** A job seeker's personal data is never transmitted with the User ID and Pin to employers.
- **Fees:** Employers may not charge a fee to provide a job seeker with access to a job referral or as a condition of accepting a job.
- **Labor Dispute:** Employers may not use the service to recruit replacement workers in a labor dispute, either through job postings or resume searches.
- **Resume Use:** Employers may not use resumes from this site (whether received by searching or from the job seeker responding to a job posting) for any purpose other than to fill an immediate job opening. Employers may not resell or repost resumes found on this site, whether in whole or in part.
- **Jobs Posted:** Jobs posted must be for an immediate opening. Business opportunities are not considered immediate openings.
- **Monetary Investment:** Employers may not require a significant monetary investment by the job seeker in order to obtain employment. Usual and customary licensing fees or certifications are acceptable. Application fees, purchasing kits, and work-from-home plans are not acceptable.

Job Seeker Responsibilities

- **Posting of Material:** Job seekers are prohibited from posting or transmitting any material that is obscene, scandalous, inflammatory, pornographic, profane, unlawful, threatening, libelous, defamatory, or otherwise inappropriate language. The Michigan Department of Labor & Economic Growth will cooperate fully with any law enforcement authorities or court order requesting or directing us to disclose the identity of anyone posting any such information or materials.

- **Reporting:** Job seekers are asked to assist us in maintaining the proper use of the system by reporting employers who do not follow the rules they have agreed to as stated above.

Modifications

The Michigan Talent Bank reserves the right to modify or amend this Statement at any time.

Contact

If you have any questions about this Privacy and Terms of Use Statement, contact us at MTBHelp@Michigan.gov, call us toll free at 1-888-253-6855 Monday through Friday, 8:00 AM to 5:00 PM, or write to:

Michigan Department of Labor & Economic Growth
Labor Exchange Services Division
Michigan Talent Bank Services Section
3032 W. Grand Boulevard, Suite 9-400
Detroit, Michigan 48202
USA

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.

Agree

Disagree



After you click on Agree you will be taken to the next page
in the resume builder.

Time to move on to Step #5

Step #5 Creating Your Resume

Resumes on the Talent Bank are formatted to be compatible with many scanning systems used by employers for resume searches. The Talent Bank format helps employers match job seeker qualifications with their business job listings.

Employers search Talent Bank resumes by key words. These key words are selected by the employer and relate to the job they are trying to fill. For instance, an employer seeking an Administrative Assistant who can use Microsoft Word Suite may use these key words: "administrative assistant" "word processing" "Word Suite".

Resume Tip: Which Format is Best for Me?

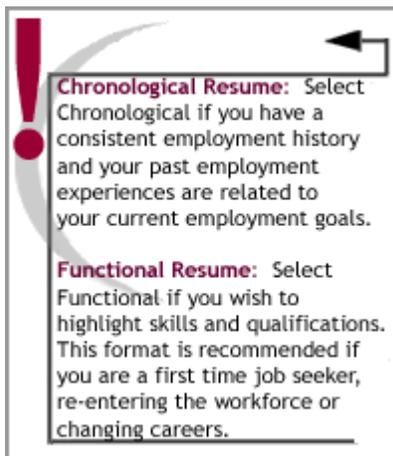
The Chronological resume is organized by job titles with the most recent listed first. Information is listed in reverse Chronological order (i.e. 2007, 2006, 2005). This format is for job seekers with a regular work history.

The Functional resume is organized by work experience rather than time. It emphasizes your abilities instead of your job history. If you are new to the work place or are returning after a long period, this format may be preferred.

Spell Check is an available feature. However, for spell check to work you cannot use all capital letters. We recommend ALWAYS using spell check!

To Create Your Resume You Must Choose Between the Chronological or Functional Format

If you wish to see your User ID and PIN, [click here](#). Remember to keep them confidential!



* [Enter Chronological Resume](#)

[See Example](#)

[Enter Functional Resume](#)

[See Example](#)

[Click here](#) to view a chronological resume tutorial that shows you how to present your resume information in a timeline approach.

[Click here](#) to view a functional resume tutorial that will show you how to group your work experience and skills by skill area or job function.

* The Chronological Resume is the most commonly used format. You can see a Chronological Resume example on the next page.

Sample Resume

3032 West Grand Boulevard

Suite 9-400

Detroit, MI 48202

(313) 555-0000

(313) 555-1000

<mailto:ResumeS@Michigan.gov>

Objective:

Seeking an Office Manager, Executive Secretary or Administrative Assistant position that includes the use of dictation, Microsoft Word or Corel Word-Perfect applications; preparing letters and reports; billing; sort, code and distribute mail; file and reproduce materials; order and maintain office supplies and forms; and answer telephone.

Employment History:

Harvey Collection Agency

Detroit, MI

12/2000 – Present

Secretary

Gather information for securing the whereabouts of missing clients; answer telephone calls from clients in absence of collector; annotate payments, use Microsoft Word to send out delinquency notices, and refer past due accounts to proper departments for action. Use database to obtain information and compile data using Excel.

Mercy Health Clinic

Southfield, MI

8/1996 - 12/2000

File Clerk II

Handled patient billing for 11 doctors; balanced accounts; filed insurance claims; answered telephone at reception desk; set up appointments and prepared patients for examinations; took patient histories; made referrals to hospital for tests. Took dictation; ordered office/medical supplies; performed miscellaneous office duties.

Blue Cross of Michigan

Detroit, MI

6/1990 - 8/1996

Secretary

Typed letters and memos; took dictation; performed receptionist duties; set up appointments; operated various office machines; calculated payroll for about 200 employees. As a Junior Account Clerk, I billed insurance to large corporations. Balanced accounts involving employees' rates of insurance using calculator. Made additions and deletions to policies.

U. of D., Office of Alumni Affairs

Detroit, MI

9/1989 - 6/1990

Student Aide

Assisted director in all phases of alumni activities, particularly in publicity. This included writing news releases, radio public service announcements, and other required items. Also assisted with student alumni recruitment efforts. Increased awareness among students of alumni achievements.

Education:

Associates Degree

Major: Business

Dorsey College of Business

MI

Certificates and Licenses:

Dictation, Paralegal Association, MI

Skills and Abilities:

Computer Skills: Word Processing using Corel Word-perfect and Microsoft Word. Currently working with Windows 2000 operating system, Internet Explorer 6.0 and Netscape 7.0, PowerPoint and Excel applications.

Honors and Activities:

Member of the Alpha Kappa Mu National Honor Society and the Detroit Society Club.

How to Create a Michigan Talent Bank Chronological Resume

Personal Information

You completed this section when you registered. This section includes your name, address, phone number and Email address as the heading of your resume.

Job Objective

Describe your desired position. What type of job are you looking for? Use job titles.
TIPS:

- Job titles are one of the most critical parts of an electronic resume and are the first thing an employer sees when searching for resumes.
- Employers get a list of resumes that match the key words in your objective.
- Include skill words such as carpenter, assembler, cashier, supervisor, team leader, etc. as much as possible.
- Avoid vague words such as "I want to grow, gain knowledge, etc." Instead, say what you can do for the employer: "Detail oriented, self-motivated, quick learner, etc."

Employment History

In this section you will enter job duties, responsibilities, and accomplishments.

Education, Licenses, and Certifications

In this section you will list high school, trade schools and colleges you attended. IF you received a certificate, you can list them under education or certificate. Any current licenses that relate to your job objective go in the licenses section.

Skills and Abilities

This section highlights skills that you want to stand out when the employer searches resumes. You want to be very specific. The employer is looking for this information!

Honors and Activities

List any volunteer work and awards that you received from community involvement and your jobs. This section highlights strong skills and abilities that have been acknowledged by your community or employer.

Desired Job Location & Desired Job Title

These two sections will help employers know where you will work and the type of job you are seeking. For Desired Job Title, make sure that the jobs you choose reflect what your resume says about your skills, education, and experience.

We will now take you through each screen step by step.

Job Objective & Employment History

Job Objective

● Describe your desired position. Clearly state the type of job you are currently seeking. Using job titles in your objective may increase the number of times your resume is found by employer searches.

[Show Examples](#)

Your job objective is now a required field. It is the first thing an employer sees and is critical to your resume.

Include specific skill words and job titles (click on examples) wherever possible.

Let the employer know what you can do for them.

Only 750 characters will display.

0 characters entered. | 750 characters remaining.

Employment History

Always start with your current or most recent employment.

Job #1

Employer

City

State

Job title

Dates employed

From (mm/yyyy)

To (mm/yyyy)

Want to know how to...

Add a job?
Rearrange your
employment history

[Click here to find out](#)

Enter job duties, responsibilities, and accomplishments.
(only 1200 characters will display)

[Show Examples](#)

Education & Skills and Abilities

Highest level of education

• ↓

- Less than High School
- Some High School
- High School Diploma
- GED
- Vocational Certificate
- Some College

(Choose from the drop down box)

Education, Licenses, and Certificates

School #1

Diploma/degree

Course of study/major

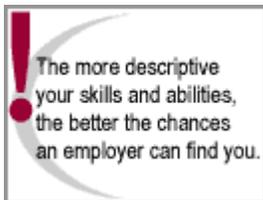
School name

State ↓

Enter school name, course of study, and choose the state where the school was located.

Skills and Abilities

[Show Example](#)



Enter additional training or skills.
(only 750 characters will display)

0 characters entered. | 750 characters remaining.

▲ **BACK TO TOP**

Salary, Job Location, Job Titles, and Notes

(Optional) Salary

Desired pay \$ per

[Explain](#)

(Required) Desired Job Location

I am available to work within

miles of (City)

Deford
Delhi
Delray
Delton
Detroit

OR (Zip Code)

[▲ BACK TO TOP](#)

(Required) Desired Job Titles



Provide up to three job titles to add to your resume. These job titles will help employers search for your resume based on your career interests.

Job title 1
Job title 2
Job title 3

Use the arrows to change the order of your job titles. Click on the arrows to move the information up or down, accordingly.

[▲ BACK TO TOP](#)

(Optional) Notes/Other Information

[Example](#)

[Show](#)

Enter any other information you may want a prospective employer to know about you.
(only 750 characters will display)

0 characters entered. | 750 characters remaining.

Congratulations!

Your resume is now in the Michigan Talent Bank.

Resumes remain Active for 365 days from the date Entered or last Updated. Update your resume regularly! Most employer searches only return resumes that were created or updated in the last 30 days.

View Resume

- Review and/or print your completed resume by clicking **View Resume**.

Update Resume

- At this menu you can Update, View, Activate or Inactivate your resume. You can also Create or Modify a message to email with your resume to employers.

Search Jobs

- Match your resume now to current jobs by clicking on **Search Jobs**.

Job Scouts

- Create a Job Scout and receive automatic email notification of matching Job Orders by clicking **Job Scouts**.

Quit

- Remember to Quit when you are done!

[Please take our MTB Customer Survey](#)

Ready to search for a job?

The Talent Bank will automatically look for matching jobs when you click on the



icon.



Search for Jobs upon Resume Completion or Update



HOME	JOB SEEKERS	EMPLOYERS	CAREER RESOURCES
------	-------------	-----------	------------------

Update Resume

Click your choice below.

Welcome **MTB Demo** !
Your resume was created on 04/16/1997
and last updated on 11/20/2007
Your resume has been found 4988 times and
reviewed 795 times by [employers](#).



Quick Update

Most employer searches only return resumes that have been created or updated within the past 30 days. Keep your resume current by clicking **Quick Update**

-  Update — [resume](#) .
-  View — [resume](#).
-  Create/Modify — [Email Resume Cover Letter](#).
-  [Activate/inactivate](#) your resume.
-  [Activate/inactivate](#) Job Scout.

Quit 

[Please take our MTB Customer Survey](#)

[home](#) | [job seeker](#) | [employer](#) | [career portal](#) | [local offices](#) | [contact us](#) | [about us](#) | [privacy statement](#)

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Search for Jobs from Homepage



jobs available:
jobs today:
resumes available:

Welcome to Michigan Talent Bank

[User Tips and Techniques](#)  [Security Notice](#)

Whether you are looking for a job or looking for employees, the Michigan Talent Bank is the place to be. If you are a job seeker, search more than 15,000 new job openings monthly and post your resume so more than 40,000 employers can find it. If you are an employer, sign up to search more than 600,000 resumes for the ideal candidate and post your jobs to let job seekers find you. Best of all, it's free for all users. Try us today!

Want to search for jobs?

Click here to start.



SEARCH FOR JOBS

Returning Job Seekers:

User ID:

PIN:

LOGIN / UPDATE RESUME

[Forgot your User ID and/or PIN?](#)

New Job Seekers:

CREATE A RESUME



SEARCH FOR RESUMES

Registered Employers:

User ID:

Password:

LOGIN

[Forgot your User ID and/or Password?](#)

New Employers:

FREE SIGN UP

[home](#) | [job seeker](#) | [employer](#) | [career portal](#) | [local offices](#) | [contact us](#) | [about us](#) | [privacy statement](#)

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(18)

Search For Jobs

Look for a job by using one or more of the following search criteria.

Match **text** with **any** of these key words.

Match **text** with **all** of these key words.

Employer Name

Job Order Number

Match Text with ANY key words gives you general matches.

Match text with ALL key words lets you be more specific.

Employer name lets you look for a specific business.

Note: If searching by **Job Order Number**, no other search criteria should be entered.

Include **Military Positions** in the job search results? Yes No

Minimum pay \$ per Year

Job Location I am looking for work within miles of

CITY

You can choose nearly all Michigan cities from the city list.

You can change the dates of the search by using the boxes below.

Jobs Posted/Updated From Oct 10 2007 To Nov 9 2007

Search For Jobs

Look for a job by using one or more of the following search criteria.

Match **text** with **any** of these key words.

We are searching for a Registered

Match **text** with **all** of these key words.

Nurse in Lansing

Employer Name

Job Order Number

Note: If searching by **Job Order Number**, no other search criteria should be entered.

Include **Military Positions** in the job search results? Yes No

Minimum pay \$ per

Job Location I am looking for work within miles of

- City
- Lakeville
 - Lakewood Club
 - Lambertville
 - Lamont
 - Lansing

Jobs Posted/Updated

From To



CLICK HERE

Search Results!

Here's a typical search result page. Click on the underlined Job Title to open the order and see the job details.

Click checkboxes to select job orders to be added to your Job Cart.

Note: The system will not add a job order to your cart if it is already in your cart. Once you have logged in, items in your cart are no longer selectable from the search results list.

Job Title	Location	Salary	Last Update Date
<input type="checkbox"/> <u>Registered Nurse</u> Maxim Healthcare Services is one of the largest employers of clinicians in the nation; we make our employees a top priority. As an employee, Maxim will provide you with the same level of care and dedication that you provide your patients. We know that you are entitled to great benefits, flexible scheduling options and rewarding assignments in some of the best medical environments. Our Healthcare Recruiters will work hard to accommodate your career preferences. As a member of our dynamic healthca...	Lansing	-	10/23/2007
<input type="checkbox"/> <u>Registered Nurse After Hours</u> Great position for an RN with experience. This position provides services to hospice patients, primarily in nursing facilities. Seeking a RN After Hours evenings and some weekends and another nurse to do visits after hours to patients as needed. Attend to patients pain and symptom needs Monitor condition and changes Notify staff of changes, monitor medication issues Education for family, staff, and patient on disease process.	Lansing	\$23.00/hr to \$27.00/hr	10/30/2007

Add Orders To Cart

You are viewing records 1 through 2 of 2

New Search

[Please take our MTB Customer Survey](#)

.....
[Employer](#) [Job Seeker](#) [Career Portal](#) [About Us](#)
[Privacy Statement](#) [Home](#) [Help](#) [Contact Us](#)



Job Order Number: 2635013

Job last updated: October 30, 2007

Company name:

Product line/service: Hospice

Web site: <http://mobilemedicalgroup.com>

Job title: Registered Nurse After Hours

Job type: Full Time

Hours per week: 40

Job(s) available: 2

Job location: Lansing

Salary: From \$ 23.00 To \$ 27.00 per hour.

Benefits: dental insurance, life insurance, medical insurance, optical insurance, paid sick leave, paid vacation, 401(k)

Job description: Great position for an RN with experience. This position provides services to hospice patients, primarily in nursing facilities. Seeking a RN After Hours evenings and some weekends and another nurse to do visits after hours to patients as needed. Attend to patients pain and symptom needs Monitor condition and changes Notify staff of changes, monitor medication issues Education for family, staff, and patient on disease process. Nurse Case Manager for hospice Full and Part time positions available

Job requirements: This job requires an associates degree and 1 year of experience.

Specific requirements: This job has some special requirements. You must be bondable and undergo a reference or security check.

Additional requirements: Day and afternoon position available

Please apply by Phone, by Fax or by Email .

Contact:	Business name:	HOSPICE
Phone: ()514-8431	Address:	24293 Telegraph Rd
Fax: ()415-1972		Southfield, MI 48034
Email: squaiatto@wideopenwest.com		

If you would like to go back to your job order search result, click **Back to Search Result**.

- [Back to Search Result](#)
- [Add to Orders Cart](#)
- [Email Resume Now](#)



Update Resume from Homepage



jobs available:
jobs today:
resumes available:

Need to update your resume?
It's easy!

Welcome to Michigan Talent Bank

[User Tips and Techniques](#)  [Security Notice](#)

Whether you are looking for a job or looking for employees, the Michigan Talent Bank is the place to be. If you are a job seeker, search more than 15,000 new job openings monthly and post your resume so more than 40,000 employers can find it. If you are an employer, sign up to search more than 600,000 resumes for the ideal candidate and post your jobs to let job seekers find you. Best of all, it's free for all users. Try us today!

Job Seekers
Looking for a job?
Search job listings and create your resume. It's FREE!



[SEARCH FOR JOBS](#)

Employers
Looking for Employees?
Search resumes and post your jobs. It's FREE!



[SEARCH FOR RESUMES](#)

Returning Job Seekers:

User ID:
PIN:

[LOGIN / UPDATE RESUME](#)

[Forgot your User ID and/or PIN?](#)

New Job Seekers:

[CREATE A RESUME](#)

Registered Employers:

User ID:
Password:

[LOGIN](#)

[Forgot your User ID and/or Password?](#)

New Employers:

[FREE SIGN UP](#)

Want to update your resume? Click here to start.



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JobSeeker Login

- You must specify the PIN.
- You must specify the User ID.

You must type in your User ID and four-digit PIN **exactly** as you entered it when you registered.

 User ID
 PIN

Login, then hit Submit

[Forgot your User ID and/or PIN?](#)

Update Resume

Quit 

Search
for
Jobs

Want to simply refresh the resume without making changes?

Click on Quick Update below.



Quick Update 

! Most employer searches only return resumes that have been created or updated within the past 30 days. Keep your resume current by **clicking Quick Update**

Click your choice below.

Welcome **John Doe** !
 Your resume was created on 09/27/2005 and last updated on 11/08/2007
 Your resume has been found 5 times and reviewed 0 times by employers.

Need to make changes? Then click here



Update — resume.



View — resume.



Create/Modify — Email Resume Cover Letter.



Activate/inactivate your resume.

Please take our MTB Customer Survey

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Update Resume

Click on the links below to reach the area you want to change. Your personal information will fill in automatically.

[Personal Information](#)

[Job Objective](#)

[Qualifications](#)

[Skills/Accomplishments](#)

[Employment History](#)

[Education](#)

[Salary](#)

[Location](#)

[Job Titles](#)

[Notes/Other Information](#)

Personal Information

You must enter at least one method of contact: your address, phone number or email address.

First name

Last name

Middle initial

Address

Additional address

City

State

Zip -

Primary phone

Alternate phone

To set up a Job Scout, you must enter an email address.

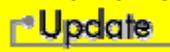
Email

Do you want your personal information shown on your resume for employers? Yes No

If no, you must provide an email address for employers to contact you.

Did you or your spouse serve in the U.S. military?

All parts of your resume will display on the screen.

Remember to click on  **Update** to save your work.

Your update is complete.

Click here to go to the Career Portal

Michigan Talent Bank

Bringing People & Jobs Together

jobs available: 36,358
jobs today: 20
resumes available: 674,952

HOME	JOB SEEKERS	EMPLOYERS	CAREER RESOURCES
Welcome to Michigan Talent Bank		User Tips and Techniques	Career portal
			Local offices

Whether you are looking for a job or looking for employees, the Michigan Talent Bank is the place to be. If you are a job seeker, search more than 15,000 new job openings monthly and post your resume so more than 40,000 employers can find it. If you are an employer, sign up to search more than 600,000 resumes for the ideal candidate and post your jobs to let job seekers find you. Best of all, it's free for all users. Try us today!

Job Seekers

Looking for a job?

Search job listings and create your resume. It's FREE!

SEARCH FOR JOBS

Returning Job Seekers:
User ID:
PIN:

LOGIN / UPDATE RESUME

[Forgot your User ID and/or PIN?](#)

Employers

Looking for Employees?

Search resumes and post your jobs. It's FREE!

SEARCH FOR RESUMES

Registered Employers:
User ID:
Password:

LOGIN

[Forgot your User ID and/or Password?](#)



Michigan Jobs & Career Portal



Michigan Jobs & Career Portal

Get Skills. Explore Careers. Find Work. Find Workers.



The Official State of Michigan Website

[Michigan.gov Home](#) | [Careers Home](#) | [Contact Us](#) | [MI Careers FAQ](#) | [State Web Sites](#)

[Printer Friendly](#) | [Text Version](#) | [Email Page](#) | [A- A+ Text Size](#)

Job Seekers

- **Welcome to the Michigan Jobs & Career Portal**
Search for jobs, start a business, find financial aid for school and job training resources. Learn about careers and new occupations. Connect to resources for employers, teachers, students, & parents.
- **Video > Take a Tour of the Jobs and Careers Home Page!**
[Click Here](#)

Job Seekers

- [Search Mi Jobs & Post Resume](#)
- [File Unemployment Claim Online](#)
- [State & Local Government Jobs](#)
- [Federal Government Jobs](#)
- [Mi Temp Employment Agencies](#)
- [Persons with Disabilities](#)
- [Job and Career Fairs](#)
- [Start a Business](#)
- [Local Offices](#)
- [Financial Aid for Education](#)
- [Explore Careers & New Occ.'s](#)

Students & Parents

- [Career Exploration](#)
- [Homework Help](#)
- [Financial Aid/Scholarships](#)
- [Mapping Your Future](#)
- [Education Initiatives](#)

[> More for Students & Parents](#)

Teachers

- [New Teacher & ASSISTance for Exp. Teacher & Admin.](#)
- [Books, Videos, Software, CD-ROMs, Learning Packs, ...](#)
- [Gateway to Educ. Materials](#)
- [Teachers - ED.gov](#)

[> More for Teachers](#)

Employers

- [Search for Employees](#)
- [Post A Job](#)
- [Pledge Jobs Today](#)
- [Job/Career Fair Registration For Sponsors](#)
- [Unemployment Insurance](#)
- [e-file Business Taxes -- for Free](#)
- [REUTERS KNOW. NOW.](#)
- [Michigan Trade Shows/Conventions](#)

[> More for Employers](#)

Support Tools

- [Find a Local Michigan Works! Agency](#)
- **PERSONAL FINANCE**
- [Guide to Starting a Business \(including Free Online Courses & Software\)](#)
- [Michigan Licensed Occupations](#)
- [Mi Temp Employment Agencies](#)
- [File Unemployment Claim Online](#)

[> More Support Tools](#)

Search

- Departments/Agencies**
- Online Services**
- Surveys**
- RSS Feeds**

QUICKLINKS

- Michigan Talent Bank
- Michigan Works!
- Michigan Rehabilitation Services (MRS)
- Paying for College - Student Financial Aid
- MI Internships
- U.S. Department of Labor
- Labor Market Information
- Migrant & Seasonal Farm Worker Program
- Office of Career and Technical Preparation
- Veterans Employment Services
- Career Education - Consumer Report
- Michigan eLibrary

Michigan Talent Bank
Bringing People & Jobs Together

Upcoming Job Fairs

Jobs, Jobs, Jobs And MORE Jobs!

and E-Learning
Colleges & Universities

SHARE Network Michigan

Michigan Job Openings

J.D. POWER AND ASSOCIATES

PERSONAL FINANCE

Health Care Job Openings

Teacher & Related Job Openings

Find Workers!

[Michigan.gov Home](#) | [DLEG Home](#) | [Careers Home](#) | [State Web Sites](#)

[Accessibility Policy](#) | [Link Policy](#) | [Privacy Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

Here are some helpful hints on Talent Bank features

Job Seeker Features

Job Order Cart

If you have an active Michigan Talent Bank resume, you may create a Job Order Cart. Perform your job search and when you find the jobs you're interested in, simply add them to the cart. You can add a job from the Search Results screen or by using the option at the bottom of the view of every job order.

Remember, you must be logged in using your Talent Bank User ID and PIN to access your cart.

Putting the order in the cart does not mean you have applied for the job! Keep track of the positions you apply for by entering the Applied Date and the Method of Application for that order. The orders with an Applied Date will remain in your cart for 60 days from the day they were added to the cart. The orders with no Applied Date will be deleted 14 days after they were added to the cart.

E-mail Your Resume

If an employer lists a job on the Michigan Talent Bank and selects e-mail as a method of contact, use the Email Resume Now feature. Use our standard cover letter or create and customize your own.

Try the Job Scout!

The next time you log in to update your resume, try using the Job Scout. The Job Scout looks for jobs for you. It matches any of the words you use in the Job Titles section of your Talent Bank resume, the Salary range you entered (if any) and the distance you indicated you are willing to travel to a job.

When you activate your Job Scout, you select how often you want to receive an e-mail notice from the Talent Bank, either daily or weekly. The Job Scout searches the most recent job orders and sends you a link via e-mail to view the search results that match your Job Scout criteria. The Job Scout remains active for 60 days from the day it is activated. To keep your job scout active, be sure to update your resume at least once every 60 days.