

Michigan Jobs and Career Portal

An Overview of Services for Job Seekers

Slide Notes

Part 1 of 6

Slide 1: no notes

Slide 2: This is the Michigan Jobs and Career Portal homepage. The web address for the page is <http://www.michigan.gov/careers>. There is a lot of information here on the home page. Let's point out a few important things before we get into more specifics.

First of all, there are three places to link to the Michigan Talent Bank from the home page. Selecting any one of these links will take you to the Michigan Talent Bank as we see in the next slide.

Slide 3: This is the home page for both Job Seekers and Employers on the MTB. The look of the page has changed a bit, adding drop down menus across the top of the page and eliminating the list of links along the right hand side. The links can also be found at the bottom of the page as shown here.

Slide 4: Back to the home page, we are going to concentrate on the blue box of Services for Job Seekers. We have already covered the first choice, Search MI Jobs and Post Resume. That's the MTB link. The second link takes job seekers to the Unemployment Claims online. We won't go there now, but it helps to remember this link is there as it is an easy way to get to the Unemployment pages. The next one down is the State and Local Government Jobs. Let's take a look at that option.

Slide 5: When you come to this page you will find a number of helpful links. The top one, where it says Michigan Jobs and Career Portal, just returns you to the Home Page. You will find this link on many of the Jobs and Career Portal pages. Below this, State (Michigan) Government Job Openings takes you to the Michigan Civil Service job listing. Let's take a look at that now.

Slide 6: Here we see the Employment information page on the Civil Service website. Note that the top lists What's Hot and mentions that the Department of Human Services is hiring. In the middle section of the page, where it says "We offer several ways to view our vacancies" as well as on the left hand column under the heading "State Job Postings" you can get to the page offering ways to view jobs.

Slide 7: As you see here, you can view by Job Category, by County, see those open only to State or Agency Employees, or view the entire list. You can Update a previously completed online application too.

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Slide 1: Back to the main Civil Service job page, there are several other links on the left hand column that offer other information about state of Michigan job openings. You can help your customers search for specific job openings based on their college degree major. There is also a

list of not only employment benefits, but benefits of living and working in Michigan. Let's take a quick look at one of the job postings in the Department of Human Services to point out a couple of other helpful things.

Slide 2: Let's take a quick look at the job posting page. This is the Entire List of job openings. The list is organized by Date Posted when you first open it. You may reorganize the list by clicking on any of the column titles: job Title, Open To, Due Date, Pay Range, State Agency, City or County. Pointing this out to job seekers can make their search of state openings easier. Now let's take a look at a specific job listing.

Slide 3: This is the top part of the Department of Human Services Assistance Payments Worker job posting. The job title link takes you to a complete job description. The Job Posting number is extremely important. You should encourage your job seekers to include this job posting number in any correspondence regarding applying for this job.

Slide 4: As we go farther down the page of the job posting, there are other helpful links available. The job information mentions that the interviews will be Behavioral Based, and gives links to both the Department of Human Services Personnel Services website and the Civil Service website for assistance in performing well in this type of interview. The Availability Statement shows which counties are participating in this posting, and allows job seekers to select areas where they are interested in working. The Job Fit Factors includes various parts of the Assistance Payments worker job, and allows the job seeker to identify whether these factors are desirable to them in their job search. It allows the job seeker to see if this job is a good fit for them or not. Finally, the Department of Human Services Pre-employment Application is linked. The job seeker can fill this out online, but then they must print it and sign it and send it in. When printing, they must make sure that they get all the pages, including the signature, which may end up on a separate page if they have added lines as they completed the form. They may be able to use the printer setting "Fit to page" to keep the form on two pages, or they may print the pages as they are, making certain to get all the pages including the signature. Let's take a quick look at the Job Fit Factors.

Slide 5: Job Fit Factors list a variety of aspects of the job in question, and allow the job seeker to think about these aspects and rate them from very undesirable to Very Desirable. The more desirable factors a job seeker finds on the list, the better the chance the job seeker will be happy in that specific job.

Slide 6: Back to State and Local Government Jobs page. We've covered the Michigan jobs pretty thoroughly, but let's look at the City/County job links. The links take you to the job posting sites for a number of cities and counties in Michigan. Selecting any one of them takes you to the job postings for that city or county.

Slide 7: Below the State and Local Government Jobs is the Federal Government Jobs link. This opens the USAJOBS website, the official job site for the US Federal Government. Job seekers can search for jobs, create and store a resume, get information on how to apply for federal jobs, read specific Veterans information, and find forms [including the application for 10 pt veteran preference form]

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Slide 1: The next link in the box of Job Seeker services is to the Mi Temp Employment Agencies. This list is a comprehensive listing of all of the temporary and contract agencies in Michigan, arranged alphabetically by city. Clicking on the name of the agency takes you to that company's own website where the job seeker can look for specific job opening information.

Slide 2: Back to the Job Seekers Box.

The Persons with Disabilities link takes the job seeker to the Michigan Rehabilitation Services agency site. Next on the list is the Job and Career Fairs link. Let's take a closer look at this. The Job and Career Fairs lists upcoming events by date, with the events nearest in date at the top of the list. Here is the picture of the list taken on February 1. You can see that the first three on the list are all 2/1 events. The list includes the name of the event, the date, the location, and other specific information about the recruitment as well as directions. You should encourage your job seekers to check this list often, as it changes daily with new events posted.

Slide 3: Below Job and Career Fairs you will find the Start a Business link. Here job seekers will find 16 helpful topics for starting businesses. The topics include everything from writing a business plan to financing your business to marketing, taxes and hiring. There is also a thorough link to Home Based Businesses (#11) that gives extensive information to be considered before beginning a home business. Each one of these topics can be printed in a user friendly format by opening the link and then clicking on the "Printer Friendly" link at the top of the page.

Slide 4: Exploring Careers and New Occupations takes the job seeker to the Occupational Reports for Exploration. There are over 430+ Occupational Reports for Exploration. These reports include information on job duties, wages, education requirements, outlook, and more. There are also a number of New and Emerging Occupations listed.

Slide 5: Here we can see a partial list of the New and Emerging Occupations. These are jobs that are too new to have been included in the previous listing. Significant information has been gathered on each of these occupations as well.

Slide 6: There are a couple more things to highlight in the Job Seekers box on the home page. Below the "Start a Business" link that we just looked at you can see the topic "Local Offices". This is a link to the Michigan Works statewide website where individuals can locate Michigan Works One Stop Offices in their area. Next we have the Financial Aid for Education link, and we will take a closer look at this. On this site you can find links to state and federal financial aid websites including FAFSA (Financial Aid for Student Assistance), Michigan Merit, Mi-LOAN, Fast Web (an internet scholarship search tool), and others. Also helpful information including scholarship searches and scams (and how to avoid them), the Michigan Postsecondary Handbook with information about all Michigan training opportunities, and also college savings programs such as Michigan Education Savings Program and the Michigan Education Trust.

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Slide 1: The last item in the Job Seeker box changes daily. This is the Feature where you can see the job postings on Simply Hired for a specific Michigan city. We'll use the city of Saginaw as

an example. The Simply Hired site that appears shows a search for the specific city, and lists all of the jobs posted for that city on that day. You can go into the search and look for specific jobs or companies or skill titles by filling in the Keywords box and searching further. You could also change the location and search from here for other city listings.

Slide 2: Let's look at another part of the Jobs and Career Portal home page for other helpful information for job seekers. First of all, on top of the left hand column is a link called Job Seekers. This link takes you to even more specific information geared towards job seekers. There are links below the Job Seekers link for other important groups of Jobs and Career Portal uses, but we are not going into those today except to take a quick look at the Education and Training link in just a few moments.

Slide 3: The Job Seeker page includes links to many of the items we've already covered, but also has more that we haven't. Some of those listed include Michigan Health Care Professionals, Engineering information, Michigan Teacher job openings, Resources for Job and Education Tests, Internship and many other items.

Slide 4: Down towards the bottom of the Job Seeker page you can find a Job Seeker Tool kit. These links help the job seeker with writing resumes and cover letters, preparing for job interviews and even salary negotiation tips.

Slide 5: No notes

Slide 6: As mentioned, we are going to take a quick look at the Education & Training link. This link is located in the left hand column of the Michigan Jobs & Career Portal Homepage.

Slide 7: The Education and Training link provides easy access to Michigan Colleges and Universities, M-Tech's, Community Colleges, Apprentices, Testing assistance, financial aid and many others. When you have job seekers who are looking for educational information, be sure to direct them to this option.

Slide 8: Now let's take a more specific look at the rest of the items in the left hand column. The first one is Training for Jobs, No worker Left Behind. By clicking on the No Worker Left Behind Banner Ad, job seekers can get a wealth of information about this program.

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Slide 1: The No Worker Left Behind website has answers to common questions including:

Do I qualify?

How do I apply?

What high demand jobs are in my area?

And

What training can I get?

There are also Frequently Asked Questions, and more Resources link located on the left as well.

Let's take a quick look at the What training can I get? Option. This is one of the questions that job seekers ask frequently.

Slide 2: This is what the page will look like after clicking on the What Training Can I Get Option? Training programs must be of a specific nature in order to be approved for funding under the No Worker Left Behind. Training categories are approved by local Michigan Works Agencies and varies across the state. The link shown here to Michigan Community Colleges links to short term training offered at the many community colleges in Michigan.

Slide 3: The map shows the location of the community colleges, and each college is listed below the map. Clicking on either the map or the listed college opens a selection of short term training options available as listed in the Education and Training Opportunities Report.

Slide 4: Here is the top of the list found by selecting Delta College. As you can see, there are six pages to this list, so there are a lot of short term training options to consider!

Slide 5: Now going back to the main No Worker Left Behind page, Under the More Resources selection, you can find Financial Assistance, Job seeker Resources, and Support Services.

Slide 6: Beneath the "No Worker Left Behind" banner on the Michigan Jobs & Career Portal Homepage are banner ads for the "Michigan Talent Bank", (we mentioned this earlier) and Upcoming Job Fairs. Below this you will find a green banner ad that states JOBS JOBS JOBS and MORE JOBS

Slide 7: The JOBS banner takes you to a page that has a variety of internet job search sites for the job seeker to use in addition to the Michigan Talent Bank.

Slide 8: Below the Jobs banner ad is another one for Michigan Colleges and Universities. It has links to the educational institutions, virtual tours (when there is one available), and direct links to their admissions offices, academic information, financial aid, online applications, e-learning and telephone numbers. All in one place. Additionally, at the top of the page are links to the trade, vocational and proprietary schools as well as a cross reference index of programs (so the job seeker can see an alphabetical list of who offers what programs.) There are also two links on the upper left hand column that show up from this page. The first one, Life Long Learner, we will visit in a moment. The second, New and Emerging Occupations we covered earlier. Let's take a look at the Life long learning page.

Slide 9: Here you can find links to some of the things we've already touched on, as well as some new ones including the Skills Profiler, Michigan Virtual University, Fastest growing and declining jobs, and other helpful information.

Slide 10: No notes.

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Slide 1: If we take a look back at the Michigan Jobs & Career Portal Homepage, right above the banners is a link for Support Services.

Slide 2: Clicking on this link will take you to a page where you will find helpful resources for personal assistance such as Michigan Licensed Occupations, Michigan Prisoner ReEntry Initiative or Fidelity Bonding Program, and Child & Adult Day Care located in your area.

Slide 3: Now we'll take a closer look at the right hand column of the Homepage. Here you will see Banner Ads for Health Care Job Openings and Teacher & Related Job Openings. When you click on the Health Care Job Openings

Slide 4: An alphabetized list of all of Michigan's Health Care Facilities will appear. By clicking on each individual Health Care facility you will be directed to their websites. Once you are at their website, you will be able to find Professional, Support Staff, and Administrator Job Openings that they may be offering at that time.

Slide 5: By clicking on the Teacher & Related Job Openings Link, you will find an alphabetical list of all of Michigan's School Districts, Colleges & Universities. Once you are at the Michigan School District, College, or University website you will be able to find Teacher, Support Staff, Administrator, and College Faculty Job Openings.

Slide 6: Another feature located on the Homepage of the Michigan Jobs & Career Portal are the Quick Links located on the right hand side. We have covered a few of the links listed in this column, however there are a couple we have yet to talk about. Migrant & Seasonal Farm Worker Program, Veterans Employment Services, and Michigan eLibrary are a few of the important links located in this area. The first Link that we are going to discuss is the Migrant & Seasonal Farm Worker Program.

Slide 7: Once you have clicked on this link you will be provided with a wealth of information regarding Michigan Agriculture. Such as Agricultural Job Openings, Migrant Health Services, Seasonal Crop Information, as well as a list of the Agricultural Employment Specialists.

Slide 8: The Veterans Quick Link, will provide you with information on Veteran's Employment with links for Career Opportunities, Job Fairs, and Starting your Own Business. Another Section on the Veteran's Homepage is Veteran's Education, links located underneath this topic are Education and Training, Michigan Colleges & Universities, and Military Transcripts. You can also find links for Military Occupational Codes, Registering for a Veteran Job Fair, and Work Opportunity Tax Credits. There are many other resources located on this page so please take the time to become familiar with this site by visiting yourself.

Slide 9: The Michigan eLibrary contains a wealth of information, but we wanted to point out one particular resource that is very helpful. This is the Tests and Tutorials link which is located in the upper right hand corner. This link allows you to take certain practice tests, and run through many tutorials.

Slide 10: Clicking on this Link will direct you to a log in page before you are able to access those various practice tests. To Log-in, all you will need to do, is prove you are a Michigan

Resident by providing either your Driver's License number, State ID number, or you can Login using your Michigan Library Card.

Slide 11: Once you have entered your License or Library Card information you will be directed to a new page. Underneath the featured Resources you will find many practice tests, and tutorials available on this site.

Slide 12: No notes

Slide 13: One last resource, which is new on the Homepage is the Video Tutorial. Once you have clicked on the video text, a pop up screen will appear. This pop up screen contains a speaker, who will take you on a tour of the page you are viewing. There is a video, not only for the homepage, but for each of the sections located in the upper left hand corner. Those include, Job Seekers, Employers, Students & Parents, Teachers, Education & Training, and Support Services.

Slide 14: If you have any Questions or Suggestions regarding the Michigan Jobs & Career Portal please contact us by clicking on the Contact Us link located at the top of our homepage.

Slide 15: You may contact the Help Desk by calling 1-888-253-6855, Monday thru Friday between the hours of 8am and 5pm or emailing them at Careerhelp@michigan.gov

Slide 16: That completes the overview of the Michigan Jobs & Career Portal. We covered a lot of information in a short time. This website changes frequently so it would be good to become familiar with it by visiting it often. Now, if there are any remaining questions please feel free to ask them at this time.