



OFFICIAL

E-mailed: 04/09/13 (pv)

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 12-33

Date: April 9, 2013

To: Michigan Works! Agency (MWA) Directors, Workforce Development Agency (WDA) Managers, WDA Field Staff, Unemployment Insurance (UIA) Agency

From: Gary Clark, Director, Office of Talent Development Services
SIGNED

Subject: Revised form WDA 900-001, Pure Michigan Talent Connect, Confidential Information, Supplemental Worksheets and Instructions.

Programs

Affected: Workforce Investment Act Programs
Wagner-Peyser Employment Service
Veterans' Employment and Training Service
Unemployment Insurance (UI) Benefits/Compensation

References: Workforce Investment Act (WIA) of 1998

The Wagner-Peyser Act of 1933, as amended by the WIA of 1998

Local Michigan Works! System Plans

WDASOM PI: 11-11

WDASOM PI: 12-13

Code of Federal Regulations (CFR) Title 20: Employee Benefits, PARTS 651 through 658.

Social Security Act of 1935, as amended

The Michigan Employment Security (MES) Act of 1936, as amended



Workforce Development Agency, State of Michigan

Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913
michigan.gov/bwt | 517.335.5858 | TTY 888.605.6722

Rescissions: Department of Labor, Energy & Growth – Bureau of Workforce Programs (DELEG-BWP) Memorandum “*Emergency Contingency Plan for Employment Service Programs,*” dated November 6, 2006

Form DLEG-BWP 200-01, “*Michigan Talent Bank Work Sheet,*” revised 11/05

Form DLEG-BWP 200-05, “*Banco de Talento de Michigan Forma,*” revised 04/04 (*Spanish*)

Form DLEG-BWP 200-511, “*Mediated Services Registration,*” revised 04/02

Background: All full-service Michigan Works! Service Centers (MWSCs) Wagner-Peyser funded Employment Service programs (at least one mandatory location within each of the 25 MWAs) are required to remain operational Monday through Friday 8:00 a.m. to 5:00 p.m., with the exception of State Holidays, in order to assure the integrity of the Unemployment Work Test.

Policy: The focus of this policy is to introduce, distribute and explain WDA Form 900-001; Pure Michigan Talent Connect, Confidential Information and Supplemental Worksheets and Instructions.

Effective October 6, 2012, WDA enacted the following policy and labor exchange system changes:

- Michigan Talent Bank became obsolete and the Talent Connect system began operations as the State of Michigan’s labor exchange system.
- Registration for work is now defined as, “having an active, searchable profile in the Talent Connect system.” A resume is no longer required.
- Every customer must have a valid e-mail address to complete a profile in the Talent Connect system.
- BWP Memorandum, dated November 6, 2006, “*Emergency Contingency Plan for Employment Service Programs,*” has been rescinded and replaced by WDASOM PI: 12-13. Specific reference to: “Hours of Operation” on page 11; and “Unforeseen Closure” and “Planned Closure” on page 12. For all Service Center closures follow the procedures in WDASOM PI: 12-13.

The new form, “WDA 900-001, (CI, S1-BAR, S2-V, S3-SOV) Appendices 1, 2, 3 & 4” may be used for:

1. Customers who would like, or need to, complete the paperwork by hand before they enter it into the computer; and,

2. UI Claimants when the Talent Connect and/or the One-Stop Management Information Systems (OSMIS) are unavailable.

When the Talent Connect System is unavailable:

- The MWA should notify the local MWSC staff regarding the unavailability of the Talent Connect system. The MWA should also notify the WDA either by phone at (888) 522-0103 or e-mail at WDB@michigan.gov.
- MWSC staff should have the customer's complete new form, WDA 900-01, "*Talent Connect Work-Sheet*," which replaces DLEG-BWP 200-01, "*Michigan Talent Bank Work Sheet*." When the Talent Connect System is not available, the completion of the "*Talent Connect Profile Work-Sheet*," pages one and two, are required for all UI Claimants. The Supplemental Work-Sheets: "*Build a Resume*", "*Veteran*", "*Spouse of Veteran*" are optional. WDA strongly encourages the completion and data entry of the entire worksheet and the relevant supplemental pages. If MWA staff will not be able to enter all of the data, they should strongly encourage the customer to return at a later date to complete the entry of the Supplemental Information.
- When the customer has completed the required portions of the WDA 900-01, the form should be stamped with the current date and set aside for data entry by the MWSC staff when the system becomes available.
- MWSC staff should provide customers with a "*Job Seeker PIN Card*" to record their User ID and PASSWORD that are noted on the "*Talent Connect Work-Sheet (WDA 900-01)*." MWAs may request additional "*Job Seeker Pin Cards*" by calling Pure Michigan Talent Connect Customer Contact Center at (888) 522-0103 or e-mail talentconnect.org. MWAs **must not** save or maintain a local record/list of User IDs and PASSWORDs, as they belong exclusively to the customer.
- MWSC staff must stamp form UIA 1222, "*Notice to Register for Work*," with the current date for registration verification and return it to the claimant for their records. UIA 1222 may be found on page 23 of the UIA 1901 booklet, "*Unemployment Benefits in Michigan*". Claimants receive this booklet by U.S. Mail, after they complete and submit their application for UI benefits. Should the UI claimant not have the proper form, the UIA 1901 booklet may also be found on the UIA Web site at www.michigan.gov/uia.
- MWSC staff must advise the customer to check their e-mail in order to validate/activate their Talent Connect profile.

- As soon as the Talent Connect System becomes functional, MWSC staff must enter the profiles in the Talent Connect System.

When the OSMIS is not available:

- The MWA should notify the local MWSC staff regarding the unavailability of the OSMIS. The MWA should also notify the WDA by phone at (888) 522-0103, or by e-mail at WDB@michigan.gov.
- The MWSC staff should have the customer's complete new form, WDA 900-01, "*Talent Connect Work-Sheet - Confidential Information*," pages 3 and 4, which replaces DLEG-BWP 200-511, "*Mediated Services Registration*." When the system is not available the completion of the Confidential Information Worksheets are mandatory for all UI Claimants. The Supplemental Work-Sheets: "*Build a Resume*," "*Veteran*," and "*Spouse of Veteran*," are optional. WDA strongly encourages the completion and data entry of the entire worksheet and the relevant supplemental pages. If MWA staff will not be able to enter all of the data, they should strongly encourage the customer to return at a later date to complete the entry of the Supplemental Information.
- When the customer has completed the required portions of the WDA 900-01, the form should be stamped with the current date and set aside for data entry by the MWSC staff when the system becomes available.
- MWSC staff should provide customers with a "*Job Seeker PIN Card*" to record their User ID and PASSWORD noted on the Talent Connect Work-Sheet (WDA 900-01). MWAs may request additional "*Job Seeker Pin Cards*" by calling Pure Michigan Talent Connect Customer Contact Center at (888) 522-0103 or by e-mail at talentconnect.org. MWAs **must not** save or maintain a local record/list of User IDs and PASSWORDs, as they belong exclusively to the customer.
- MWSC staff must stamp form UIA 1222, "*Notice to Register for Work*," with the current date for registration verification and return it to the claimant for their records. UIA 1222 may be found on page 23 of the UIA 1901 booklet, "*Unemployment Benefits in Michigan*". UI claimants receive this booklet by U.S. Mail after they complete and submit their application for UI benefits. Should the UI claimant not have the proper form, the UIA 1901 booklet may also be found on the UIA Web site at www.michigan.gov/uia.
- MWSC staff must advise the customer to check their e-mail in order to validate/activate their Talent Connect profile.

- As soon as the OSMIS becomes functional, MWSC staff must complete the registration by entering the Confidential Information (CI) from WDA 900-01 pages three and four into OSMIS.

If OSMIS remains unavailable for more than 24 hours, the following additional steps must be taken:

- MWSC staff must create an electronic file of UI claimants who were registered for each day the OSMIS was not available.
- Transmit the list on a daily basis by e-mail to the UIA, PRO Manager/MWA Liaison. Mr. John Palmer Jr., at palmerj7@michigan.gov.
- MWAs should maintain a hard copy of the lists for 12 months following the outage.

When both the Talent Connect and the OSMIS are unavailable, the MWAs should make sure all the steps for both the Talent Connect System and the OSMIS are completed.

Action: Workforce Development Boards, MWA Directors and their staff must take the appropriate measures to assure the proper procedures are followed if any circumstance develops that prohibits normal or required operations. This includes situations when the Talent Connect System and/or the OSMIS are not available statewide or locally, a planned or emergency location closure, or any other occurrence which would prohibit normal MWSC operations on Monday through Friday, 8:00 a.m. until 5:00 p.m., and consistent with State of Michigan workdays and holidays.

Inquiries: Questions regarding this policy issuance should be directed to Mr. Brian Marcotte, State Administrative Manager, Welfare Reform/Wagner-Peyser section by e-mail at marcotteb1@michigan.gov or by telephone at (517) 241-2475.

In accordance with the Americans with Disabilities Act, information contained in this policy issuance will be made available in alternative format (large type, audio tapes, etc.) upon written requests received by this office. It is also available for transmission on the e-mail system. Call Ms. Pam Vance, at (517) 373-6234 for details.

Expiration: Continuing

GC:CS:pv
Attachment



WWW.MITALENT.ORG



TALENT CONNECT

PROFILE WORK SHEET

Please complete this form for registration with Talent Connect. Your name, contact, and other identifying information will be displayed to employers interested in contacting you for further information and a possible job interview. By completing this form you are agreeing to the Privacy and Terms of Use Statement and giving your full permission to have your profile listed in the Talent Connect System. Please read the full Privacy and Terms of Use Statement in Appendix I of form WDA 900-01. You must agree to the Privacy and Terms of Use Statement to create an account on Pure Michigan Talent Connect. Completion of the Talent Connect Profile and the Confidential Information Work Sheets are mandatory for Unemployment Insurance Claimants.

PROFILES THAT HAVE NOT BEEN ACCESSED BY THE OWNER WITHIN A 90-DAY PERIOD WILL NO LONGER BE VIEWABLE IN EMPLOYER CANDIDATE SEARCHES. TO REACTIVATE, JUST SIGN INTO YOUR ACCOUNT AT WWW.MITALENT.ORG

TIPS FOR COMPLETING THIS FORM

Please only PRINT or TYPE on this form

*Indicates required information field

Read the Instructions that accompany this form in the Appendices.

For assistance call:

Michigan Works! at 800-285-WORKS (9675)

Or

Pure Michigan Talent Connect

Customer Contact Center at 888-522-0103

<p>Personal Information</p> <p>*First Name: _____</p> <p>*Last Name: _____</p> <p>Middle Initial: _____</p> <p>*Address Line 1: _____</p> <p>*Address Line 2: _____</p> <p>*City: _____</p> <p>*State/Province/Region: _____</p> <p>*Zip Code/Postal Code: _____</p>	<p>*Email Address/USER ID: _____ <i>(NOTE: You must provide an email address. Your email address will become your USER ID. Please add webnoreply@michigan.gov to your address book to ensure that you will receive our messages.)</i></p> <p>*PASSWORD: _____ <i>(NOTE: Password Requirements: 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 any of your last ten passwords. Keep a record of your email address and password to access and revise your profile and to save any jobs or searches. Request a "Job Seeker PIN Card" to keep a record of your USER ID and PIN.)</i></p> <p>*Primary Phone: (____) _____</p> <p>*Alternate Phone: (____) _____</p>
---	---

---- FOR OFFICE USE ONLY ----



WWW.MITALENT.ORG



TALENT CONNECT

PROFILE WORK SHEET

Please complete this form for registration with Talent Connect. Your name, contact, and other identifying information will be displayed to employers interested in contacting you for further information and a possible job interview. By completing this form you are agreeing to the Privacy and Terms of Use Statement and giving your full permission to have your profile listed in the Talent Connect System. Please read the full Privacy and Terms of Use Statement in Appendix I of form WDA 900-01. You must agree to the Privacy and Terms of Use Statement to create an account on Pure Michigan Talent Connect. Completion of the Talent Connect Profile and the Confidential Information Work Sheets are mandatory for Unemployment Insurance Claimants.

PROFILES THAT HAVE NOT BEEN ACCESSED BY THE OWNER WITHIN A 90-DAY PERIOD WILL NO LONGER BE VIEWABLE IN EMPLOYER CANDIDATE SEARCHES. TO REACTIVATE, JUST SIGN INTO YOUR ACCOUNT AT WWW.MITALENT.ORG

TIPS FOR COMPLETING THIS FORM

Please only PRINT or TYPE on this form

*Indicates required information field

Read the Instructions that accompany this form in the Appendices.

For assistance call:

Michigan Works! at 800-285-WORKS (9675)

Or

Pure Michigan Talent Connect

Customer Contact Center at 888-522-0103

<p>Personal Information</p> <p>*First Name: _____</p> <p>*Last Name: _____</p> <p>Middle Initial: _____</p> <p>*Address Line 1: _____</p> <p>*Address Line 2: _____</p> <p>*City: _____</p> <p>*State/Province/Region: _____</p> <p>*Zip Code/Postal Code: _____</p>	<p>*Email Address/USER ID: _____</p> <p><i>(NOTE: You must provide an email address. Your email address will become your USER ID. Please add webnoreply@michigan.gov to your address book to ensure that you will receive our messages.)</i></p> <p>*PASSWORD: _____</p> <p><i>(NOTE: Password Requirements: 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 any of your last ten passwords. Keep a record of your email address and password to access and revise your profile and to save any jobs or searches. Request a “Job Seeker PIN Card” to keep a record of your USER ID and PIN.)</i></p> <p>*Primary Phone: (____) _____</p> <p>*Alternate Phone: (____) _____</p>
---	---

---- FOR OFFICE USE ONLY ----

***Choose Your Security Question**

This will help gain access to your account if you forget your email address or password. You must choose three different security questions. See Appendix 3 of form WDA 900-01, for a list of security questions.

Question 1: _____

Answer 1: _____

Question 2: _____

Answer 2: _____

Question 3: _____

Answer 3: _____

Career Information

***Career Status:**

- Actively searching
- Open to Opportunities
- Career Explorer

***Desired Position Level:** (select all that apply)

- Internship
- Entry Level
- Experienced (Non-Manager)
- Manager/Supervisor
- Executive

***Highest Education Level Completed:**

- None
- High School/GED
- Some College
- Associates Degree
- Bachelor's Degree
- Master's Degree or above

Veteran Status

(If you are a Veteran please complete the Veteran Supplemental Work Sheet)

- I am a veteran
- Allow employers to see my veteran status

***Location Preferences:** (select all that apply)
(See Appendix 3-for a map)

- Any (Willing to Relocate)
- Upper Peninsula (1)
- Northwest / Traverse City (2)
- Northeast / Alpena (3)
- West Central / Grand Rapids (4)
- Bay / Thumb (5)
- Southwest / Kalamazoo (6)
- Central / Lansing (7)
- East Central / Flint (8)
- South Central / Ann Arbor (9)
- Southeast / Metro Detroit (10)

LinkedIn

Account: _____

Personal Website: _____

Career Categories and Types

Select **Career Category / Career Types** (use additional blank sheets if needed). Please consult Appendix 4 of form WDA 900-001, for a list of Career Categories and their associated Career Types. A Career Type should be indicated from within each Career Category selected.

Career Category: _____ **Years of Experience:** _____

Career Type: _____

Career Category: _____ **Years of Experience:** _____

Career Type: _____

Career Category: _____ **Years of Experience:** _____

Career Type: _____

Career Category: _____ **Years of Experience:** _____

Career Type: _____

Career Category: _____ **Years of Experience:** _____

Career Type: _____

Top Skills

Use these fields to enter in job skills and abilities not covered in Career Categories and Career Types, such as Adobe Photoshop, 3 years; Cost Accounting, 4 years.

Skill: _____ **Years of Experience:** _____

Consent

By checking the box below, you agree with the Privacy and Terms of Use Statement found in Appendix 1 of this form. Whenever you submit information, you consent to the collection, use, and disclosure of that information in accordance with that Statement.

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



CONFIDENTIAL INFORMATION WORKSHEET

Contact Information

*First Name: _____ *Last Name: _____ Middle Initial: _____

*Address Line 1: _____ (Street Address, P.O. Box, Complex Name,, etc..)

Address Line 2: _____ (Apartment, Suite, Unit, Building, Floor, etc.)

*City: _____ *State/Province/Region: _____ (Use postal abbreviations Only)

*Primary Phone Number: _____ (111)222-3333 or 1112223333 Alternate Phone: _____ (111) 222-3333 or 1112223333

*Email Address: _____

Personal Characteristics

*Social Security Number (Numbers 0 to 9 Only) – Enter Below

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

*Date of Birth (MM/DD/YYYY)

____/____/____

*Gender

Male Female

*Ethnicity

YES NO Are you Hispanic or Latino?

*Race (check all that apply)

- African American Native Hawaiian Asian White Native American

Education

*Are you attending school?

(Please Check The Appropriate Answer)

- Student High School or Less Not Attending School; High School Dropout Student Alternative School Not Attending School; High School Graduate



Highest Education Level Completed

(Please Check the Appropriate Answer)

- | | |
|--|---|
| <input type="checkbox"/> No Formal Education | <input type="checkbox"/> Twelfth Grade |
| <input type="checkbox"/> First Grade | <input type="checkbox"/> High School Graduate |
| <input type="checkbox"/> Second Grade | <input type="checkbox"/> Certificate of Equivalency (GED) |
| <input type="checkbox"/> Third Grade | <input type="checkbox"/> One Year Post High School |
| <input type="checkbox"/> Fourth Grade | <input type="checkbox"/> Two Years Post High School |
| <input type="checkbox"/> Fifth Grade | <input type="checkbox"/> Three Years Post High School |
| <input type="checkbox"/> Sixth Grade | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Seventh Grade | <input type="checkbox"/> Education Beyond Bachelor's Degree |
| <input type="checkbox"/> Eighth Grade | <input type="checkbox"/> Attained Certificate of Attendance/Completion |
| <input type="checkbox"/> Ninth Grade | <input type="checkbox"/> Attained Other Post-Secondary Degree/Certificate |
| <input type="checkbox"/> Tenth Grade | <input type="checkbox"/> Attained Associates Diploma or Degree |
| <input type="checkbox"/> Eleventh Grade | |

Employment /Economic Status

***Are you currently employed?**

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Employed | <input type="checkbox"/> Not Employed |
| <input type="checkbox"/> Employed but notified of Termination or Military Separation | <input type="checkbox"/> |

YES NO **Have you applied for unemployment benefits within the last 30-days?**

***Are you currently collecting unemployment benefits**
(Please Check the Most Appropriate Answer)

***Were you laid off or terminated from your last job?**

- YES NO

- I am collecting unemployment benefits
 My unemployment has ran out
 Neither

Are You A Migrant Worker?

- | | |
|---|---|
| <input type="checkbox"/> Seasonal Farmworker | <input type="checkbox"/> Migrant Farmworker-Field Only |
| <input type="checkbox"/> Seasonal Farmworker-Field Only | <input type="checkbox"/> Migrant Food Processor |
| <input type="checkbox"/> Migrant Farmworker | <input type="checkbox"/> Not A Migrant or Seasonal Farmworker |

Veteran Information

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

- | | |
|---|---|
| <input type="checkbox"/> I did not serve | <input type="checkbox"/> I am nearing separation and have completed a previous enlistment |
| <input type="checkbox"/> I did serve | <input type="checkbox"/> I am the spouse of a veteran with a 100% service-connected disability, POW or an MIA |
| <input type="checkbox"/> I am nearing separation from U.S. military | |

Disability Status

YES NO ***Do you have a physical or mental impairment that substantially limits one or more of your major life activities?**

OFFICIAL USE ONLY

Registered By: _____ Location: _____ Date: _____

**BUILD A RESUME
SUPPLEMENTAL WORKSHEET I**

Use the Build a Resume Supplemental Worksheet I in conjunction with the information contained within the Talent Connect Profile Work Sheet.

Resume Name: _____

Resume Type

Chronological Resume

A chronological resume is developed around your work history. Jobs are listed in reverse chronological order with your most recent position listed first. Employers like this type of resume, because it is easy for them to see where you worked and when you worked there. Chronological resumes work best for job seekers with a solid, unbroken history of employment.

Functional Resume

A functional resume is arranged around your skills and experience, rather than your chronological work history. Functional resumes highlight relevant skills instead of position titles. They are often used by job seekers who are changing careers or who have gaps in their employment history.

Combination Resume

Combination resumes work well for job seekers with varied employment histories or for those who are changing careers.

Employment Objective:

Education

School Name: _____

School Name: _____

Diploma/Degree: _____

Diploma/Degree: _____

Course of Study/Major: _____

Course of Study/Major: _____

Years Attended: _____

Years Attended: _____

Location: _____

Location: _____

Certificate/License/Credentials

Certificate/License/Credentials:

Certificate/License/Credentials:

Issuing Organization:

Issuing Organization:

State: _____

State: _____



Work Experience

Employer Name: _____ **Employer Address:** _____

Job Title: _____

Dates Employed: _____ **to** _____
(MONTH/YEAR) (MONTH/YEAR)

Enter job duties, responsibilities and accomplishments:

Employer Name: _____ **Employer Address:** _____

Job Title: _____

Dates Employed: _____ **to** _____
(MONTH/YEAR) (MONTH/YEAR)

Enter job duties, responsibilities and accomplishments:

Employer Name: _____ **Employer Address:** _____

Job Title: _____

Dates Employed: _____ **to** _____
(MONTH/YEAR) (MONTH/YEAR)

Enter job duties, responsibilities and accomplishments:

Employer Name: _____ **Employer Address:** _____

Job Title: _____

Dates Employed: _____ **to** _____
(MONTH/YEAR) (MONTH/YEAR)

Enter job duties, responsibilities and accomplishments:



Skills and Qualification Summary:

Skill/Qualification 1:

Skill/Qualification 2:

Skill/Qualification 3:

Honors, Awards, Professional Organizations:

Enter any honors or activities such as civic awards, commendations, clubs, organizations or volunteer work.



VETERAN SUPPLEMENTAL WORKSHEET 2

(If you are an eligible veteran please complete this page)

Note: If you served in either the National Guard or the Reserves, you are entitled to veteran status only if you received a campaign badge or a ribbon as a result of service.

In order to receive the full range of priority services that will be provided to veterans, please complete the page. This information will be used only to determine eligibility for special services and will not be made available to prospective employers.

Branch of Service: _____

Dates of Military Service:

Enter the month, date and year (mm/dd/yyyy)

First Entry Date: _____ Last Exit Date: _____

Were you discharged under other than dishonorable conditions?

(Select "No" only if your discharge was dishonorable)

Yes _____

No _____

Did you receive a campaign badge or ribbon while in the Reserves or National Guard?

Yes _____

No _____

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

Yes _____

No _____

Are you a homeless veteran?

Yes _____

No _____

Do you wish to claim disabled veterans' preference?

Yes _____

No _____

If you checked yes to the previous question, What is your percentage disability?

_____ %

If the percentage is less than 30%, does the disability present a serious employment handicap as determined by the Department of Veterans Affairs?

Yes _____

No _____

Are you nearing your separation from the United States military?

Yes _____

No _____

Are you nearing your separation and have completed a previous enlistment?

Yes _____

No _____

Current enlistment contract expected exit date?

Enter the month, date and year (mm/dd/yyyy)

Type of military separation;
(Check one)

Anticipate leaving active military service within the next 12 months.

Anticipate retiring from military service within the next 24 months.



**SPOUSE OF VETERAN
SUPPLEMENTAL
WORK SHEET 3**

Please complete this Work Sheet along with the Veteran Supplemental Work Sheet II, if you are qualifying spouse of a veteran.

In order to receive the full range of priority services that will be provided to qualifying spouses of veterans, please supply the following information. All items are required for proper completion of this form.

Are you the spouse of a 100% disabled veteran (service-connected), a veteran who died of a service-connected disability, a POW or MIA?

Yes _____ No _____

Spouse's Branch of Service:

Spouse's dates of Military Service:
(Enter the month, date and year for each)

First Entry Date: _____
(mm/dd/yyyy)

Last Exit Date: _____
(mm/dd/yyyy)





PRIVACY AND TERMS OF USE STATEMENT

This Privacy and Terms of Use Statement governs the way Pure Michigan Talent Connect collect's, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting any information. Pure Michigan Talent Connect takes every precaution to protect the information of the 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 seeker's control the amount of personal contact information they want made available to employers who access their resume.
- **User ID and Password:** A job seeker's unique email address will be used as their User ID. The job seeker is then allowed to create a Password. This User Id and Password is required for all future access to their account and profile.
- **Privacy:** A job seeker's personal data is never transmitted with the Password to employers.
- **Fees:** Employers may not charge a fee to provide 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.
- **Profile information/Resume Use:** Employers may not use job seeker profile information or 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 profile information or 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, work-from-home plans where cost are incurred, etc. 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.
- **Job Seeker Status and Updates:** Job seekers are responsible for maintaining their own career status and visibility to employers through profile updates. A ninety-day (90) period of inactivity will render a job seeker as unsearchable to employers, as the job seeker will be considered inactive after ninety (90) days of account inactivity. Active/searchable status due to inactivity will be reinstated upon log-in.
- **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

Pure Michigan Talent Connect reserves the right to modify or amend this Statement at any time.

Contact Us

If you have any questions about this Privacy and Terms of Use Statement, please submit question through the Pure Michigan Talent Connect [“Contact Us”](#) feature. If you require additional assistance, call us toll free at 1-888-522-0103, Monday through Friday, 8:00AM to 5:00PM, or mail using the United States Postal Service to this address:

Workforce Development Agency, State of Michigan
Attn: Pure Michigan Talent Connect
201 N. Washington Square, 3rd Floor
Lansing, Michigan 48913



SECURITY QUESTIONS

1. What was your childhood nickname?
2. In what city did you meet your spouse/significant other?
3. What is the name of your favorite childhood friend?
4. What street did you live on in the third grade?
5. What is your oldest sibling's birthday month and year? (e.g., January 1900).
6. What is the middle name of your oldest child?
7. What is your oldest sibling's middle name?
8. What school did you attend for the sixth grade?
9. What was your childhood phone number including area code?
(e.g., 000-000-0000).
10. What is your oldest cousin's first and last name?
11. What was the name of your first stuffed animal?
12. In what city or town did your mother and father meet?
13. In what city or town was your first job?
14. What is the name of the place your wedding reception was held?
15. What was the name of your third grade teacher?
16. In what city does your nearest sibling live?
17. What is your oldest brother's birthday month and year? (e.g., January 1900).
18. What is the name of a college you applied to but did not attend?

REGIONAL LOCATION PREFERENCE





CAREER CATEGORY/TYPE INDEX

AGRICULTURE, FOOD & NATURAL RESOURCES (Career Category)

Type Index

- Agricultural Mechanics & Machinery Operators
- Agricultural Services & Supplies
- Agricultural/Food Sciences & Engineering
- Animal Breeding and Training
- Animal Caretaking – Nonfarm
- Farming
- Food Preparation & Service
- Food Processing /Production
- Forestry And Conservation
- Hand Harvesting

Type Index

- Meat Cutting And Butchering
- Natural Science Management
- Pest Control (No Cic)
- Petroleum Engineering
- Petroleum Technology
- Timber
- Veterinary Assisting/Technology
- Veterinary Medicine
- Water and Waste Treatment

ARTS & ENTERTAINMENT (Career Category)

Type Index

- Animation, Interactive Tech, Video Graphics, & Special Effects
- Archival Science
- Creative Writing
- Dance
- Dramatic Arts (Theater/Film)
- Entertainment Management
- Fashion Design
- Fine Arts

Type Index

- Floral Design
- Industrial Design
- Interior Design
- Music
- Music Instrument Repair
- Photography
- Set & Exhibit Design

BUSINESS OPERATIONS & ADMINISTRATION (Career Category)

Type Index

- Business Management & Administration
- Clerical & Administrative
- Computer Operations & Data Entry
- Cost Estimation
- Economics/Market Research
- Executive Administrative Assisting

Type Index

- Executive Management
- Human Resources Management
- Purchasing
- Secretarial
- Technical And Business Writing

APPENDIX 4



COMMUNICATION, MARKETING & SALES (Career Category)

Type Index

- Advertising
- Demonstration and Product Promotion
- Graphic Design
- Insurance Sales
- Interpreter/Translator
- Journalism
- Marketing /Marketing Management
- Mass Communication/Media
- Public Relations/Image Management
- Radio & Television Broadcasting Technology

Type Index

- Real Estate/Brokering
- Real Estate/Appraisal
- Real Estate/Management
- Recording Arts Technology
- Retail Sales/Cashiers
- Sales & Sales Representation
- Sales Management
- Sales, Distribution & Marketing Operations
- Securities Sales

CONSTRUCTION & MECHANICAL (Career Category)

Type Index

- Air Conditioning/Heating/Installation/Repair
- Appliance/Equipment Repair
- Architecture
- Automobile Body Repair
- Automobile Mechanics
- Bicycle Repair
- Building Maintenance
- Carpentry
- Construction Equipment Operation
- Construction Management
- Diesel Engine Repair
- Garden And Landscaping Services

Type Index

- General Construction
- Heavy Equipment Repair
- Landscape Architecture
- Marine Maintenance/Repair
- Masonry And Tile Setting
- Mechanics/Construction/Mining
- Plumbing
- Small Engine Repair
- Surveying/Cartography
- Welding/Soldering
- Woodworking

EDUCATION & TRAINING (Career Category)

Type Index

- Adult And Continuing Education
- Educational Administration
- Elementary Education
- Instructional Design
- Post-Secondary Education

Type Index

- Preschool
- Secondary & Vocational Education
- Special Education
- Teaching Assisting

FINANCE (Career Category)

Type Index

- Accounting And Financial Management
- Actuarial Science
- Banking Support Services

Type Index

- Bookkeeping
- Insurance



GOVERNMENT & PUBLIC ADMINISTRATION (Career Category)

Type Index

- Library Assisting
- Library Science
- Public Administration

Type Index

- Social Science
- Urban/Regional Planning

HEALTH & WELLNESS (Career Category)

Type Index

- Athletic Training
- Cardiology Technology
- Chiropractic
- Dental Assisting
- Dental Hygiene
- Dental Laboratory
- Dentistry
- Diagnostic Medical Sonography
- Dietetics/Nutrition
- Emergency Medical Attendants
- Health Diagnosis And Treatment
- Home Health Assisting
- Licensed Practical Nurse (LPN)
- Message Therapy
- Medical Assisting
- Medical Equipment Preparation & Healthcare Support
- Medical Equipment Repair
- Medical Laboratory Technology
- Medical Office And Secretarial
- Medical Radiologic Technology
- Medical Records
- Medical Services Management
- Medical Transcription
- Nurse Assisting

Type Index

- Nursing
- Occupational Safety And Health
- Occupational Therapy
- Occupational Therapy Assisting
- Optical Dispensing
- Optical Technology
- Optometry
- Orthotics/Prosthetics
- Pharmacy
- Pharmacy Support
- Phlebotomy
- Physical Therapy
- Physical Therapy Assisting
- Physician Assisting
- Podiatry
- Psychiatric Assisting
- Psychology
- Public Health Education And Promotion
- Recreation & Fitness
- Recreational Therapy
- Respiratory Therapy
- Speech Pathology/Audiology
- Surgical Technology

APPENDIX 4

HOSPITALITY, TOURISM & SERVICE (Career Category)

Type Index

- Amusement And Recreation Attendants
- Bartending
- Culinary
- Customer Service
- Food Service And Lodging Management
- Gaming

Type Index

- Hospitality Services
- Housekeeping/Janitorial
- Parking Lot Attendant/Valet
- Travel Services
- Ushers, Lobby Attendants And Ticket Takers
- Wait Staff/Servers

HUMAN SERVICES (Career Category)

Type Index

- Child Care
- Counseling
- Religion

Type Index

- Social & Community Service Management
- Social Service Assisting
- Social Work

INFORMATION TECHNOLOGY (Career Category)

Type Index

- Computer Analysts
- Computer And Information System Management
- Computer Programming/Software Developer
- Computer Specialists & Support

Type Index

- Information Systems & Network Administration
- Mobile Application Development
- Project Managers

LAW, PUBLIC SAFETY AND SECURITY (Career Category)

Type Index

- Crossing Guard
- Emergency Management
- Fire Safety
- Law Enforcement

Type Index

- Legal Assisting
- Legal Secretarial
- Legal Services
- Security Services

MANAGEMENT (Career Category)

Type Index

- Accounting And Financial Management
- Business Management Administration
- Computer And Information System Management
- Construction Management
- Emergency Management
- Engineering Management
- Entertainment Management
- Executive Management
- Food Service And Lodging Management

Type Index

- Home Assisting
- Human Resources Management
- Marketing/Marketing Management
- Medical Services Management
- Natural Science Management
- Production Management/Line Supervision
- Public Relations/Image Management
- Sales Management
- Social & Community Service Management

APPENDIX 4

MANUFACTURING & PRODUCTION (Career Category)

- | Type Index | Type Index |
|---|---|
| <input type="checkbox"/> Clothing Production | <input type="checkbox"/> Machine Operators |
| <input type="checkbox"/> CNC Operations | <input type="checkbox"/> Metal Fabrications |
| <input type="checkbox"/> CNC Programing | <input type="checkbox"/> Metal/Plastic Machine Work |
| <input type="checkbox"/> Commercial & Industrial Design | <input type="checkbox"/> Printing & Binding |
| <input type="checkbox"/> Electromechanical Equipment/Instrument Prod/Repair | <input type="checkbox"/> Printing Press Operations |
| <input type="checkbox"/> Helpers, Laborers & Material Movers | <input type="checkbox"/> Production & Operators |
| <input type="checkbox"/> Industrial Engineering | <input type="checkbox"/> Quality Control/Inspection |
| <input type="checkbox"/> Industrial/Manufacturing Technology | <input type="checkbox"/> Tool And Die Making |
| <input type="checkbox"/> Leather Work, Shoemaking And Repair | <input type="checkbox"/> Upholstering |
| <input type="checkbox"/> Line Supervision | |

PERSONAL SERVICES (Career Category)

- | Type Index | Type Index |
|--|--|
| <input type="checkbox"/> Barbering/Cosmetology | <input type="checkbox"/> Home Assisting Management |
| <input type="checkbox"/> Home Assisting | |

SCIENCE, TECHNOLOGY, ENGINEERING & MATH (Career Category)

- | Type Index | Type Index |
|--|---|
| <input type="checkbox"/> Aeronautical /Astronautical Engineering | <input type="checkbox"/> Environmental Science |
| <input type="checkbox"/> Aerospace Technology | <input type="checkbox"/> Environmental Technology |
| <input type="checkbox"/> Atmospheric/Space Science | <input type="checkbox"/> Environmental/Environmental Health Engineering |
| <input type="checkbox"/> Bioengineering & Biomedical Engineering | <input type="checkbox"/> Materials Engineering |
| <input type="checkbox"/> Biological/Life Sciences | <input type="checkbox"/> Materials Science |
| <input type="checkbox"/> Chemical Engineering | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Chemical Technology | <input type="checkbox"/> Mechanical Engineering |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Mechanical Engineering Technology |
| <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Nuclear Engineering |
| <input type="checkbox"/> Civil Engineering Technology | <input type="checkbox"/> Nuclear Medical Technology |
| <input type="checkbox"/> Earth Science | <input type="checkbox"/> Nuclear/Radiologic Technology |
| <input type="checkbox"/> Electrical/Electronic Engineering | <input type="checkbox"/> Physics/Astronomy |
| <input type="checkbox"/> Engineering Management | |

TRANSPORTATION, DISTRIBUTION & LOGISTICS (Career Category)

- | Type Index | Type Index |
|--|--|
| <input type="checkbox"/> Air Traffic Control | <input type="checkbox"/> Rail Operations |
| <input type="checkbox"/> Airplane Piloting | <input type="checkbox"/> Truck, Taxi And Bus Driving |
| <input type="checkbox"/> Flight Attending | <input type="checkbox"/> Water Transportation |
| <input type="checkbox"/> Logistics | |