

# MICHIGAN TALENT BANK

## HELP for EMPLOYERS!

### ➤To Register Your Business:

1. Go to [www.michigan.gov/talentbank](http://www.michigan.gov/talentbank) to access the Michigan Talent Bank.
2. Mouse over to the **Employers** drop down menu and click on **Sign Up** or click on **New Employers Free Sign up** under the Looking for Employees? heading to establish your account.
3. Fill in the requested information. All fields marked with a red • dot are required.
4. Your Federal Employer Identification Number (**FEIN**) is mandatory and must be verifiable before access to the Talent Bank can be authorized.
5. Create a **User I.D.** and **Password**. (6 – 14 characters in length)
6. To help remember your Password, enter a Hint. Click on **Submit**.

### ➤To Modify Your Account Information:

1. Go to [www.michigan.gov/talentbank](http://www.michigan.gov/talentbank) to access the Michigan Talent Bank.
2. Mouse over the **Employer** drop down menu to access the menu options or login under the **Looking for Employees?** drop down menu.
3. Click on **Modify sign up**.
4. Make any changes needed and click on **Modify** at the bottom of the screen to save your changes.

### ➤To Search For Resumes:

1. Go to [www.michigan.gov/talentbank](http://www.michigan.gov/talentbank) to access the Michigan Talent Bank.
2. Mouse over the **Employer** drop down menu to access the menu options or login under the **Looking for Employees?** heading. (Enter your **User I.D.** and **Password**.)
3. Mouse over the **Employer** drop down menu and click on “**Resume Search**” for prospective employees from the Menu screen.
4. From the Search Criteria screen we recommend that you start with a **Text** search with the option to expand the criteria by **Job Location**, **Non-text** and/or **Job Titles**.

### ➤To Post a Job Order:

1. Go to [www.michigan.gov/talentbank](http://www.michigan.gov/talentbank) to access the Michigan Talent Bank.
2. Mouse over the **Employer** drop down menu to access the menu options or login under the **Looking for Employees?** drop down menu.
3. Click on **Enter Job Orders** to submit a new job order from the **Employer** menu screen.
  - Enter your **User I.D.** and **Password**.
  - Specify preferred method of contact.
  - Modify business contact information as needed.
  - Complete the following categories for the job order: **Job Description**, **Salary**, **Job Requirements** and **Posting Period**.
4. Click on **Submit** to update, resubmit or review an existing job order from the **Employer** Menu Screen.
  - View existing and previous job orders posted by **Job Title**, **Date Posted**, **Date Last Updated**, **Days Before Inactivation**, **Number of Positions Filled** and **Job Status**.
  - Click on the job title of the job order to modify information and resubmit.
  - A new job order will be created with the original inactive order remaining on the list. The new job order will contain a new Job Order Number.
5. All job orders submitted are available for referral of Veterans only (for the first 24 hours). After the 24-hour period has passed, the job order is accessible to all job seekers.

