CTHires Fact Sheet for Individuals

What is CTHires?

CTHires (Connecticut Helping Individuals and Employers Reach Employment Success) is the Connecticut Department of Labor’s new comprehensive workforce development system designed to provide integrated services via the Internet to individuals and employers 24 hours a day, 7 days a week.

CTHires can be accessed at www.CTHires.com

How does CTHires connect Individuals to available job opportunities?

CTHires offers individuals the ability to rapidly search for jobs based on multiple search criteria including location, occupation, industry, skills, education, employer name, and more. Unlike many other popular job boards, the postings in CTHires are quality, unduplicated job listings entered directly into CTHires by Connecticut employers or drawn from an employer’s website.

What services other than job search are available in CTHires?

CTHires presents individuals with Career Tools to analyze their unique skills and interests, as well as what is important to them in a job. For individuals with a significant skills gap, the system will direct them to available training programs to assist in closing that gap. In addition, CTHires offers labor market information in any local area, occupation or industry. Individuals can compare current job postings against typical wage rates and other detailed information for specified occupations.

How can CTHires assist Individuals in creating an online résumé?

The Résumé Builder component of CTHires takes the guesswork out of creating a professional résumé. It helps individuals build a résumé step-by-step by gathering essential background information and arranging skills, employment history, education and other essential information in an organized format for prospective employers to view. Individuals can also automatically import an existing résumé from a variety of electronic formats and use this data to perform targeted job searches. In addition, CTHires features templates to assist individuals in creating cover letters, follow-up and networking letters.

Is CTHires equipped with automated job search capabilities?

The Virtual Recruiter component of the system allows individuals to save a job search and run it periodically to identify new job postings that match their search criteria. Job search results are sent to the individual’s CTHires message box, or email. Users may modify the frequency of the search or manually enable/disable the Virtual Recruiter at any time.

Does CTHires have Education and Training resources for Individuals?

Yes. CTHires allows both individuals and employers to explore current training providers and programs online. Users can find training to fill a skills gap or prepare them for a new career. The system provides the capability to perform a side-by-side comparison of a provider’s tuition, fees, completion rates, wages and placement rates.

www.CTHires.com
How to Create a Virtual Recruiter in CTHires as an Individual

Virtual Recruiter allows individuals to save a job search and run it periodically to identify any new job postings that fit the search criteria. Results are reported to the individual’s message box in CTHires or to their email address.

Steps to create a Virtual Recruiter:

1. In order to create a Virtual Recruiter in CTHires, you must be a registered user of CTHires. If you are not registered, go to www.CTHires.com and click on the link “Not Registered?” Under Option 3, Create a User Account, click on “Individual”. Follow the steps to create an individual registration.
2. Under the Quick Menu tab in the left navigation bar, click on the Job Search tab.
3. Select the desired job search method. For example, one search method is “Quick Job Search”.
4. Enter your Search Criteria, and then click on the Search button.
5. The job search summary page will display search results. Click on the Save Search button at the bottom of the page. Note: If you receive a message that your job search criteria are too broad, narrow your search criteria.
6. Complete the following required fields in the Virtual Recruiter Information section:
   - Title of Virtual Recruiter Alert
   - How often to run
   - Notification Method
   - Expires on
7. Click on the Save button.