

# 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](http://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, salary, 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, email or as a text message to a mobile device. 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.