



Preparing for Your Virtual RESEA Meeting

You must complete the following steps 3 business days prior to your scheduled virtual meeting:

Step 1. Review this link for an overview of the RESEA program at [RESEA Orientation](#)

Step 2. Complete registration at this link for [CTHires](#), the Department of Labor's employment services system.

A partial registration was created for you in CTHires because of filing your claim for unemployment benefits. Please use the username and password that were sent to you from CTHires "techsupport@geosolinc.com" in two (2) separate emails, to log into CTHires and complete the remainder of the registration.

If you need help completing your registration or cannot locate your username and password from your email, please call the American Job Center listed on your notification immediately for assistance. Do not wait for your appointment.

Step 3. Complete the Background Tab in CTHires. Please have the following information available to assist you in completing this section:

Education and Training, Occupational Licenses & Certificates, 10 Years of Employment History, Desired Occupation(s), Desired Job Type, Desired Location, Desired Salary, Driver's License Information, Languages & Proficiency, Security Clearance, etc.

Work Search Efforts:

File your weekly certification and work search efforts on the **Sunday prior to your RESEA meeting**. Your work search efforts must be entered in ReEmployCT to be reviewed during the RESEA meeting.

All information will be reviewed during the meeting. If you have not provided the information requested, or you are late in joining your meeting, you will need to be rescheduled. This may result in an **indefinite disqualification** of benefits until you participate in the meeting.

If using a mobile phone to participate, please download the Microsoft Teams App prior to your scheduled meeting.

Identification (ID) must be shown on camera and be a:

- Valid, unexpired, physical ID, not a picture or photocopy of the ID.

The following are acceptable with photo:

- Any state issued ID (driver's license, state ID, pistol permit)
- Military ID
- Passport

Please log in 10 minutes before your Microsoft Teams meeting. Your invite link is in the email titled "Department of Labor - Notice of Mandatory Meeting." To join your meeting, please open the Teams invite and click on the link that says, "Click here to join the meeting" located at the bottom of the invite.

If you have any questions or are experiencing any technical difficulties the day of your mandatory meeting, please call immediately, the American Job Center listed on your notice.

We encourage you to sign up at [Employer Events & Career Fairs](#) for recruitment and hiring event information delivered to your email!