

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.

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 claim and work search efforts on the **Sunday prior to your RESEA meeting**. Your work search efforts will 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.

On the date and time of your RESEA meeting, please go to your email and select your Microsoft Teams meeting with subject line "Department of Labor - Notice of Mandatory Meeting".

Please log in 5 minutes before your Microsoft Teams meeting.

There are 3 options to join:

1. Click on the [Click here to join the meeting](#) link if joining by web. (Recommend joining by web to display documents for review and show other relevant information.)
2. Click on the audio link with conference ID# to auto dial in to your meeting.
3. Dial the number direct and enter the phone conference ID#.

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