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CTHires Fact Sheet for Individuals

CTHires (Connecticut Helping Individuals and Employers Reach Employment Success) is the Connecticut Department of Labor's 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

A Virtual Recruiter allows you to save a job search in CTHires and run it periodically to identify any new job postings that fit your search criteria. Results are reported to your message box in CTHires or to your personal email address.

You may modify the frequency of the search or manually enable/disable the Virtual Recruiter at any time.

Steps to create a Virtual Recruiter:

1. 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 “**Sign In/Register**” button. Scroll down and click on “**Individual Registration**” button to create an account. Follow the steps to create an individual registration.
2. Sign into your CTHires account. From your Dashboard click on the **Menu** link next to the CTHires logo in the upper left corner of the screen. Scroll down to the **Quick Menu** tab, click on **Job Search**.
3. In the first keyword box, enter the Job Title, Company, or Occupation (ex: Computer Programmer or Travelers). In the second keyword box, enter a City, State or Zip Code (ex: Hartford or Connecticut). Click on the **Quick Search** button next to the second box.
4. The job search summary page will display search results. Click on the **Save as Virtual Recruiter** button at the bottom of the page.
5. Complete the following required fields in the **Virtual Recruiter Information** section:
 - Title of Virtual Recruiter Alert
 - How often to run
 - Notification Method
 - Expires on
6. Click on the **Save** button.

Let's find your next job!



DEPARTMENT OF LABOR JOB BANKS

CTHires	https://www.cthires.com
National Labor Exchange	https://www.usnlx.com

WEBSITES FOR JOB SEEKERS

LinkedIn	https://www.linkedin.com
Indeed	https://www.indeed.com
Career Builder	https://www.careerbuilder.com
Glassdoor	https://www.glassdoor.com
CareerOneStop	https://www.careeronestop.org
ZipRecruiter	https://www.ziprecruiter.com

WEBSITES FOR GOVERNMENT EMPLOYMENT

State of Connecticut Jobs	https://portal.ct.gov/das
U.S. Federal Government	https://www.usajobs.gov

WEBSITES FOR VETERANS

National Labor Exchange-Veterans	https://veterans.usnlx.com
Recruit Military	https://recruitmilitary.com
CareerOneStop	https://www.careeronestop.org/veterans

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Labor Market Information (LMI) Resources

This desk aid will help you find specific occupational information that can assist you with your job search. You can search for employers and wages by occupation or visit the O*Net Online website for wages and employment outlook information.

How to Search for Employers by Occupation

- Click on <https://www1.ctdol.state.ct.us/lmi/empsearch.asp> to access the CT Department of Labor Department's Labor Market Information (LMI) website.
- Click on the field "By Occupation".
- Enter an occupation in the keyword box (ex. Sales). Then click on the Search Now button.
- Select an Occupation (ex: Bookkeeping, Accounting, and Auditing Clerks).
- Select a Region.
- Select Company Size.
- Click on the Search Now button.
- Click on a specific Industry Group (ex. Business Support Services).
- Click on an employer's name. This will provide you with the employer's name, address, phone number, website, and industry description.
- Print or close the page.

How to Search for Wages by Occupation

- Click on <https://www1.ctdol.state.ct.us/lmi/index2.asp> to access the Office of Research's Labor Market Information (LMI) website.
- In the top mid-section of the LMI page, find the header "Connecticut-LMI Online Resources".
- Under Occupational Employment and Wage Statistics, Click the drop down list to find an occupation, then click on the specific occupation.
- The resulted page will have a brief description of the occupation, top employing industries, best paying industries, and median wage history.

How to Search O*NET OnLine for Wages & Employment Outlook

O*Net OnLine, a national resource sponsored by the U.S. Department of Labor, provides job seekers with career exploration and job analysis for specific occupations.

- To access the O*Net OnLine website, click on <https://www.onetonline.org>
- Under Occupation Keyword search, enter a keyword (ex. Engineering).
- Select the occupation code.
- Results yield occupation specific information such as tasks, technology skills, work activities, etc.
- You can also search occupations under Find Occupations and then select by Bright Outlook, Career Cluster, STEM, or All Occupations. Each choice will yield you a list of occupations in that category.



Laid off and need additional training or assistance finding employment?

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded reemployment program offering the following benefits:

- Customized Job Search Support
- Funds for short-term classroom or online training or certifications
- On-the-job training incentives for employers to hire Dislocated Workers
- Supportive services for childcare and transportation expenses

To explore your eligibility for WIOA, please call 860-263-6580 or email us at dol.rapidresponse@ct.gov.