

NEXT STEPS AFTER SUBMITTING YOUR MANUFACTURING PIPELINE APPLICATION

SKILL UP FOR MANUFACTURING

The Manufacturing Pipeline Initiative provides short-term job training (5 weeks) **and** job placement for eligible people interested in the Manufacturing industry. Interested?

HERE ARE YOUR NEXT STEPS

1. _____ **Sign up for the Manufacturing Skills Inventory session.**
 - a. _____ You will get an automated email with instructions after you submit your application.
 - b. _____ Haven't completed your application? Click here: <http://www.workforcealliance.biz/skillup>
2. _____ **Attend the Manufacturing Skills Inventory Session for which you registered.**
3. _____ **Go to the CT Department of Labor Website: <http://www.CTHIRES.com>**
 - a. _____ **Sign in** or if you don't have a password, select **'Not Registered?'** on the right side of the screen. **American Job Center computer labs are open 8:30-4:30 M-F to log-in to CTHires.**
 - b. _____ **Complete** the *"personal"* or *"general information"* to start your profile.
 - c. _____ Find the **"Background Wizard"** or **"My Background"** link. Fill out as completely as possible.
 - i. Pay special attention to the **Job Skills Section**.
 - ii. At minimum, complete the tabs for *"General"*, *"Construction"*, and *"Skilled Trades"*.
4. _____ **Create or Upload your Resume** (*Do your best- additional help is available*).
 - a. _____ Find the **"Job Seeker Services"** section on your profile, select **"Resume Builder"**, and **create a title** for your resume.
 - i. You have **3 options** to create your resume:
 - Use **Resume Builder** to fill out necessary information to create your resume.
 - **Upload your Resume** (MS Word format recommended. Not PDF)
 - **Copy and Paste your resume** to the CTHIRES site.

Need help? Sign up for a [Hands-On Resume Workshop at an American Job Center in New Haven or Meriden.](#)

Applicants who average 70 or better on the Manufacturing Skills Inventory, with ALL the above steps completed, will be contacted to attend an Intake Session to:

1. Determine eligibility for training
2. Decide if you want to pursue training or job search

Remaining applicants will ALL the above steps completed will be offered an Education Refresher calls, or given referrals to American Job Center services.