

## Next Steps after submitting your Manufacturing Pipeline Application

### Manufacturing Pipeline Initiative

The Manufacturing Pipeline Initiative provides short term job training (5 - 10 weeks), **and/or** direct job placement, for people interested in the Manufacturing industry. The primary hiring employer is Electric Boat, although there are also opportunities for jobs with other manufacturing employers in the Eastern CT Region.

Interested? **Here are your next steps.**

1. \_\_\_\_\_ **Sign up for the Manufacturing Skills Inventory Session.**
  - 1. You will get an automated email with instructions after you submit your application.
  - 2. Haven't completed your application? Click here: [Manufacturing Pipeline Application](#)
2. \_\_\_\_\_ **Attend the Manufacturing Skills Inventory Session you registered for.**
3. \_\_\_\_\_ **Complete a Profile on the Electric Boat Website:** <http://www.qdeb.com/careers/>  
*(Skip this step if you are NOT looking for employment at Electric Boat).*
  - 1. Apply to specific positions you are interested in by clicking the “Search Jobs” button..
  - 2. Also apply to the “Talent Pool” to maximize your opportunities for hire:
    - Scroll to the bottom of the page – click “Join Our Talent Pool” button.
    - Enter your **Email Address**.
    - **Select jobs** you are interested in.
    - Scroll to the bottom of the page and click, **Continue**.
    - Upload your **Resume!**
    - **Complete a profile** if you want to receive job notices & updates
4. \_\_\_\_\_ **Go to the CT American Job Center Website:** <https://www.cthires.com/>
  - 1. **Sign In**, or, if no password, select “Not Registered?” on the right side of the screen.
  - 2. **Complete** the “personal” or “general” information to start your profile.
  - 3. Find the “Background Wizard” or “My Background” link. Fill out as completely as possible.
    - Pay special attention to the **Job Skills Section**.
    - At minimum, complete tabs for “General”, “Construction” and “Skilled Trades”.
5. \_\_\_\_\_ **Create or Upload your Resume**
  - 1. Find the “Job Seeker Services” section on your profile. Select “Resume Builder” and **create a title** for your resume.
  - 2. There are **3 options** to create your resume:
    - Use the **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** [CTHires Resume Builder Workshop](#)
6. \_\_\_\_\_ **Manufacturing Skills Inventory Results- Check your email!**
  - 1. Applicants **averaging 70 or better** will be contacted to attend an **Orientation Session** and will be given information about training and job search options.
  - 2. Applicants **averaging between 40- 69** will be contacted and offered an **Education Refresher Class** and a chance to re-take the Skills Inventory or be referred to other services.
  - 3. Applicants **averaging below 40** will be contacted and referred to other **American Job Center services**.