

## **Next Steps after submitting your Manufacturing Pipeline Application**

### **Manufacturing Pipeline Initiative**

The Manufacturing Pipeline Initiative provides short term job training (4 – 12 weeks), **and/or** direct job placement, for Unemployed or Underemployed 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.gdeb.com/careers> (Skip this step if you are NOT looking for employment at Electric Boat).**
  - 1. Apply to any positions you are interested in being trained in.
    - Tip - If you *don't know* which jobs you want to apply for, apply for the job title "**Future Notifications, #2016-8183**"
  - 2. Upload your Resume!
4. \_\_\_\_\_ **Go to the CT Department of Labor Website: <http://www.CTHires.com>**
  - 1. **Sign In**, or, if you don't have a 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 (Do your best– additional help is available).**
  - Find the "Job Seeker Services" section on your profile, select "Resume Builder", and create a title for your resume.
  - You have 3 options to create your resume:
    - 1) Use the **Resume Builder** to fill out necessary information to create your resume.
    - 2) **Upload your Resume** (MS Word format recommended, not PDF).
    - 3) **Copy and Paste your resume** to the CTHires site.
  - Need help? Sign up for a CTHires [Resume Builder Workshop](#)
6. \_\_\_\_\_ ***Applicants who average 70 or better on the Manufacturing Skills Inventory, with ALL the above steps completed, will be contacted to attend an Information Session to:***
  - 1. Get information about upcoming training sessions.
  - 2. Decide if you want to pursue **Training** or **Job Search**.
7. \_\_\_\_\_ ***Remaining applicants with ALL the above steps completed will be offered Remediation, or given referrals to American Job Center services.***

