**NEXT STEPS AFTER SUBMITTING YOUR SKILL UP FOR MANUFACTURING APPLICATION**

Skill Up for Manufacturing provides short-term job training (5 weeks) and job placement for eligible people interested in the Manufacturing industry.

**HERE ARE YOUR NEXT STEPS**

1. ___________ Sign up for the Manufacturing Skills Inventory session.
   a. ____ You will get an email from Workforce Alliance staff after you submit your application with date options for a Manufacturing Skills Inventory Session and instructions for how to create a CTHires account and self-register for the date of your choice.
   b. ____ Haven’t completed your application? Click here: www.workforcealliance.biz/skillup

2. ___________ Go to CTHIRES Website: [http://www.CTHIRES.com](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.
   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.”

3. ___________ Attend your chosen Manufacturing Skills Inventory Session.

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](http://www.CTHIRES.com) at either the New Haven or Meriden American Job Centers. Use your CTHIRES account, or call (203) 624-1493 or (203) 238-3688.

*Applicants who average 70 or better* on the Manufacturing Skills Inventory, with ALL the above steps completed, will be contacted to attend an Eligibility/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 class, or given referrals to American Job Center services.