



## Registering for a CTHires Account

CTHires offers job seekers the ability to search for jobs based on multiple search criteria including location, occupation, industry, skills, salary, employer name, and more.

Basic job searches can be done without registering for an account but to get further job details, to apply for openings and utilize the sites many services, such as post a résumé online, find career guidance, search for training and education programs, and find information on local employers, you must register for an account.

### Create a CTHires Account

1. Go to [CTHires.com](http://CTHires.com) and click on Sign In.
2. Go to Option 3 – Create a User Account.
3. Click on Individual.
4. Choose one of the registration types:
  - a. Comprehensive Registration (recommended)  
Select this option to complete a comprehensive registration process that results in full access to all the features available in this system.
  - b. Register with a Résumé  
Select this option to use an existing Résumé document that you will upload into the system to prefill a progressive registration process which will allow you access to some features available in the system.
5. Complete the application. Note that items marked with \* are required. Move to the next page by clicking on the Next button and submit the completed application by clicking on Finish at the end.
6. You will now be in your Individual Workspace where you may utilize the CTHires features.