CTHires Employer Registration/Job Posting Guide

To Log into CTHires

If you don't have an account:

1. On the CTHires home page, click the **Not Registered** link under the **Sign In** button.
2. Under Option 3-Create a User Account, click on the Employer link.
3. Follow the steps and fill in all required (*) fields. Make sure you enter the correct FEIN for your company.

If you have an account:

1. On the CTHires home page, enter your Username and Password, and then click on **Sign In**.
2. If you forgot your Username and/or Password, click on the link **Forgot Username and/or Password?**
3. Select from the three options to retrieve Username and/or Password.

To Post a Job Order

1. On the CTHires home page, under the Quick Menu tab, click on **Manage Jobs**.
2. At the bottom of the next screen, click on **Add New Job Order**.
3. Enter the **Job Title** and select the **Job Occupation**. Click on the Next button.
4. Select the **Work Site** location and **Contact Person** for the job. Click on the Next button.
5. Enter Job Details and click on the Next button.
6. Enter a detailed job description. Click on the Next button.
7. Select the appropriate radio buttons for **Skills Set**. Enter information in the **Tools and Technology Skills** and **Other Skills** field if needed. Click on the Next button.
8. For the **Select Skills for Job Order**, **Current Technology** and **Current Tools** fields, select information if applicable. Click on the Next button.
9. Enter information for **Hiring Requirements**, **Minimum Education, Experience & Age Requirements**, and **Driver's License Requirements**. Click on the Next button.
10. Enter information for the fields **Compensation Hours** and **Benefits Offered**. Click on the Next button.
11. Identify **Job Application Methods Accepted**, **Job Applicant Information Needed** and **Applicant Notification Method**. Click on the Next button.
12. Under **Job Order Upload Options**, check the box next to US Jobs to give your job order maximum visibility (highly recommended).   Enter information for the field **Other information** if applicable.
13. Click on **Finish.**

To Edit an Existing Job Order

1. On the CTHires home page, under the Quick Menu tab, click on **Manage Jobs**.
2. Click on the **Edit** link under the Action column for the job order you wish to edit.
3. Edit the applicable section by clicking on the Edit links in the section you wish to update.
4. Update the desired fields and click on **Save**.