




Job Searches on CTHires

Basic job searches can be done without registering for an account on CTHires but to get further job details, to apply for openings, use the Virtual Recruiter, and create or upload a resume you must register. To register go to CTHires.com and click on Sign In.

There are several ways to search for jobs on CTHires including Quick Search, Advanced, Intelligent, Employer, Education, Skills, Resume and Job Number. Each page of the searches offers Help Topics by clicking  on the Help Icon.

To begin searching go to CTHires.com.

- If you have an account, sign in and go to Job Search in the Job Seekers section on your dashboard.
- If you do not have an account, click on Job Seekers Find A Job from the home page of the CTHires site.

Here are overviews of some of the basic searches to get started.

Quick Search

1. Click on the Quick tab.
2. You can do a real quick, simple search by entering just keyword and/or location.
3. To refine the basic search you have several options including refining the occupation, minimum salary, education level and dates posted.
4. When you have your search criteria, set click on Search.

Job Number Search

1. Click on the Job Number Search tab.
2. Enter the Job Number of the job you would like to see. You may see Job Numbers referred to in postings or emails from the Center for Job Placement and College Opportunities or you may see them in communications from employers, Department of Labor, etc.
3. You may also choose from some Filter Options.
4. When you have your search criteria, set click on Search.

Search by Education

1. Click on the Education tab.
2. Set your options in all or any of the four categories.
3. When you have your search criteria, set click on Search.

Virtual Recruiter

Virtual Recruiter allows you to save a job search and run it periodically to identify any new job postings that fit the search criteria. Results are reported to your message box in CTHires or to your email address. You must be registered to use this feature.

To set a Virtual Recruiter perform a job search, click on the Save Search button on the bottom of the search summary page, fill in the required information and click Save.