



IN PARTNERSHIP WITH



HIRE360 CANDIDATE INTAKE PROCESS

HIRE360 connects applicants to the resources they need to become a competitive candidate in the application process for high-wage, union jobs throughout the Chicago region. Application requirements vary by trade, with each needing specific personal documentation, fees, interviews and tests, and financial support is available for eligible candidates. The program ensures that candidates receive the tools and information they need throughout the entire process, from application submission to apprentice selection.

1



Complete a HIRE360 Assessment online at HIRE360chicago.com. Candidates will be contacted about next steps by email.

2



Candidates will be invited to an orientation where they will be asked to bring: Drivers License or State ID; Birth Certificate or other proof of U.S. Work Authorization; Social Security Card; Proof of education level such as High School Diploma, GED or transcripts.

3



At orientation, **Candidates will learn about our apprenticeship prep offerings** (case management, classes/workshops and training opportunities) and take a practice test to start preparing them for the apprenticeship application process.

4



Case Managers will provide guidance, career planning and follow-up services as they help candidates develop and execute a plan to join an apprenticeship.

5



Candidates accepted into apprenticeship programs will be provided follow-up and retention supports including financial assistance for tools, boots and other supplies they need as they start their new career.

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