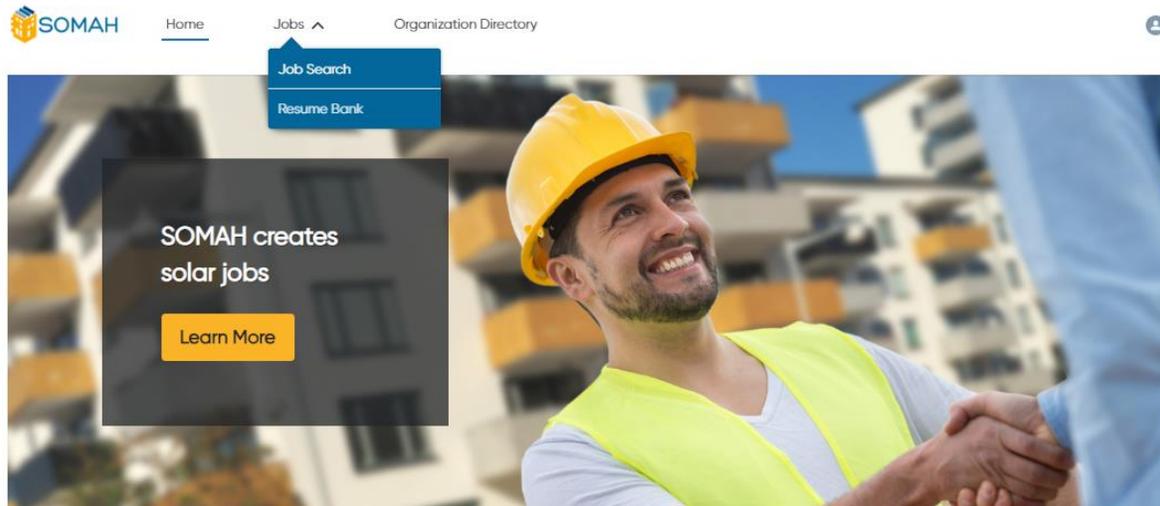


Sign up for the SOMAH Job Training Portal



The Solar on Multifamily Affordable Housing (SOMAH) Program provides paid solar job training opportunities for eligible job trainees and residents of properties where SOMAH projects take place. The job training portal is an online portal where you can connect with participating SOMAH contractors, upload your resume into the resume bank, and apply for open jobs.

These step-by-step instructions will guide you through the following processes:

- Step 1: [Fill out the job trainee intake form](#)
- Step 2: [Upload your resume into the Resume Bank](#)
- Step 3: [Search for open job training opportunities](#)
- Step 4: [Search for SOMAH-eligible job training organizations](#)

More information on SOMAH job training opportunities can be found at www.calsomah.org/jobs.

Step 1: Fill out the Job Trainee Intake Form:<https://www.ca-somah.org/jobportal/s/self-register?locale=us>

- 1) Fill out your contact information and set your password for your account. Required questions are marked with a red asterisk (*).

SOMAH Job Trainee Intake Form

The following information is collected by the SOMAH Program Administrator for the purposes of data analysis and will never be shared with prospective employers. Your responses will not impact your ability to participate in the SOMAH program. You may decline to answer any demographic questions. Once you complete the intake form, you will receive a confirmation email with a link to the job training portal where you can upload your resume to the resume bank and apply for jobs.

CONTACT INFORMATION

* Name

Test First Name

Test Last Name

* Address

1234 Old Town Rd

City

Oakland

State

CA

* Zip

94608

Primary Phone

510-913-9402

Secondary Phone

951-465-2865

* Primary Email Address

workforce@calsomah.org

Secondary Email Address

ingrid.murillo@calsomah.org

* Password ⓘ

.....

* Confirm Password

.....

* Are you a current resident of a building on which a SOMAH project is taking place?

Yes
 No

- 2) If you are a resident of a property where a SOMAH project is taking place, select “Yes”. If you are not a resident of a SOMAH property or are unsure, select “No”.

TRAINING AND EDUCATION

* Job training program

California Conservation Corps - Southern CA

* How long is your job training program?

(eligible SOMAH job trainees must receive at least 40 hours of training from an eligible job training program)

- Under 40 hours of instruction
 Over 40 hours of instruction

Job training program address

4366 South Main Street
Los Angeles, CA 90037

* When did you graduate from this program? If currently enrolled please give your expected graduation date

06/21/2021

* Please select your highest level of education

Select at least one

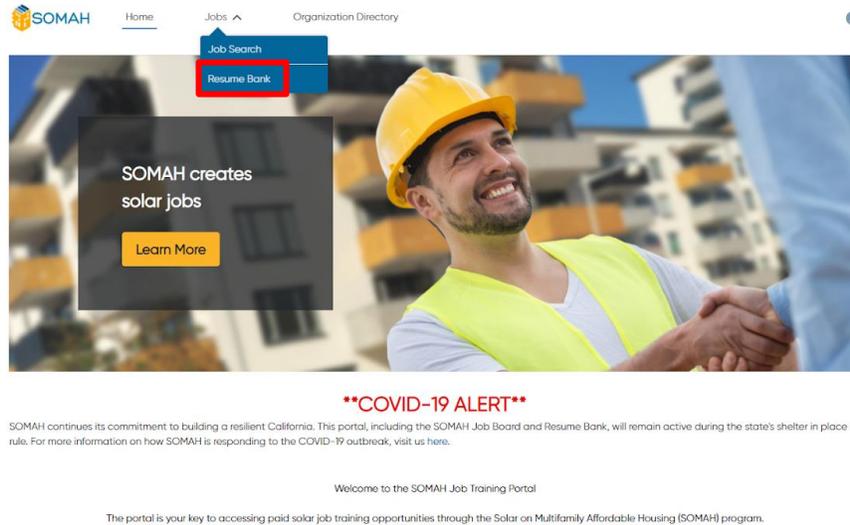
- No diploma or GED received
 High School or GED
 Technical School/Pre-Apprenticeship
 Apprenticeship Program
 Associates
 Bachelors
 Masters
 Phd

- 3) Under **Training and Education**, select the name of your solar or green building construction training program or educational course under “Job training program”.
- Use the drop-down menu to find your training program.
 - If your program is not listed, select “Other” and type in your program name into the text box.
 - If you are a resident of a SOMAH property, this question will be optional.
- 4) For the next question, select the total duration of your training program or educational course, even if you have not yet completed all hours: Under 40 hours or Over 40 hours.
- If you are a resident of a SOMAH property, this question will be optional.
- 5) Enter the address of your job training program address.
- If you are a resident of a SOMAH property, this question will be optional.
- 6) Select the date that you completed or will complete your training program or educational course.

- a) If you are a resident of a SOMAH property, this question will be optional.
- 7) Select your highest level of education.
- 8) Under **Demographics**, complete the required demographic questions. **This information is collected by the SOMAH Program administration team for analysis purposes and will not be shared with contractors or shared publicly.** This section includes questions about:
 - a) Date of birth
 - b) Gender
 - c) Race/ethnicity
 - d) Justice-system involvement
 - e) Government assistance
 - f) Barriers to employment
- 9) Under **Employment History**, enter your employment information
- 10) Once you **submit** the form, you will be automatically logged into the portal, and you will receive an email from “**SOMAH Jobs Community**” confirming your account. If you do not receive the email, please contact workforce@calsomah.org or call the SOMAH workforce phone number: 510-913-9402.

Step 2: Upload your resume into the Resume Bank.

- 1) Under the Jobs tab in the top menu, select **Resume Bank**.



- 2) At the top of the page, you can upload your **resume and cover letter** expressing your experience and interests in the solar industry. The resume and cover letter must be in PDF format.
- 3) Select the file then be sure to click on **Upload**.

UPLOAD RESUME / COVER LETTER

Resume (PDF format only)

Staci test resume.pdf

Cover Letter - Optional (PDF format only)

Staci test cover letter.pdf

*We maintain only one resume and one cover letter per candidate. If you'd like to update either, simply upload your new revision. The files need to be in PDF format. For instructions on how to convert documents to PDF format click [here](#)

- 4) If the file successfully uploaded, it will appear under Documents with the date and time that it was uploaded.

UPLOAD RESUME / COVER LETTER

Resume (PDF format only)

Staci test resume.pdf

Cover Letter - Optional (PDF format only)

Staci test cover letter.pdf

*We maintain only one resume and one cover letter per candidate. If you'd like to update either, simply upload your new revision. The files need to be in PDF format. For instructions on how to convert documents to PDF format click [here](#)

Documents	
NAME	LAST MODIFIED DATE
Resume_SOMAHTest1.pdf	7/8/2019, 05:54 PM
Cover Letter_SOMAHTest1.pdf	7/8/2019, 05:54 PM

- 5) Be sure to check the box for "Resume Bank Opt-in". This makes your profile and resume visible to participating solar contractors.

SOMAH Home Jobs Organization Directory

Enter your information and upload your resume below. Your resume will appear when contractors search for job trainees. SOMAH contractors can review all resumes on the resume bank and may contact you regarding paid job training opportunities.

Resume Bank Profile Save

RESUME BANK PROFILE

Name
Staci SOMAHTest1

Resume Bank Opt-in I am interested in participating in the Resume Bank. I am interested in getting contacted by the Partner Network about job opportunities. Terms and conditions.

Phone
94608

Desired Solar Job Positions 1

- Installation
- Design
- Sales
- Marketing
- Administration
- Other

Other Job Type Interest

- 6) You can replace the document with an updated version at any time by selecting the file from your computer and clicking on "Upload New Version."
- 7) Enter your zip code so contractors can see if you reside in a location where a SOMAH project is taking place.
- 8) Select your desired solar job positions. To select multiple options, hold the Ctrl button (Command on MAC) while selecting options.
- 9) There are optional fields to enter your most recent employment information, certifications, job training information, and education.
- 10) Be sure to click on **Save** below the Education section.

EDUCATION

Highest Level of Education College/University

Bachelors SF State

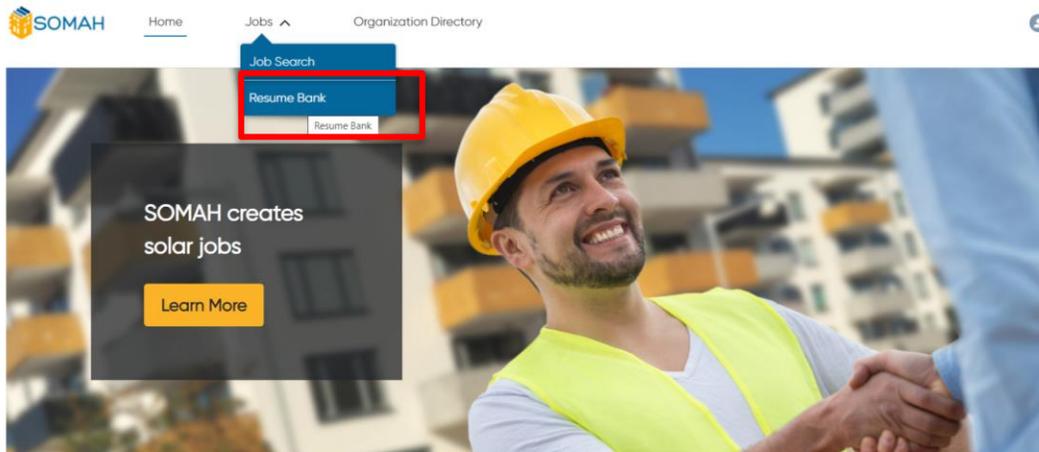
Major Graduation Year

Engineering 2010

Save

Step 3: Search for open job training opportunities.

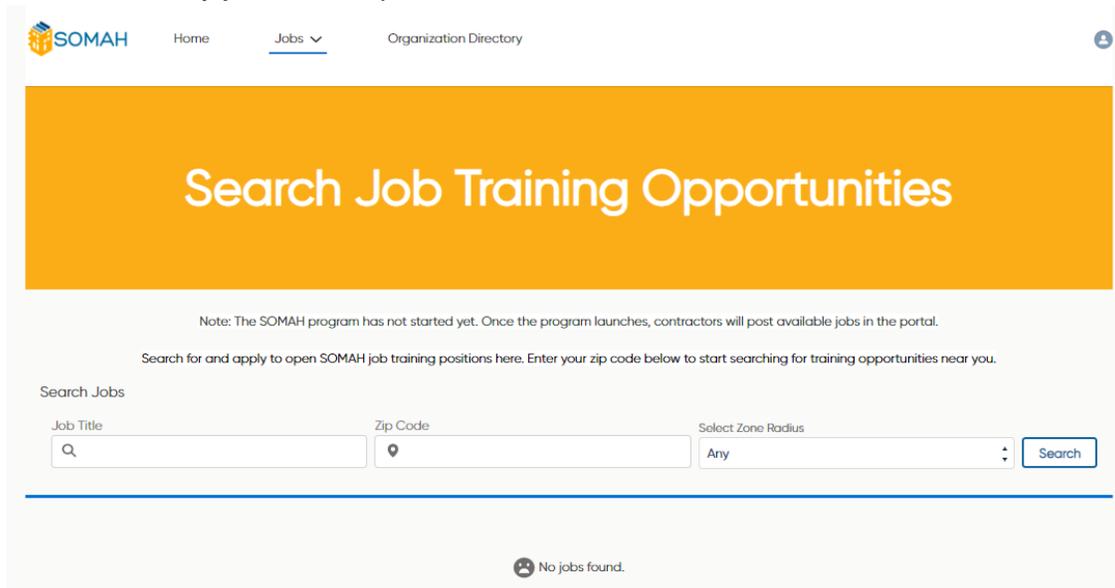
- 1) Click on the Jobs tab at the top of the page, then click on **Job Search**.



****COVID-19 ALERT****

SOMAH continues its commitment to building a resilient California. This portal, including the SOMAH Job Board and Resume Bank, will remain active during the state's shelter in place rule. For more information on how SOMAH is responding to the COVID-19 outbreak, visit us here.

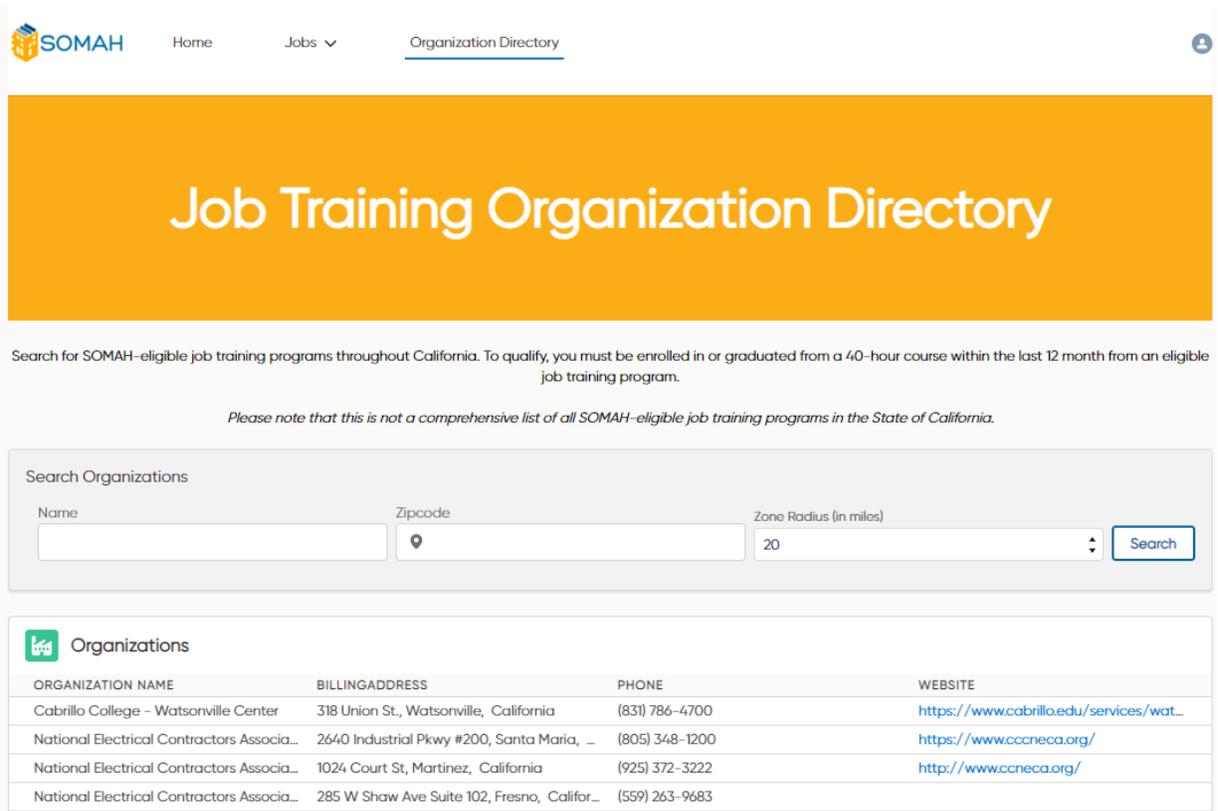
- 2) When contractors have available jobs, they will post jobs on the portal. You can search by job title or zip code radius.

A screenshot of the SOMAH website's job search interface. The page has a large orange header with the text 'Search Job Training Opportunities'. Below this is a note: 'Note: The SOMAH program has not started yet. Once the program launches, contractors will post available jobs in the portal.' Underneath is a search form with the following fields: 'Job Title' (with a magnifying glass icon), 'Zip Code' (with a location pin icon), and 'Select Zone Radius' (with a dropdown menu showing 'Any'). A 'Search' button is located to the right of the 'Select Zone Radius' field. Below the search form, it says 'No jobs found.'

- 3) When you find a job that interests you, click on "Apply to Job." You will be prompted to upload your resume and cover letter again. Be sure to make your cover letter specific to the position and company you are applying to. Both documents must be in PDF format.
- 4) Contractors will contact you if they think you are a good fit for the position.

Step 4: Search for SOMAH-eligible job training organizations.

- 1) Click on "**Organization Directory**" from the menu at the top of the page.
- 2) Browse job training organizations that offer SOMAH-eligible solar and green building construction training and education programs.
- 3) Search by organization name or zip code radius.



The screenshot shows the 'Organization Directory' page on the SOMAH website. At the top, there is a navigation bar with 'Home', 'Jobs', and 'Organization Directory' (which is underlined). Below the navigation bar is a large orange banner with the text 'Job Training Organization Directory'. Underneath the banner, there is a search instruction: 'Search for SOMAH-eligible job training programs throughout California. To qualify, you must be enrolled in or graduated from a 40-hour course within the last 12 month from an eligible job training program.' A note follows: 'Please note that this is not a comprehensive list of all SOMAH-eligible job training programs in the State of California.' Below this is a search form titled 'Search Organizations' with three input fields: 'Name', 'Zipcode' (with a location pin icon), and 'Zone Radius (in miles)' (with a dropdown arrow and the value '20'). A 'Search' button is to the right of the fields. Below the search form is a table titled 'Organizations' with the following data:

ORGANIZATION NAME	BILLINGADDRESS	PHONE	WEBSITE
Cabrillo College - Watsonville Center	318 Union St., Watsonville, California	(831) 786-4700	https://www.cabrillo.edu/services/wat...
National Electrical Contractors Associa...	2640 Industrial Pkwy #200, Santa Maria, ...	(805) 348-1200	https://www.ccneca.org/
National Electrical Contractors Associa...	1024 Court St, Martinez, California	(925) 372-3222	http://www.ccneca.org/
National Electrical Contractors Associa...	285 W Shaw Ave Suite 102, Fresno, Califor...	(559) 263-9683	