



# CONCORD CAREER CENTER November 2018

Computers, Fax & Copiers Available till 4:45pm  
**HOURS Monday-Friday 8:30 AM – 5:00 PM**  
4071 Port Chicago Hwy., Suite 250  
Concord, CA 94520  
(925) 671-4500  
Register at: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)  
Visit our Website: [www.eastbayworks.com](http://www.eastbayworks.com)

## NOT SURE WHERE TO START?

Come to **WIOA Info Session**

Wednesday, November 21, 2018 at 1:30 pm

*Let us know if you are...*

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

**DAILY TOURS** at 10:00 am & 1:00 pm

*Orientación en Español cada Miércoles a las 11:00 am*

- Career Assessments ♦ Skill assessments ♦ Typing tests
- Experience Unlimited (EDD-sponsored networking group)

## TECH TOOLS

### Email for Job Search

Friday, November 16<sup>th</sup>, 2018 ~ 2:00 pm–3:00 pm

### Medi-Cal & Covered California by Appointment

Please sign up for an appointment at the Front Desk

### Cal Fresh by Appointment

Please sign up for an appointment at the Front Desk

### Career Coaching by Appointment

Please sign up for an appointment at the Front Desk

### Résumé Review by Appointment

Please sign up for an appointment at the Front Desk

### Dept. of Rehabilitation by Appointment

Please sign up for an appointment at the Front Desk

## JOB SEARCH BASICS

### Interviewing Techniques

Thursday, Nov. 15<sup>th</sup>, 11:30 am–1:00 pm

### Job Search Strategies

Wednesday Nov. 14<sup>th</sup>, 10:00 am–12:00 pm

Thursday, Nov. 15<sup>th</sup>, 3:00pm–4:30 pm

### Networking Skills

Tuesday, Nov. 13<sup>th</sup> 3:00 pm–4:00 pm

Thursday, Nov. 29<sup>th</sup> 3:00 pm-4:00 pm

### Résumé Basics

Tuesday, Nov. 13<sup>th</sup> 10:00am–11:00am

### CCWC Résumé Writing

Tuesday, Nov. 27<sup>th</sup>, 2:00 pm-3:00 pm

### CCWC Job Search in CalJOBS

Thursday, Nov. 29<sup>th</sup>, 2:00 pm-3:00 pm

## On Site Recruitments

Announcements are posted online at  
[www.eastbayworks.com](http://www.eastbayworks.com)

Flyers are available in the Resource Room  
with updated information.

## BEYOND THE BASICS

### Applying for Government Jobs

Friday, Nov. 9<sup>th</sup>, 2:00 pm-3:00 pm

Friday, Nov. 30<sup>th</sup>, 2:00 pm-3:00 pm

### California Training Benefits (CTB)

Wednesday, Nov. 21<sup>st</sup>, 2:30 pm–3:30 pm

### Customer Service Training

Mon - Fri. Nov. 26<sup>th</sup>– 30<sup>th</sup>, 9:00 am -12:00 PM

### Labor Market Information (LMI)

Tuesday, Nov. 27<sup>th</sup>, 2:00 pm – 3:00 pm

**ALL CENTER SERVICES REQUIRE  
CALJOBS REGISTRATION.**

## ASSESSMENT CENTER

**Jackson Vocational Interest Survey (JVIS)** – Turn your interests into a satisfying career with this education and career planning tool.

Dates Scheduled: Tues. November 6<sup>th</sup> from 12:00 pm-2:00 pm; Tues. November 13<sup>th</sup> from 12:00 pm-2:00 pm

### Metrix Online Training (Registration Required)

Self-paced training (5,000 courses) in 10 different career pathways. Earn industry-recognized credentials. Orientation available by appointment only.

**Typing Tests** – Please call the Front Desk for additional information and to schedule your appointment. No-cost certificate verifies speed and accuracy.



SMALL  
BUSINESS  
DEVELOPMENT  
CENTER  
CONTRA COSTA

## WORKSHOPS

**IS BUSINESS OWNERSHIP VIA  
FRANCHISING RIGHT FOR ME?**

Tuesday, November 7<sup>th</sup> 2018

9:00 am – 12:00 pm

[www.contracostasbdc.org](http://www.contracostasbdc.org)