



# ANTIOCH CAREER CENTER NOVEMBER

Computers, Fax, Copiers available till 4:45pm  
Closed for Veterans Day and Thanksgiving



**HOURS** 8:30 AM-5:00 PM  
4545 Delta Fair Blvd.  
Antioch, CA 94509  
(925) 706-4830

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 Career Center Services Orientation!**  
Friday, November 17<sup>th</sup> @ 10:30 am

**Servicios del Centro de Carreras en Español**  
Viernes, Noviembre 17<sup>th</sup>, ~11:30am-12:15pm

*There are programs for you if you are...just ask!*

**YOUTH (16-24) ♦ VETERAN ♦ SENIOR**

~ **Please arrive 15 minutes early to all workshops** ~

### We offer:

- Career Assessments ♦ Skill Assessments ♦ Typing Tests
- Job Training via WIOA program for eligible applicants
- On-Site recruitments by employers who are hiring!
- OJT's (On-the-Job Training – you get paid while you learn)

## TECH TOOLS

### Workshops

#### **Job Search I: Job Search Wizard**

Learn how to use the CalJOBS Background Wizard – form the basis for your resume.

Wednesday, November 8<sup>th</sup> @ 2:00 pm

#### **Job Search II: CalJOBS VR**

Bring jobs to you with the Virtual Recruiter

Wednesday, November 15<sup>th</sup> @ 2:00 pm

#### **Job Search III:**

#### **Job Hunting in a Digital World**

Monday, November 20<sup>th</sup> @ 2:00 pm

#### **Basic Internet & E-mail**

Learn some basics; fill out an online application; create a profile on a job site.

Monday, November 20<sup>th</sup> @ 3:00 pm

## JOB SEARCH BASICS

### Workshops

#### **Résumé Writing \*\* SEE BELOW**

9:00 am - 11:00 am  
Tuesday, November 7<sup>th</sup> (1 this month)

#### **Interviewing Success**

9:00 am- 11:00 am  
Thursday, November 9<sup>th</sup> (1 this month)

#### **Metrix Online Skills Training**

Online self-paced training (5,000 courses) in 10 different career pathways. Must be computer confident - Register online at:  
<http://eastbayworks.metrixlearning.com>.

Assessment Center computers are available.

#### **Résumé Review \*\* SEE BELOW**

10:00 am – 4:00 pm  
November 15<sup>th</sup> (Wed.) & 20<sup>th</sup> (Mon.)  
**By appointment only – must have a resume on CalJOBS website, bring completed resume and USB drive**

## VETERANS

### **Contact Veterans Service Navigator**

Micah Parham – 925-602-5038

Call for information or appointment

[WWW.DELTAVETERANSGROUP.ORG](http://WWW.DELTAVETERANSGROUP.ORG)

## YOUTH-JOB Search

Leilani Villegas - (Out of School Youth)

“Reconnecting Youth with Their Futures”

Contra Costa County Office of Education

[lvillegas@cccoe.k12.ca.us](mailto:lvillegas@cccoe.k12.ca.us)

call (925) 942-3309 (for appointments)

## SENIORS – Carol Archie

In Antioch (Mon, Tues, Thurs, Fri) 10:30 am- 4:30

CALL 925-706-4835 (for information)



**ASSESSMENT CENTER – See Assessment Center calendar for dates and times.**

**\*\*Resume Assistance – Must preregister and schedule an appointment to present your documentation (CA Photo ID and SS card) This is a one time requirement.**

### **KeyTrain Basic Skills Assessment**

**Required for WIOA program enrollment – Must schedule an appointment, Sign up at Front Desk.** Evaluates your knowledge in three areas: Reading, Math and Locating Information. **Appointments on Tuesday's and Thursday's.** Use a variety of review lessons & quizzes will assist you in improving your score.

**Metrix On-line Learning –** May use the Assessment Center computers in EBW on Tuesday and Thursday afternoons between 1:00 pm – 4:00 pm.

**Pick-up Announcement Flyers for Onsite Recruitments in the Antioch EASTBAYWorks Office or online at [www.eastbayworks.com](http://www.eastbayworks.com)**

### **ATTENTION: NEW LUNCH TIME CLOSURE**

**BEGINNING MONDAY, NOVEMBER 6<sup>TH</sup>**  
**EASTBAYWORKS ANTIOCH WILL BE CLOSED FOR LUNCH**  
**FROM 12:00 PM – 1:00 PM DAILY**