

ANTIOCH CAREER CENTER DECEMBER

Computers, Fax, Copiers available till 4:45pm
CLOSED Thursday Dec. 7th morning, will open at 1:00pm
CLOSED Thursday Dec. 14th for Staff Training
CLOSED for Christmas Holiday December 25

HOURS 8:30 AM-5:00 PM

4545 Delta Fair Blvd., Antioch, CA 94509
(925) 706-4830

Register at: www.caljobs.ca.gov

Visit our Website: www.eastbayworks.com



NOT SURE WHERE TO START?

Come to Career Center Services Orientation!

Wednesday, December 13th @ 10:30 am

Servicios del Centro de Carreras en Español

Miercoles, Diciembre 13th, ~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.

Monday, December 4th @ 2:00 pm

Job Search II: CalJOBS VR

Bring jobs to you with the Virtual Recruiter

Monday, December 11th @ 2:00 pm

Job Search III:

Job Hunting in a Digital World

Monday, December 18th @ 2:00 pm

Basic Internet & E-mail

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

Monday, December 18th @ 3:00 pm

JOB SEARCH BASICS

Workshops

Résumé Writing

9:00 am - 11:00 am

Tuesday, December 5th, & 19th

Interviewing Success

9:00 am- 11:00 am

Thursday, December 7th & 21st

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

Attend Resume workshop, post resume on CalJOBS website, call Kathy Young w/ your name and contact info. **Must bring completed resume on USB drive to appointment**

VETERANS

Contact Veterans Service Navigator

Micah Parham – 925-602-5038

Call for information or appointment

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

call (925) 942-3309 (for appointments)

SENIORS (SCSEP) – 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

ATTENTION: NEW LUNCH TIME CLOSURE

**EASTBAY WORKS ANTIOCH
WILL BE CLOSED FOR LUNCH
FROM 11:55 AM – 1:00 PM DAILY**