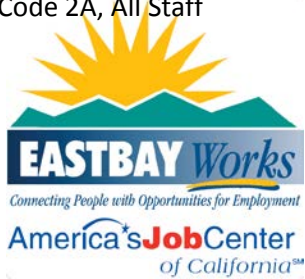


# ANTIOCH CAREER CENTER DECEMBER



Computers, Fax, Copiers available till 4:45pm  
CLOSED Thursday Dec. 7<sup>th</sup> morning, will open at 1:00pm  
CLOSED Thursday Dec. 14<sup>th</sup> 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](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!**

Wednesday, December 13<sup>th</sup> @ 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 5<sup>th</sup>, & 19<sup>th</sup>

#### **Interviewing Success**

9:00 am- 11:00 am

Thursday, December 7<sup>th</sup> & 21<sup>st</sup>

#### **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](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 (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](http://www.eastbayworks.com)**

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

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