



ANTIOCH CAREER CENTER

MARCH 2018

HOURS 8:30 AM - 5:00 PM
(Computers and Fax close at 4:45 pm)
We will be closed on Friday's beginning March 2



4545 Delta Fair Blvd.
Antioch CA 94509
(925) 706-4830
Register at
www.caljobs.ca.gov

NOT SURE WHERE TO START?

Come to **Career Center Services** Orientation!
Wednesday, March 14th at 10:30 am
(Sign-ups begin at 9:45 — must have CalJOBS card)

Let us know if you are... there are programs for you!

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!
- OJTs (On-the-Job Training — you get paid while you learn)

TECH TOOLS

Workshops

Basic Internet & E-mail

Learn some basics — fill out an online application, fill out a profile on a job site — create an email
Monday, March 12th @ 3:00 pm - 4:00 pm

Join CAREER CLUB

Meets every Wednesday
10:30 — 11:30 am

Come to Career Club to connect with people, share experiences and get support on your journey to a job.

Please register at the front desk

- Job Related Discussions
- Assistance with Job Searches
- Workshops/Resume Assistance
- Advice on Applications

JOB SEARCH BASICS

Workshops

Résumé Writing Basics

9:00 am — 11:00 am
Tuesday, March 6th & 20th

Interview Success Techniques

9:00 am - 10:30 am
Thursday, March 8th & 22nd

Resume Review

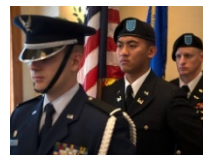
Attend **Résumé Workshop**, post résumé on CalJOBS website, call Kathy Young with your name, CalJOBS registration number, and contact info. Must bring completed résumé on USB drive to appointment.



VETERANS

CONTACT VETERANS SERVICES NAVIGATOR

AT THE CONCORD EASTBAY WORKS OFFICE
Call for info & appointment — 925-671-4500



YOUTH — JOB SEARCH

Leilani Villegas — (Out of School Youth)
Contra Costa County Office of Education
"Reconnecting Youth With Their Future"
Call for appointment: (925) 942-3309

SENIORS (SCSEP) — CAROL ARCHIE

In Antioch (Mon, Tues, Thurs, Fri)
10:30 am-4:30 pm
For information call 925-706-4835

ASSESSMENT CENTER See calendar for dates and times

KeyTrain Basic Skills Assessment — required for WIOA program enrollment

Evaluates your Reading, Math, and Locating Information skills. Lessons & quizzes can help you raise your score. By Appointment on Tuesday and Thursday between

Metrix On-Line Learning — Use Assessment Center computers on Tuesday and Thursday afternoons between 1:00 — 4:00 pm Registration required. Online self-paced courses in business, technology, health care. Inquire at reception desk.

Typing Tests by Appointment ONLY — Tuesdays and Thursdays, 12:00 pm - 3:00pm

WinWay Résumé Wizard-driven resume builder installed on all computers in Resource Room. Bring flash drive to save your work. Be sure to upload resume to CalJOBS so employers can find you!

On Site Employer Recruitments - TBA
Watch for flyers in Resource Room

ATTENTION: LUNCH TIME CLOSURE

WE ARE CLOSED FOR LUNCH
FROM 11:55 AM — 1:00 PM

Staff Training Days
March 2nd, 9th, 16th, 23rd, 30th
Office Closed All Day