



# BRENTWOOD CAREER CENTER JANUARY

Computer & Fax Available until 4:45 pm

**HOURS** 8:30 AM-5:00 PM

281 Pine Street

Brentwood, CA 94513

(925) 634-2195

Register at: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)

Visit our Website: [www.eastbayworks.com](http://www.eastbayworks.com)

**CLOSED JANUARY 1<sup>ST</sup> & 15<sup>TH</sup> MLK HOLIDAY**

## ***NOT SURE WHERE TO START?***

Come to **Career Center Services Orientation!**

Tuesday, January 9<sup>th</sup> ~ 9am-10:00am

**Servicios del Centro de Carreras en Español**

Martes, January 9<sup>th</sup> ~ 11:00am-12:00pm

*If you are...* YOUTH (16-24) ♦ VETERAN ♦ SENIOR

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

*We offer:*

- Career assessments ♦ Skill assessments ♦ Typing tests
- Possible paid job training via WIOA program
- On-site recruitments by employers who are hiring!
- OJTs (**O**n-the-**J**ob **T**raining for those who are eligible)

## **TOOLS**

### **Basic Internet**

Friday, 10:00 am-11:00 am

TBA

### **Online Application**

Friday, 10:00 am-12:00 pm

TBA

### **Résumé review by Appt.**

Thursday, January 18<sup>th</sup>

3:00-4:30pm (Appts. Close at 12 Noon)

### **WinWay Résumé**

Loaded on computers in Resource Room. Bring flash drive. Be sure to upload your new resume to CalJOBS so employers can find you!

## **JOB SEARCH BASICS**

### **Résumé Basics**

Tuesday, 9:00am- 10:30am

January 9<sup>th</sup> & 23<sup>rd</sup>

### **Interview Techniques**

Thursday, 9:00 am-10:30 am

January 11<sup>th</sup> & 25<sup>th</sup>

### **CalJobs**

**Job-Search I** Background Wizard

1<sup>st</sup> & 3<sup>rd</sup> Wednesday 10:00am — 11:30am

**Job-Search II** Virtual Recruiter

2<sup>nd</sup> & 4<sup>th</sup> Wednesday 10:00am-11:30am

Learn How to Develop Your Resume in

Caljobs

## **VETERANS**

Service Navigator (Concord Office)

(925) 671-4500

### **YOUTH**

**Leilani Villegas** (Out of School Youth) ONLY

CONTRA COSTA COUNTY

OFFICE OF EDUCATION (CCCOE)

Mon & Wed ONLY

Call for appointment (925) 942-3309

### **SENIORS**

**Carol Archie, Program Coordinator**

Senior Program, (55 & over)

Wed. Only (925) 753-3215

Drop-ins Welcome

## **ASSESSMENT CENTER**

**Tuesdays & Thursdays 10:00am-12noon (By APPT. ONLY)**

Located at Liberty Adult Education, Room 16

(925) 634-2195

**Typing Certificates-** No cost, keyboarding test accepted by city, county and state agencies within the County. Certification received the same day.

**Metrix-** Online self-paced courses in Business IT, Manufacturing & Health Care Courses register online @ <http://eastbayworks.metrixlearning.com>

**Key Train Basic Skills Assessment** ~ required for WIOA program enrollment

Lessons & quizzes can help you raise your score Reading, math, & locating information

**WorkKeys** ~ Proctored test to earn National Career Readiness Certificate (NCRC), a portable credential - by Invitation Only

## **ON-SITE RECRUITMENTS**

MECHANICS BANK

RECRUITER INTERVIEWING TIPS

THURSDAY, JAN 25<sup>TH</sup>

10:00-11:30AM

\*\*\*

**NEW HOURS**

FRIDAY, JAN 12<sup>TH</sup> & 26<sup>TH</sup>

830AM-12:00PM

**(Center will close early 2<sup>nd</sup> & 4<sup>th</sup> Friday)**

## Career Center ~ Activity Information

All centers are open 8:30 am–5:00 pm, Monday through Friday. For specific assessment and workshop dates and times, see local center calendars. Assistive software/devices are available at the following locations:

**HOVRS:** Antioch, Concord

**JAWS:** All Centers

**WYNN:** Antioch, Concord

**Dragon:** All Centers

**TTY/TDD:** All Centers

Basic workshops offered at **all** locations:

**Career Center Services:** Overview of all programs and services.  
**Interviewing Success:** Face-to-face and phone interviews covered.  
**Jackson Vocational Interest Survey (JVIS):** Turn your interests into a satisfying career with this education and career planning tool.  
**Job-Connect Networking:** A networking group for job seekers to provide mutual support. Limited to WIOA Program participants.  
**KeyTrain:** Assess your skills in math, reading and locating information. Then work through the lessons to raise your scores. Required to be considered for job training and prepares for the WorkKeys test.  
**Metrix Online Training:** Self-paced training (5,000 courses) in 10 different career pathways. Earn industry-recognized credentials.

**On-Site Recruitment Events:** Meet with employers, ask questions, and maybe get a job offer. Be sure to apply online ahead of time.  
**On-the-Job Training Information:** Learn how to get employers' attention by connecting them with wage reimbursements for hiring you.  
**Résumé Review:** Get expert critique! Bring hard and electronic copy.  
**Résumé Writing Basics:** Résumé "Do's and Don'ts" every jobseeker should know. Learn how to tailor your résumé for different jobs.  
**Typing Evaluations:** No-cost certificate verifies speed and accuracy.  
**CalJOBS Wizard:** Organize your education and work history with the Background Wizard. This information is the foundation for your résumé.  
**CalJOBS VR:** Make the jobs come to you! Set up a Virtual Recruiter that will search out jobs and send them to you by text or email.

Specialty workshops offered at **Concord only:**

**ABC's of Financial Aid:** Learn about grants, loans and work-study.  
**Career Training That Leads to Jobs:** Learn about in-demand skills, hot industries and how to advance throughout your career.  
**Customer Service:** Learn the keys to excellent customer service and then become certified by the National Retail Federation (NRF) by taking a test. One-week course offered several times a quarter.  
**E-mail for Job Search:** Learn the basics of how email operates, how to set up an account, send emails and attach documents.  
**Introductory Excel:** Learn to create, edit, save and print documents.  
**Medi-Cal & Covered California:** One-to-one counseling to answer questions about Medi-Cal and Covered California medical insurance.

**Pasos Para Empleo:** Job Search taught in Spanish.  
**SkillScan:** Quick, fun assessment to identify your transferable skills.  
**Social Networking and LinkedIn:** Speed your job search by raising your online profile and networking with your industry's leaders.  
**Soft Skills Training:** Communication, teamwork and critical thinking.  
**Transferable Skills:** Identify skills to help you change jobs or careers.  
**Work Importance Inventory:** Identify what's important to you in your worklife. Explore features a job must have to ensure your satisfaction.  
**WorkKeys Fit & Talent Assessment:** Assess your suitability for the job you want. Measure your work-related attitudes and behaviors.

Specialty workshops offered at **specific locations** (see activity calendar for dates and times):

**Applying for Government Jobs:** Considering public service? Overview of hiring process in federal, state, county or city government.  
**Basic Internet:** Intro to online job search, email and electronic applications. No email? No problem! You'll set one up in this class.  
**Basic MS Word:** Learn to create, edit, save and print documents.  
**California Training Benefit (CTB):** Do you qualify to continue your UI benefits while you're training for your next job? Come find out.  
**CalJOBS:** Post resumes and manage your job search all in one place.  
**Cover Letters & More:** Connect with employers through these tools.  
**Debtor's Rights Clinic:** Know your rights. (SparkPoint only.)  
**Department of Rehab Presentation:** Services and eligibility.  
**Free Tax Preparation:** Free, low-income Fed/State tax prep service.  
**Gardner's Multiple Intelligences:** Gain insight into your preferred way to learn and the careers you are naturally suited for based on your type of intelligence (Linguistic, Logical, Visual, Musical, Kinesthetic, etc.).  
**Job Search in a Digital World:** Put your best foot forward in electronic job applications (kiosk and websites). Survey of social media.

**Job Search Strategies:** Get organized and get employed.  
**Keirseley Temperament Sorter:** Find careers for your personality.  
**Labor Market Information:** Learn about industry and hiring trends.  
**Mavis Beacon Typing Course:** Fun self-paced program. All levels.  
**MS Word for Job Search:** Move beyond the basics.  
**O-Net Interest profiler from MyNextMove:** Find out how your interests relate to the world of work. Learn what careers to explore.  
**True Colors:** Understand yourself, others and the world of work through the lens of personality type with this easy online assessment.  
**WinWay Résumé:** Use this wizard-driven program to create a simple résumé. Software is on all resource room computers.  
**YEOP (Youth Employment Opportunity Program):** Are you 15-25 years old? Get help achieving your education and career goals through assessment and peer advising.  
**Youth Education & Job Search:** This YEOP workshop will give you the tools you need to set goals and get started on your action plan.

Partner agencies in the America's Job Centers vary by site. Here are some of the organizations you will find:

- CCC Office of Education
- Adult Schools  
(Pittsburg/Liberty/Mt. Diablo/Martinez)
- Department of Rehabilitation
- Contra Costa Community College District
- Armed Forces Services Corporation
- Job Corps
- Shelter Inc.
- CalWORKs  
(TANF)
- Employment Development Department
- Bay Area Community Resources (*serves youth*)
- Senior Community Service Employment Program
- Community Housing Development Center
- Deaf Counseling Advocacy and Referral Agency
- Small Business Development Center