



# CONCORD

America's Job Center  
of California<sup>sm</sup>

## April 2017

**HOURS** 8:30 AM-5:00 PM  
(Computers & Fax available till 4:45 pm)  
4071 Port Chicago Hwy, # 250  
Concord CA 94520 ♦ (925) 671-4500  
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!

April 5 & 19, 2017, at 1:30 pm

Let us know if you are...

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

**DAILY TOURS** at 10:00 am & 1:00 pm

*Orientación en Español* cada Miercoles a las 11:00 am

Youth Tours: Wednesdays at 3:30 pm

- Career assessments ♦ Skill assessments ♦ Typing tests
- Experience Unlimited (EDD-sponsored networking group)

## TECH TOOLS

### CalJOBS

Tuesday, April 4<sup>th</sup> ~ 10:30 am – 11:30 am

### Basic Internet

Tuesday, April 25<sup>th</sup> ~ 10:30 am – 11:30 am

### Email for Job Search

Monday, April 24<sup>th</sup> ~ 1:00 pm – 2:00 pm

### Introductory Excel

Friday, April 28<sup>th</sup> ~ 1:30 pm – 3:30 pm

### Labor Market Information (LMI)

Wednesday, April 19<sup>th</sup> ~ 3:00 pm – 4:30 pm

### MS Word Basics and Job Search

#### (4-Class Series) ◀NEW!

Part 1-Tue., April 4<sup>th</sup> ~ 9:00 am – 10:00 am

Part 2-Tue., April 11<sup>th</sup> ~ 9:00 am – 10:00 am

Part 3-Mon., April 17<sup>th</sup> ~ 9:00 am – 10:00 am

Part 4-Tue., April 25<sup>th</sup> ~ 9:00 am – 10:00 am

### Career Coaching by Appointment

Please sign up in binder at front desk

### Résumé Review by Appointment

Please sign up in binder at front desk

## JOB SEARCH BASICS

Take these 6 classes to earn a certificate:

### Electronic Job Applications

Friday, April 21<sup>st</sup> ~ 2:00 pm – 3:00 pm

### Interviewing Techniques

Tuesday, April 4<sup>th</sup> ~ 3:00 pm – 4:30 pm

Thursday, April 20<sup>th</sup> ~ 11:30 am – 1:00 pm

### Job Search Strategies

Wednesday, April 5<sup>th</sup> ~ 10:00 am – 11:00 am

Wednesday, April 19<sup>th</sup> ~ 3:00 pm – 4:30 pm

### Networking Skills

Tuesday, April 11<sup>th</sup> ~ 3:00 pm – 4:30 pm

### Résumé Basics

Tuesday, April 4<sup>th</sup> ~ 1:00 pm – 2:00 pm

Tuesday, April 18<sup>th</sup> ~ 3:00 pm – 4:30 pm

### WinWay Résumé

Friday, April 21<sup>st</sup> ~ 9:00 am – 10:00 am

### Dept. of Rehab. by Appointment

Please sign up in binder at front desk

### Dept. of Rehab. Presentation

Thursday, April 27<sup>th</sup> ~ 10:00 am – 11:00 am

## BEYOND THE BASICS

### Applying For Government Jobs

Monday, April 10<sup>th</sup> ~ 1:30 pm – 2:30 pm

### On the Job Training (OJT) Info

Thursday, April 20<sup>th</sup> ~ 2:00 pm – 3:00 pm

### California Training Benefits (CTB)

Wednesday, April 5<sup>th</sup> & 19<sup>th</sup> ~ 2:45 pm – 4:00 pm

### Customer Service Certificate

Mon. – Fri., April 24<sup>th</sup> – 28<sup>th</sup> ~ 9:00 am – 12:00 pm

### Training That Leads to Jobs

Thursday, April 20<sup>th</sup> ~ 10:30 am – 12:00 pm

### Job Corps Informational

Tuesday, April 4<sup>th</sup> & 11<sup>th</sup> ~ 10:00 am – 12:00 pm

### Youth Employment Program

Friday, April 21<sup>st</sup> ~ 1:00 pm – 2:00 pm

### Youth Education & Job Search

Friday, April 14<sup>th</sup> ~ 1:00 pm – 2:00 pm

### Medi-Cal & Covered California

Please sign up in binder at front desk for appt.

### ASSESSMENT CENTER Tues 1:00pm – 4:30pm ♦ Wed & Thurs 10:00 am - 2:30 pm

JVIS (Jackson Vocational Interest Survey)	Thursday, April 13 <sup>th</sup>	9:00am
JVIS (Jackson Vocational Interest Survey)	Wednesday, April 26 <sup>th</sup>	9:00am
Keirsey (Find careers for your personality / temperament)	Tuesday, April 4 <sup>th</sup>	12:00pm
KeyTrain (Language, Math, Locating Info)	Wednesday, April 12 <sup>th</sup>	9:00am
KeyTrain (Language, Math, Locating Info)	Thursday, April 20 <sup>th</sup>	9:00am
KeyTrain (Language, Math, Locating Info)	Tuesday, April 25 <sup>th</sup>	12:00pm
Metrix Learning Orientation (Required Pre-Registration)	Thursday, April 6 <sup>th</sup>	9:00am
Metrix Learning Orientation (Required Pre-Registration)	Wednesday, April 19 <sup>th</sup>	9:00am
My Next Move (Transferable Skills)	Tuesday, April 11 <sup>th</sup>	12:00pm
SkillScan (Identify skills not job duties)	Wednesday, April 5 <sup>th</sup>	9:00am
WorkKeys (Academic Test)	Tuesday, April 18 <sup>th</sup>	8:30am
WorkKeys Fit & Talent (Is your job a good fit?)	Thursday, April 27 <sup>th</sup>	9:00am

### ♦ On-Site Recruitment ♦

**Thursday, April 13<sup>th</sup>**  
**promptly at 12:30 pm**

**Hiring! → Home Care Providers**

**Contra Costa County In-Home Supportive Services (IHSS)**

**\$12/hour, Overtime, Travel Time**

♦  
**Seating is Limited ~ First-Come, First-Served Basis ~ Dress Professionally ~ Bring Résumé and right to work documents (CDL and SS)**