



# CONCORD CAREER CENTER December 2017

**CLOSED DECEMBER 25**  
Computers, Fax & Copiers Available till 4:45pm  
**HOURS Monday-Friday 8:30 AM – 5:00 PM**  
4071 Port Chicago Hwy., Suite 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!  
Wednesday, December 6<sup>th</sup> and 20<sup>th</sup>, 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

### Basic Internet

Thursday, December 28<sup>th</sup> ~ 10:30 am-11:30 am

### CalJOBS Virtual Recruiter

Thursday, December 21<sup>st</sup> ~ 9:00 am-10:00 am

### CalJOBS Background Wizard

Tuesday, December 19<sup>th</sup> ~ 9:00 am-10:00 am

Tuesday, December 26<sup>th</sup> ~ 9:00 am-10:00 am

### Email for Job Search

Friday, December 15<sup>th</sup> ~ 2:00 pm-3:00 pm

### Introductory Excel

Friday, December 8<sup>th</sup> ~ 1:30 pm-4:30 pm

### MS Word Basics

Tuesday, December 5<sup>th</sup> ~ 9:00 am-10:00 am

Tuesday, December 12<sup>th</sup> ~ 9:00 am-10:00 am

### Medi-Cal & Covered California by Appointment

Please sign up for an appointment at the Front Desk

### CalFresh by Appointment

Please sign up for an appointment at the Front Desk

### Dept. of Rehabilitation by Appointment

Please sign up for an appointment at the Front Desk

## JOB SEARCH BASICS

### Electronic Job Applications

Wednesday, December 20<sup>th</sup> ~ 2:00 pm-3:00 pm

### Interviewing Techniques

Tuesday, December 19<sup>th</sup> ~ 11:00 am-12:30 pm

### Job Search Strategies

Wednesday, December 6<sup>th</sup> ~ 10:00 am-11:00 am

Thursday, December 21<sup>st</sup> ~ 3:30 pm-4:30 pm

### Networking Skills

Tuesday, December 12<sup>th</sup> ~ 3:00 pm-4:00 pm

Thursday, December 28<sup>th</sup> ~ 3:00 pm-4:00 pm

### Résumé Basics

Tuesday, December 5<sup>th</sup> ~ 10:00 am-11:00 am

### WinWay Résumé

Wednesday, December 20<sup>th</sup> ~ 1:00 pm-2:00 pm

### Career Coaching by Appointment

Please sign up for an appointment at the Front Desk

### Résumé Review by Appointment

Please sign up for an appointment at the Front Desk

## BEYOND THE BASICS

### Applying For Government Jobs

Monday, December 11<sup>th</sup> ~ 2:00 pm-3:00 pm

Monday, December 18<sup>th</sup> ~ 2:00 pm-3:00 pm

### California Training Benefits (CTB)

Wednesday, December 6<sup>th</sup> & 20<sup>th</sup> ~ 2:30 pm-3:30 pm

### Customer Service Training

Mon.-Fri., December 11<sup>th</sup>-15<sup>th</sup> ~ 9:00 am-12:00 pm

### Labor Market Information (LMI)

Tuesday, December 19<sup>th</sup> ~ 3:00 pm - 4:00 pm

### Dept. of Rehabilitation Presentation

Thursday, December 28<sup>th</sup> ~ 10:00 am-11:00 am

### Job Corps Informational

Tuesday, December 5<sup>th</sup> & 12<sup>th</sup> ~ 10:00 am-12:00 pm

### Youth Education & Job Search

Friday, December 8<sup>th</sup> ~ 1:00 pm-2:00 pm

### Youth Employment Program

Friday, December 15<sup>th</sup> ~ 1:00 pm-2:00 pm

**ALL Center Services REQUIRE**  
**CalJOBS registration!**

## ASSESSMENT CENTER

**Jackson Vocational Interest Survey (JVIS)** – Turn your interests into a satisfying career with this education and career planning tool.

Dates Scheduled: Tue., Dec. 5<sup>th</sup> from 12:00 pm-2:00 pm; Tue., Dec. 12<sup>th</sup> from 12:00 pm-2:00 pm

**KeyTrain** (Language, Math, Locating Info) – Assess your skills in math, reading and locating information.

Dates Scheduled: Thurs., Dec. 7<sup>th</sup> from 1:00 pm-3:00 pm; Wed., Dec. 13<sup>th</sup> from 12:00 pm-2:00 pm

Thurs., Dec. 21<sup>st</sup> from 11:00 am-1:00 pm; Wed., Dec. 27<sup>th</sup> from 9:00 am-11:00 am

**Metrix Online Training (Pre-registration Required)** – Self-paced training (5,000 courses) in 10 different career pathways. Earn industry-recognized credentials.

Dates Scheduled: Wed. Dec. 6<sup>th</sup> from 11:00 am-12:00 pm; Wed., Dec. 27<sup>th</sup> from 11:00 am-12:00 pm

**Typing Tests** – Please call the Front Desk for additional information and to schedule your appointment. No-cost certificate verifies speed and accuracy.

## On Site Recruitment



**Tuesday, December 5<sup>th</sup>, 2017**  
**1:00 PM – 4:30 PM**

Various positions including Finisher (\$13 - \$15/hr),  
Machinist (\$21 - \$30/hr), Welder Operator (\$22 - \$35/hr)

CalJOBS registration is required to attend. Please allow  
time to register if you are not registered on CalJOBS, or go  
to <https://www.caljobs.ca.gov> Bring Driver's License and  
Social SecurityCard.