



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
Visit our Website: www.eastbayworks.com

NOT SURE WHERE TO START?

Come to **Career Center Services** orientation!
Wednesday, December 6th and 20th, 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 28th ~ 10:30 am-11:30 am

CalJOBS Virtual Recruiter

Thursday, December 21st ~ 9:00 am-10:00 am

CalJOBS Background Wizard

Tuesday, December 19th ~ 9:00 am-10:00 am

Tuesday, December 26th ~ 9:00 am-10:00 am

Email for Job Search

Friday, December 15th ~ 2:00 pm-3:00 pm

Introductory Excel

Friday, December 8th ~ 1:30 pm-4:30 pm

MS Word Basics

Tuesday, December 5th ~ 9:00 am-10:00 am

Tuesday, December 12th ~ 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 20th ~ 2:00 pm-3:00 pm

Interviewing Techniques

Tuesday, December 19th ~ 11:00 am-12:30 pm

Job Search Strategies

Wednesday, December 6th ~ 10:00 am-11:00 am

Thursday, December 21st ~ 3:30 pm-4:30 pm

Networking Skills

Tuesday, December 12th ~ 3:00 pm-4:00 pm

Thursday, December 28th ~ 3:00 pm-4:00 pm

Résumé Basics

Tuesday, December 5th ~ 10:00 am-11:00 am

WinWay Résumé

Wednesday, December 20th ~ 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 11th ~ 2:00 pm-3:00 pm

Monday, December 18th ~ 2:00 pm-3:00 pm

California Training Benefits (CTB)

Wednesday, December 6th & 20th ~ 2:30 pm-3:30 pm

Customer Service Training

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

Labor Market Information (LMI)

Tuesday, December 19th ~ 3:00 pm - 4:00 pm

Dept. of Rehabilitation Presentation

Thursday, December 28th ~ 10:00 am-11:00 am

Job Corps Informational

Tuesday, December 5th & 12th ~ 10:00 am-12:00 pm

Youth Education & Job Search

Friday, December 8th ~ 1:00 pm-2:00 pm

Youth Employment Program

Friday, December 15th ~ 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. 5th from 12:00 pm-2:00 pm; Tue., Dec. 12th 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. 7th from 1:00 pm-3:00 pm; Wed., Dec. 13th from 12:00 pm-2:00 pm

Thurs., Dec. 21st from 11:00 am-1:00 pm; Wed., Dec. 27th 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. 6th from 11:00 am-12:00 pm; Wed., Dec. 27th 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 5th, 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.