



CONCORD

America's Job Center
of Californiasm

May 2017

CLOSED on Memorial Day, May 29th
HOURS 8:30 AM-5:00 PM
 (Computers & Fax available till 4:45 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!

May 3 & 17, 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, May 2nd ~ 10:30 am – 11:30 am

Email for Job Search

Monday, May 15th ~ 11:00 am – 12:00 pm

Introductory Excel

Friday, May 26th ~ 1:30 pm – 3:30 pm

MS Word Basics for Job Search (4-Class Series) ←NEW!

Part 1 - Tue., May 2nd ~ 9:00 am – 10:00 am

Part 2 - Tue., May 9th ~ 9:00 am – 10:00 am

Part 3 - Mon., May 15th ~ 9:00 am – 10:00 am

Part 4 - Mon., May 22nd ~ 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

Medi-Cal & Covered California

Please sign up in binder at front desk for appt.

JOB SEARCH BASICS

Take these 6 classes to earn a certificate:

Electronic Job Applications

Wednesday, May 31st ~ 3:00 pm – 4:00 pm

Interviewing Techniques

Thursday, May 18th ~ 11:30 am – 1:00 pm

Job Search Strategies

Wednesday, May 3rd ~ 10:00 am – 11:00 am

Wednesday, May 17th ~ 3:00 pm – 4:30 pm

Networking Skills

Tuesday, May 9th ~ 3:00 pm – 4:30 pm

Résumé Basics

Tuesday, May 2nd ~ 1:00 pm – 2:00 pm

WinWay Résumé

Tuesday, May 30th ~ 9:00 am – 10:30 am

Dept. of Rehab. by Appointment

Please sign up in binder at front desk

Dept. of Rehab. Presentation

Thursday, May 25th ~ 10:00 am – 11:00 am

BEYOND THE BASICS

Applying For Government Jobs

Monday, May 8th ~ 1:30 pm – 2:30 pm

California Training Benefits (CTB)

Wednesday, May 3rd & 17th ~ 2:45 pm – 4:00 pm

Customer Service Certificate

Mon. – Fri., May 22nd – 26th ~ 9:00 am – 12:00 pm

On the Job Training (OJT) Info

Thursday, May 18th ~ 2:00 pm – 3:00 pm

Training That Leads to Jobs

Thursday, May 18th ~ 10:30 am – 12:00 pm

Job Corps Informational

Tuesday, May 2nd & 9th ~ 10:00 am – 12:00 pm

Youth Employment Program

Friday, May 19th ~ 1:00 pm – 2:00 pm

Youth Education & Job Search

Friday, May 12th ~ 1:00 pm – 2:00 pm

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

Gardner's Multiple Intelligences

Wednesday, May 31st 9:00am

↳ Gain insight into your preferred ways to learn and the careers that are naturally suited for you!

JVIS (Jackson Vocational Interest Survey)

Thurs., May 11th & Wed., May 24th 9:00am

Keirsey (Find careers for your personality / temperament)

Tuesday, May 2nd 12:00pm

KeyTrain (Language, Math, Locating Info)

Wed., May 10th & Thu., May 18th 9:00am

KeyTrain (Language, Math, Locating Info)

Tuesday, May 23rd 12:00pm

Metrix Learning Orientation (Required Pre-Registration)

Thu., May 4th & Wed., May 17th 9:00am

My Next Move (Transferable Skills)

Tuesday, May 9th 12:00pm

SkillScan (Identify skills not job duties)

Wednesday, May 3rd 9:00am

Work Importance Inventory (What's important to you in a job?) Tuesday, May 30th 12:00pm

WorkKeys (Academic Test) (Required Pre-Registration) Tuesday, May 16th 8:30am

WorkKeys Fit & Talent (Is your job a good fit?) Thursday, May 25th 9:00am

On Site Recruitment

Tuesday, May 9th at 10:30 am

Please arrive promptly!

Presentation to be given by



AppleOne

Hiring Made Human[™]

From Entry Level to Executive
Bring Résumé, Dress Professionally

Select details of positions and create
a talent login at

www.AppleOne.com/OnlineApplication/Home/Signup