



# CONCORD CAREER CENTER May 2018

Closed May 28<sup>th</sup>, Memorial Day  
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, May 16<sup>th</sup>, 2018, 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, May 24<sup>th</sup> ~ 10:30 am-11:30 am

### Email for Job Search

Friday, May 18<sup>th</sup> ~ 9:00 am-10:00 am

### Introductory Excel

Friday, May 25<sup>th</sup> ~ 1:30 pm-4:30 pm

### MS Word Basics

Tuesday, May 8<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

### 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

## JOB SEARCH BASICS

### Electronic Job Applications

Wednesday, May 2<sup>nd</sup> ~ 9:00 am-10:00 am

### Interviewing Techniques

Thursday, May 17<sup>th</sup> ~ 11:30 am-1:00 pm

### Job Search Strategies

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

Thursday, May 17<sup>th</sup> ~ 3:30 pm-4:30 pm

### Networking Skills

Tuesday, May 8<sup>th</sup> ~ 3:00 pm-4:00 pm

Wednesday, May 23<sup>rd</sup> ~ 3:00 pm-4:00 pm

### Résumé Basics

Tuesday, May 1<sup>st</sup> ~ 10:00 am-11:00 am

### WinWay Résumé

Wednesday, May 16<sup>th</sup> ~ 2:00 pm-3:00 pm

### Career Club

Tues., May 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup> ~ 11:00am-12:00pm

**ALL Center Services REQUIRE  
CalJOBS registration!**

## BEYOND THE BASICS

### Applying For Government Jobs

Friday, May 4<sup>th</sup> ~ 2:00 pm-3:00 pm

Monday, May 14<sup>th</sup> ~ 2:00 pm-3:00 pm

### California Training Benefits (CTB)

Wednesday, May 16<sup>th</sup> ~ 2:30 pm-3:30 pm

### Customer Service Training

Mon.-Fri., May 21<sup>st</sup> - 25<sup>th</sup> ~ 9:00 am-12:00 pm

### Labor Market Information (LMI)

Tuesday, May 22<sup>nd</sup> ~ 2:00 pm - 3:00 pm

### Job Corps Informational

Tuesday, May 1<sup>st</sup> & 8<sup>th</sup> ~ 10:00 am-12:00 pm

### Dept. of Rehabilitation Presentation

Thursday, May 24<sup>th</sup> ~ 10:00 am-11:00 am

## ASSESSMENT CENTER

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

Dates Scheduled: Tue., May 1<sup>st</sup> from 12:00 pm-2:00 pm; Tue., May 8<sup>th</sup> from 12:00 pm-2:00 pm;

Wed., May 23<sup>rd</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. Orientation available by appointment only.

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

## On Site Recruitments



Announcements are posted online at  
[www.EASTBAYWorks.com](http://www.EASTBAYWorks.com)

Flyers are available in the Resource Room  
with updated information.

