



CONCORD CAREER CENTER November 2017

CLOSED NOVEMBER 10 & 23-24
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, November 1st and 15th, 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, November 16th ~ 11:00 am–12:00 pm

CalJOBS Virtual Recruiter

Thursday, November 9th ~ 9:00 am–10:30 am

Thursday, November 30th ~ 9:00 am–10:30 am

CalJOBS Background Wizard

Tuesday, November 21st ~ 9:00 am–10:30 am

Tuesday, November 28th ~ 9:00 am–10:30 am

Email for Job Search

Friday, November 17th ~ 2:00 pm–3:00 pm

MS Word Basics

Tuesday, November 7th ~ 9:00 am–10:30 am

Tuesday, November 14th ~ 9:00 am–10:30 am

CalFresh by Appointment **←NEW!**

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

Medi-Cal & Covered California by Appointment

Please sign up for an appointment at the Front Desk

JOB SEARCH BASICS

Electronic Job Applications

Wednesday, November 15th ~ 2:00 pm–3:00 pm

Interviewing Techniques

Thursday, November 16th ~ 11:30 am–1:00 pm

Job Search Strategies

Wednesday, November 1st ~ 10:00 am–11:00 am

Friday, November 17th ~ 3:30 pm–4:30 pm

Networking Skills

Tuesday, November 14th ~ 3:00 pm–4:00 pm

Thursday, November 30th ~ 3:00 pm–4:00 pm

Résumé Basics

Tuesday, November 7th ~ 10:00 am–11:00 am

WinWay Résumé

Wednesday, November 15th ~ 1:00 pm–2:00 pm

**ALL Center Services REQUIRE
CalJOBS registration!**

BEYOND THE BASICS

Applying For Government Jobs

Monday, November 13th ~ 2:00 pm–3:00 pm

California Training Benefits (CTB)

Wed., Nov. 1st & 15th ~ 2:30 pm–3:30 pm

Labor Market Information (LMI)

Tuesday, November 28th ~ 2:00 pm–3:00 pm

Career Training that Leads to Jobs

Thursday, November 16th ~ 10:00 am–11:00 am

Job Corps Informational

Tuesday, November 7th & 14th ~ 10:00 am–12:00 pm

Youth Education & Job Search

Friday, November 3rd ~ 1:00 pm–2:00 pm

Youth Employment Program

Friday, November 17th ~ 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

ASSESSMENT CENTER

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

Dates Scheduled: Tue., Nov. 7th from 12:00 pm–2:00 pm; Tue., Nov. 14th from 12:00 pm–2:00 pm

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

Dates Scheduled: Thurs., Nov. 2nd from 9:00 am–11:00 am; Wed., Nov. 8th from 12:00 pm–2:00 pm

Thurs. Nov. 16th from 9:00 am–11:00 am; Wed., Nov. 22nd from 10:00 am–12:00 pm

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

Dates Scheduled: Wed. Nov. 1st from 11:00 am–12:00 pm; Wed., Nov. 29th 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.

NEED HELP WITH FOOD?

You may be eligible for



The **of Contra Costa & Solano** will be at

this location to help you enroll on
**Friday, November 3rd at 10:00 am &
Friday, November 17th at 10:00 am**

For questions, please call

(925)849-8343