



# CONCORD CAREER CENTER October 2017

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, October 4<sup>th</sup> and 18<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

**CalJOBS Virtual Recruiter** ←NEW!  
 Thursday, October 5<sup>th</sup> ~ 9:00 am–10:30 am  
 Thursday, October 12<sup>th</sup> ~ 9:00 am–10:30 am

**CalJOBS Background Wizard** ←NEW!  
 Tuesday, October 17<sup>th</sup> ~ 9:00 am–10:30 am  
 Tuesday, October 31<sup>st</sup> ~ 9:00 am–10:30 am

**Email for Job Search**  
 Friday, October 20<sup>th</sup> ~ 2:00 pm–3:00 pm

**Introductory Excel**  
 Friday, October 27<sup>th</sup> ~ 1:30 pm–4:30 pm

**MS Word Basics**  
 Tuesday, October 3<sup>rd</sup> ~ 9:00 am–10:30 am  
 Tuesday, October 10<sup>th</sup> ~ 9:00 am–10:30 am

**CalFresh by Appointment** ←NEW!

**Dept. of Rehabilitation by Appointment**

**Medi-Cal & Covered California by Appointment**  
 Please sign up for an appointment at the Front Desk for any one of these **individual consultations**

## JOB SEARCH BASICS

**Electronic Job Applications**  
 Friday, October 6<sup>th</sup> ~ 2:00 pm–3:00 pm

**Interviewing Techniques**  
 Thursday, October 19<sup>th</sup> ~ 11:30 am–1:00 pm

**Job Search Strategies**  
 Wednesday, October 4<sup>th</sup> ~ 10:00 am–11:00 am  
 Friday, October 20<sup>th</sup> ~ 3:30 pm–4:30 pm

**Networking Skills**  
 Tuesday, October 10<sup>th</sup> ~ 3:00 pm–4:00 pm  
 Thursday, October 26<sup>th</sup> ~ 3:00 pm–4:00 pm

**Résumé Basics**  
 Tuesday, October 3<sup>rd</sup> ~ 1:00 pm–2:00 pm

**Career Coaching by Appointment**  
 (Pre-Registration Required – See Front Desk)

**Résumé Review by Appointment**  
 (Pre-Registration Required – See Front Desk)

Please sign up for an appointment at the Front Desk for any one of these **individual consultations**

## BEYOND THE BASICS

**Applying For Government Jobs**  
 Monday, October 9<sup>th</sup> ~ 2:00 pm–3:00 pm  
 Friday, October 27<sup>th</sup> ~ 2:00 pm–3:00 pm

**California Training Benefits (CTB)**  
 Wed., Oct. 4<sup>th</sup> & 18<sup>th</sup> ~ 2:30 pm–3:30 pm

**Customer Service Training**  
 (Pre-Registration Required – See Front Desk)  
 Mon.–Fri., October 23<sup>rd</sup>–27<sup>th</sup> ~ 9:00 am–12:00 pm

**Labor Market Information (LMI)**  
 Tuesday, October 24<sup>th</sup> ~ 2:00 pm – 3:00 pm

**Career Training that Leads to Jobs**  
 Thursday, October 19<sup>th</sup> ~ 10:00 am–11:00 am

**Dept. of Rehabilitation Presentation**  
 Thursday, October 26<sup>th</sup> ~ 10:00 am–11:00 am

**Job Corps Informational**  
 Tuesday, October 3<sup>rd</sup> & 10<sup>th</sup> ~ 10:00 am–12:00 pm

**Youth Education & Job Search**  
 Friday, October 13<sup>th</sup> ~ 1:00 pm–2:00 pm

**Youth Employment Program**  
 Friday, October 20<sup>th</sup> ~ 1:00 pm–2:00 pm

## ASSESSMENT CENTER

**Jackson Vocational Interest Survey (JVIS)** – Turn your interests into a satisfying career with this education and career planning tool.  
 Dates Scheduled: Tue., Oct. 3<sup>rd</sup> from 12:00 pm–2:00 pm; Tue., Oct. 17<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: Fri., Oct. 6<sup>th</sup> from 12:00 pm–2:00 pm; Mon., Oct. 9<sup>th</sup> from 10:00 am–12:00 pm  
 Thurs., Oct. 19<sup>th</sup> from 9:00 am–11:00 am; Mon. Oct. 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.  
 Dates Scheduled: Wed. Oct. 4<sup>th</sup> from 11:00 am–12:00 pm; Wed., Oct. 25<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**  
**Monday, October 16<sup>th</sup>**  
**10:00 am to 3:30 pm**



**Full Time and Part Time Security Officers for Concord, Richmond and San Ramon locations Starting wages from \$13.75 - \$17.00 per hour!**

- \*21 Years of Age with Valid California Driver's License
- \* Strong Customer Service and Communication Skills
- \*Possess Valid CA Guard Card, High School Diploma or GED
- \*Pass employment background check
- \*Pass drug and alcohol test
- \*Employer may assist in acquiring CA Guard Card