

# CONCORD CAREER CENTER August 2017

Computers, Fax, & Copiers  
Available till 4:45pm

**HOURS** 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, August 2<sup>nd</sup> and 16<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 Miércoles 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

Monday, August 28<sup>th</sup> ~ 1:30 pm—2:30 pm

### CalJOBS

Tuesday, August 1<sup>st</sup> ~ 10:00 am—11:00 am

### CalJOBS Virtual Recruiter **←NEW!**

Thursday, August 10<sup>th</sup> ~ 9:00 am—10:30 am

Thursday, August 31<sup>st</sup> ~ 9:00 am—10:30 am

### CalJOBS Background Wizard **←NEW!**

Tuesday, August 15<sup>th</sup> ~ 9:00 am—10:30 am

Tuesday, August 29<sup>th</sup> ~ 9:00 am—10:30 am

### Email for Job Search

Friday, August 25<sup>th</sup> ~ 1:00 pm—2:00 pm

### Introductory Excel

Friday, August 18<sup>th</sup> ~ 1:30 pm—4:30 pm

### MS Word Basics

Tuesday, August 8<sup>th</sup> ~ 9:00 am—10:00 am

Tuesday, August 22<sup>nd</sup> ~ 9:00 am—10:00 am

### Medi-Cal & Covered California

Please sign up in binder at the Front Desk

## JOB SEARCH BASICS

### Electronic Job Applications

Friday, August 11<sup>th</sup> ~ 2:00 pm—3:00 pm

### Interviewing Techniques

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

### Job Search Strategies

Thursday, August 3<sup>rd</sup> ~ 12:00 pm—1:00 pm

Wednesday, August 16<sup>th</sup> ~ 3:00 pm—4:00 pm

### Networking Skills

Tuesday, August 8<sup>th</sup> ~ 3:00 pm—4:30 pm

Thursday, August 24<sup>th</sup> ~ 3:00 pm—4:30 pm

### Résumé Basics

Tuesday, August 29<sup>th</sup> ~ 1:00 pm—2:00 pm

### WinWay Résumé

Friday, August 25<sup>th</sup> ~ 2:30 pm—3:30 pm

### Résumé Review by Appointment

### Career Coaching by Appointment

### Youth Coaching by Appointment

Please sign up in binder at the Front Desk for any one of these individual consultations

## BEYOND THE BASICS

### Applying For Government Jobs

Monday, August 14<sup>th</sup> ~ 1:30 pm—2:30 pm

### California Training Benefits (CTB)

Wednesday, Aug. 2<sup>nd</sup> ~ 2:30 pm—3:30 pm

Wednesday, Aug. 16<sup>th</sup> ~ 2:30 pm—3:30 pm

### Customer Service Training

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

### Dept. of Rehab. by Appointment

Please sign up in binder at our Front Desk

### Dept. of Rehab. Presentation

Thursday, August 24<sup>th</sup> ~ 10:00 am—11:00 am

### Job Corps Informational

Tuesday, August 1<sup>st</sup> ~ 10:00 am—12:00 pm

Tuesday, August 8<sup>th</sup> ~ 10:00 am—12:00 pm

### Youth Employment Program

Friday, August 18<sup>th</sup> ~ 1:00 pm—2:00 pm

### Youth Education & Job Search

Friday, August 11<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: Thurs., Aug. 10<sup>th</sup> from 12:00 pm—1:00 pm; Thurs., Aug. 24<sup>th</sup> from 10:00 am—11:00 am

**KeyTrain** (Language, Math, Locating Info) — Assess your skills in math, reading and locating information. Then work through the lessons to raise your scores.

Dates Scheduled: Thurs., Aug. 3<sup>rd</sup> from 9:00 am—11:00 am; Wed., Aug. 9<sup>th</sup> from 9:00 am—11:00 am

Tue., Aug. 23<sup>rd</sup> from 9:00 am—11:00 am; Mon. Aug. 28<sup>th</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. Aug. 16<sup>th</sup> from 11:00 am—12:00 pm; Wed., Aug. 30<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.

## 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.

