



CONCORD CAREER CENTER

July 2017

CENTER CLOSED JULY 4TH

Computer & Fax Available until 4:45 pm

HOURS 8:30 AM-5:00 PM

4071 Port Chicago Hwy, Suite 250

Concord, CA 94513 ♦ (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, July 5, 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

Monday, July 3rd ~ 10:00 am—11:00 am

Email for Job Search

Wednesday, July 26th ~ 10:00 am—11:00 am

Introductory Excel

Friday, July 21st ~ 1:30 pm—4:30 pm

MS Word Basics

Tue., July 11th ~ 9:00 am—10:00 am

Tue., July 25th ~ 9:00 am—10:00 am

WinWay Résumé

Friday, July 28th ~ 1:30 pm—2:30 pm

Career Coaching by Appointment

Please sign up in binder at our Front Desk

Résumé Review by Appointment

Please sign up in binder at our Front Desk

Medi-Cal & Covered California

Please sign up in binder at our Front Desk

JOB SEARCH BASICS

Electronic Job Applications

Friday, July 28th ~ 3:00 pm—4:00 pm

Interviewing Techniques

Thursday, July 20th ~ 11:30 am—1:00 pm

Job Search Strategies

Wednesday, July 5th ~ 10:00 am—11:00 am

Wednesday, July 19th ~ 3:00 pm—4:30 pm

Networking Skills

Tuesday, July 11th ~ 3:00 pm—4:30 pm

Résumé Basics

Tuesday, July 11th ~ 1:00 pm—2:00 pm

Dept. of Rehab. by Appointment

Please sign up in binder at our Front Desk

Dept. of Rehab. Presentation

Thursday, July 27th ~ 10:00 am—11:00 am

BEYOND THE BASICS

Applying For Government Jobs

Monday, July 10th ~ 1:30 pm—2:30 pm

California Training Benefits (CTB)

Wednesday, July 5th ~ 2:30 pm—3:30 pm

Customer Service Training

Mon.—Fri., July 24th—28th ~ 9:00 am—12:00 pm

On the Job Training (OJT) Info

Thursday, July 20th ~ 2:00 pm—3:00 pm

Job Corps Informational

Thursday, July 6th ~ 10:00 am—12:00 pm

Tuesday, July 11th ~ 10:00 am—12:00 pm

Youth Employment Program

Friday, July 21st ~ 1:00 pm—2:00 pm

Youth Education & Job Search

Friday, July 14th ~ 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 and times: Thursday, July 13th from 9:00 am to 10:00 am

Thursday, July 27th from 10:00 am to 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 and times: Wednesday, July 12th from 9:00 am to 10:00 am

Tuesday, July 25th from 2:00 pm to 3:00 pm

My Next Move — Self-directed assessment to help you find out how your interests relates to the world of work. Learn what careers to explore. Search careers with key words. Build on your strengths.

Typing Tests — Please call or see our Front Desk for additional information and to schedule your appointment.

On Site Recruitment



Tuesday, July 11th

9:00 am to 1:00 pm

Various positions including **Data Entry, Accounting Associate, Admin./Secretarial, Machine Operator**

www.manpower.com

Must call (925)671-4502 to pre-register SEATING IS LIMITED

Allow time to register on CalJOBS

Bring Driver's License and Social Security Card