



# CONCORD CAREER CENTER January 2018

**CLOSED JANUARY 1 and 15**  
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, January 3<sup>rd</sup> and 17<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, January 25<sup>th</sup> ~ 10:30 am-11:30 am

### Email for Job Search

Friday, January 19<sup>th</sup> ~ 9:00 am-10:00 am

### Introductory Excel

Friday, January 19<sup>th</sup> ~ 1:30 pm-4:30 pm

### MS Word Basics

Tuesday, January 2<sup>nd</sup> ~ 9:00 am-10:00 am

Tuesday, January 9<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

**ALL Center Services REQUIRE**

**CalJOBS registration!**

## JOB SEARCH BASICS

### Electronic Job Applications

Wednesday, January 17<sup>th</sup> ~ 1:00 pm-2:00 pm

### Interviewing Techniques

Thursday, January 18<sup>th</sup> ~ 11:30 am-1:00 pm

### Job Search Strategies

Wednesday, January 3<sup>rd</sup> ~ 10:00 am-11:00 am

Friday, January 26<sup>th</sup> ~ 3:30 pm-4:30 pm

### Networking Skills

Tuesday, January 9<sup>th</sup> ~ 3:00 pm-4:00 pm

Thursday, January 25<sup>th</sup> ~ 3:00 pm-4:00 pm

### Résumé Basics

Tuesday, January 2<sup>nd</sup> ~ 10:00 am-11:00 am

### WinWay Résumé

Wednesday, January 17<sup>th</sup> ~ 2:00 pm-3:00 pm

### NEW! Career Club

Tues., January 16<sup>th</sup>, 23<sup>rd</sup> & 30<sup>th</sup> ~ 11:00 am-12:00 pm

## BEYOND THE BASICS

### Applying For Government Jobs

Monday, January 8<sup>th</sup> ~ 2:00 pm-3:00 pm

### California Training Benefits (CTB)

Wednesday, January 3<sup>rd</sup> & 17<sup>th</sup> ~ 2:30 pm-3:30 pm

### Customer Service Training

Mon.-Fri., January 22<sup>nd</sup>-26<sup>th</sup> ~ 9:00 am-12:00 pm

### Labor Market Information (LMI)

Tuesday, January 23<sup>rd</sup> ~ 2:00 pm-3:00 pm

### Career Training that Leads to Jobs

Thursday, January 18<sup>th</sup> ~ 10:00 am-11:00 am

### Job Corps Informational

Tuesday, January 2<sup>nd</sup> & 9<sup>th</sup> ~ 10:00 am-12:00 pm

### Dept. of Rehabilitation Presentation

Thursday, January 25<sup>th</sup> ~ 10:00 am-11:00 am

### 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., Jan. 2<sup>nd</sup> from 12:00 pm-2:00 pm; Tue., Jan. 9<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: Thurs., Jan. 4<sup>th</sup> from 9:00 am-11:00 am; Wed., Jan. 10<sup>th</sup> from 12:00 pm-2:00 pm

Thurs., Jan. 18<sup>th</sup> from 10:30 am-12:30 pm; Wed. Jan. 24<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. Jan. 3<sup>rd</sup> from 11:00 am-12:00 pm; Wed., Jan. 31<sup>st</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



**Tuesday, January 9<sup>th</sup>, 2018**  
**10:00 AM – 2:00 PM**

**Construction Helpers & Glaziers**

CalJOBS registration is required to attend. Please allow time to register if you are not registered on CalJOBS, or go to <https://www.caljobs.ca.gov> Bring Driver's License and Social Security Card.