

### NOT SURE WHERE TO START?

Come to **Career Center Services** orientation!

Mondays April 10<sup>th</sup> & 24<sup>th</sup> at 10:00am

Let us know if you are...

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

We have services just for you!

### We offer:

- Career assessments • Skill assessments • Typing tests
- Job training via WIOA program for those who are eligible
- On-site recruitments by employers who are hiring!
- OJTs (On-the-Job Training for those who are eligible)

## TECH TOOLS

### CalJOBS Workshop

Mondays April 3<sup>rd</sup> & 17<sup>th</sup>  
1:30 pm - 3:00 pm

### NEW\* Career Pathways

Monday April 10<sup>th</sup>  
2:00pm-3:30pm

### JOB CONNECT

Learn about different strategies for job search, hear guest speakers, and provide feedback for future On-Site Recruitments  
Tuesday, April 11<sup>th</sup>  
1:00 pm — 3:00 pm

### WinWay Résumé

Software installed on all computers.

### NEW TIME\* Basic Computer Class Friday's 10:30am-12:30pm

## JOB SEARCH

### Job Search Strategies

Thursday, April 20<sup>th</sup>  
2:00 pm - 3:30 pm

### Labor Market Information

Thursday, April 20<sup>th</sup>  
3:30 pm — 4:30 pm

### Interview Techniques

Thursdays, April 6<sup>th</sup> & 20<sup>th</sup>  
11:00am — 12:00pm

### Resume Writing Workshop

Fridays, April 7<sup>th</sup> & 21<sup>st</sup>  
10:00am — 11:00am

### Resume Review

~by appointment only~  
Fridays, April 14<sup>th</sup> & 28<sup>th</sup>  
9:00am — 12:00pm



## RESOURCES

### PERSONS WITH DISABILITIES

DEPARTMENT OF REHABILITATION REPRESENTATIVE,  
Wednesday, April 26<sup>th</sup> 9:00am-11:30am

### SENIORS

JOHNNIE DILLIEHUNT, (510) 412-6744

### VETERANS

CAREER CENTER SITE COORDINATOR  
DENNIS ROJAS, (510) 412-6743

### ENTREPRENEURS

Small Business Development Center  
<http://contracostasbdc.org/>

### YOUTH (16-24)

EDMUND ARNOLD, (925) 942-3363  
Contra Costa Office of Education  
[earnold@cccoe.k12.ca.us](mailto:earnold@cccoe.k12.ca.us)  
(for out-of-school & in-school youth)

## ASSESSMENT CENTER

Mondays & Wednesdays 9:00 am — 3:00 pm

See Assessment Center calendar for dates and times.

### KeyTrain Basic Skills Assessment — required for WIOA program enrollment\*

Reading, math, locating information. Lessons & quizzes can help you raise your score.

### Jackson Vocational Interest Survey (JVIS) — \*

Education/career planning tool. Provides a detailed snapshot of how interests relate to employment

### Metrix Orientation by Appointment —

Wednesday, April 26<sup>th</sup> 1:00pm

Courses in medical, business, and tech. Must have basic computer skills. Inquire at front desk.

### WorkKeys (Invite Only) — Postponed until May 17<sup>th</sup>, 9:00am to 1:00pm

Proctored test to earn National Career Readiness Certificate (NCRC), a portable credential.

### Typing Certificates by Appointment Only — Every Monday & Wednesday, 9:30 am — 2:00pm

## ON-SITE RECRUITMENT



To Be Announced.