

NOT SURE WHERE TO START?

Come to **Career Center Services** orientation!

Mondays May 8th & 22nd 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

Tuesdays, May 2nd & 16th
1:30 pm - 3:00 pm

NEW* Career Pathways

Monday, May 8th
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, May 9th
1:00 pm — 3:00 pm

WinWay Résumé

Software installed on all computers.

NEW TIME* Basic Computer Class Tuesday 10:30am-12:30pm

JOB SEARCH

Job Search Strategies

Thursday, May 18th
2:00 pm - 3:30 pm

Labor Market Information

Thursday, May 18th
3:30 pm — 4:30 pm

Interview Techniques

Thursdays, May 4th & 18th
11:00am — 12:00pm

Resume Writing Workshop

Fridays, May 5th & 19th
10:00am — 11:00am

Resume Review

~by appointment only~
Fridays, May 12th & 26th
9:00am — 12:00pm



RESOURCES

PERSONS WITH DISABILITIES

DEPARTMENT OF REHABILITATION REPRESENTATIVE,
Wednesday, May 31st 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
(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 —

Wednesdays, May 10th & 24th, 1:00pm

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

WorkKeys (Invite Only) — Wednesday, May 17th, 9:00am to 1:00pm

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

Typing Certificates by Appointment Only — 9:30 am — 2:00pm

ON-SITE RECRUITMENT

5/4 CSI Staffing- 9am-12pm
5/9 Securitas 1:30pm-3pm
5/11 Apple One-10:30am-12pm
5/16 IHSS Provider Registry
10am-12pm & 1pm-3pm