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Monday	Tuesday	Wednesday	Thursday	Friday
3 Youth Orientation: 9-10 General Orientation: 9:30 – 10:30	4 Cut Your Job Search 50%: 1-3 Computer Basics: 1-4	5 Resume Revival: 9-12 General Orientation: 9:30 – 10:30 CareerScope: 11-1 TABE: 1-3 Word I: 1-4 <u>2nd Time Around Clothing Drive: 4-6</u> <i>(See back for details)</i>	6 Word II: 9-12 Keyboard & Mouse: 1-3	7 Modern Interviewing: 9-11 TABE: 12-2 General Orientation: 2-3 CareerScope: 2-4
10	11	12	13	14
Youth Orientation: 9-10 TABE: 9-11 General Orientation: 9:30 – 10:30 CareerScope: 11-1 Ace the Interview: 1-4	Hiring Event: UPS 10-2 <u>(See back for details)</u> O*Net: 12-2 Finding a Job After 50: 1-3 Power Point: 1-4 TABE: 2-4	Can-Do Attitude/ Time Management: 9-11 Power Point II: 9-12 General Orientation: 9:30 – 10:30 Hiring Event: Source 4 Teachers: 9:30 <u>(See back for details)</u> CareerScope: 11-1 TABE: 1-3 What About Assessment Tests: 1-3 Intro to JobGateway: 1-3 Job Corps: 10	Finding Your Fit: 9-11 Excel I: 9-12 Open Lab: 1-3:30	TABE: 12-2 General Orientation: 2-3 CareerScope: 2-4
17	18	19	20	21
Youth Orientation: 9-10 General Orientation: 9:30 – 10:30 <u>BCCC Health Care Recruitment 1-3</u> <i>(See back for details)</i>	O*Net: 9-11 Cut Your Job Search 50%: 1-3 Writing Effective Emails: 1-4	Resume Revival: 9-12 General Orientation: 9:30 – 10:30 CareerScope: 11-1 TABE: 1-3 Social Media/ Linked In: 1-4 <u>2nd Time Around Clothing Drive: 4-6</u> <i>(See back for details)</i>	Market Yourself: 9-11 Excel II: 9-12 <u>Hiring Event: 2nd Ave: 12 -2</u> <i>(See back for details)</i> Modern Interviewing: 1-3 Video Interviews Using Skype: 1-4	TABE: 12-2 General Orientation: 2-3 Open Lab: 1-3:30 CareerScope: 2-4
24	25	26	27	28
Youth Orientation: 9-10 TABE: 9-11 General Orientation: 9:30 – 10:30 CareerScope: 11-1 Bridging the Skills Gap: 1-3	Career Wardrobe's Suit Up: 9-11 O*Net: 12-2 Finding a Job After 50: 1-3 Excel I: 1-4 TABE: 2-4	Excel II: 9-12 General Orientation: 9:30 – 10:30 CareerScope: 11-1 TABE: 1-3 Communication/ Conflict Resolution: 1-3	Writing a Cover Letter: 9-11	TABE: 12-2 Ace the Interview: 9-12 General Orientation: 2-3 CareerScope: 2-4

Bristol Hours: M,T,TH,F 8:30 – 4:00 (Main Office) Wednesdays 8:30 – 6:00

Perkasie Hours: Monday – Friday 8:30 – 4:00

PA CAREERLINK® BUCKS COUNTY WORKSHOPS AND RECRUITMENTS FOR THE MONTH

All workshops are provided at **no cost**. You must be enrolled in the PA CareerLink® system to attend.

Pre-registration is required, please sign up on the CareerLink® Website (www.pacareerlink.state.pa.us) or call 215-781-1073. Please be prompt. If you arrive late, you may be asked to reschedule.

RECRUITMENTS, JOB FAIRS & ACTIVITIES FOR THE MONTH

BRISTOL, PA LOCATION

Interviews located at PA CareerLink® Bucks County (Bristol), 1260 Veterans Hwy, Bristol, PA 19007

Hiring Event: UPS 4/11/2017 10 – 2

Positions available include: Tractor Trailer Drivers JO#10876307 Package Handlers JO#10876304 Please apply to: www.jobgateway.pa.gov. Veterans please contact: Karen Masciantonio kmascianto@pa.gov 215-781-1073 ext 2229. Non-Veterans please contact: Richard Rodriguez rodriguez@buckscareerlink.org 215-781-1073 ext 2238.

Hiring Event: Source 4 Teachers – 4/12/2017 9:30 – 10:30 AM (Information Session) 10:45-1:30 PM (You may be asked to stay for training session- lunch will be provided)

Positions available include: Paraprofessional Educator, Substitute Teachers, Teachers Assistant, School Aide positions available in Bucks County Please apply to www.source4teachers.com under job ID 1333 before you attend. For more information contact: Richard Rodriguez rodriguez@buckscareerlink.org 215-781-1073 ext 2238 or Herb Bethea hbethea@buckscareerlink.org 215-781-1073 ext 2259.

Bucks County Community College Health Care Recruiting Event – 4/17/2017 1:00 – 3:00

BCCC will be discussing allied health trainings offered at BCCC: CNA, Dental Assisting, Pharmacy Technician, Physical Therapy Aide, EKG/Phlebotomy Technician, EKG Technician, Phlebotomy Technician, and Medical Reimbursement/Coding

Hiring Event: 2nd Ave – 4/20/2017 – 12:00 – 2:00

Positions available include: Cashier and Production Worker. Full and Part time positions located in Northeast Philadelphia, PA. Multiple shifts available. Please apply online at www.jobgateway.pa.gov For more information please contact Mike Spinka mispinka@buckscareerlink.org 215-781-1073 ext 2202 or Herb Bethea hbethea@buckscareerlink.org 215-781-1073 ext 2259

Career Wardrobe's "Suit Up" – 4/25/2017 9:00 – 11:00

Career Wardrobe's Suit Up Workshop: Offers tips on professional attire, self and body image, and preparing for your interview. For more information please contact secondtimearound@buckscareerlink.org 215-781-1073 ext 2246

PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS

JOB CORPS: Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training.

Contact Gail White for more information at 215-985-1650.

VETERAN SERVICES: Veteran services are available to assist veterans in securing employment and training. (Daily 8:30 – 4:00 Bristol Office)

VITA EDUCATION SERVICES: Vita offers *free* basic education programs tailored to the individual needs of the adult learner. They include: Basic Literacy, Pre-GED and GED classes, English as a Second Language, Family Literacy and Decisions for Living. Please contact directly: 215-345-8322, visit their website: www.vitaeducation.org, follow them on Twitter: @Vita Education or watch them in action on YouTube.com/user/Vita Education.

ASSESSMENTS OFFERED IN BRISTOL, PA

TABE Test: Test of Adult Basic Skills, provides participant with academic grade equivalency in Math and Reading. (2 hours)

PLEASE reserve a spot by registering on www.cwds.pa.gov

CareerScope: Provides participants with an interest inventory and aptitude assessment for career decisions.

(1 ½ hours) PLEASE reserve a spot by registering on www.cwds.pa.gov

KeyTrain: Study session for workplace skills in math, reading, and general preparatory for WorkKeys. (1 hour session)

PLEASE reserve a spot by registering on www.cwds.pa.gov

JOB SEARCH AND COMPUTER WORKSHOPS OFFERED IN BRISTOL, PA

Ace the Interview: Workshop studies the critical role of interview preparation, the skills necessary to confidently conduct an

interview and the follow-up process. (*Job Search Tools: Interview Preparation Kit; Thank You Letter*)

Bridging the Skills Gap: It is important that you know what skills you have. Learn to identify your adaptive and transferable skills. What are you good at? (This workshop is an updated Skills workshop with new content).

Can-Do Attitude/Time Management Workshop: Attitude is more important than skill... This workshop emphasizes the benefits of a positive attitude in the workplace. Learn how to plan, allocate, delegate, monitor, organize, schedule and prioritize your time spent.

Civil Service Workshop: Receive an overview of the PA Civil Service website. The workshop will explain how to navigate the website, search for job openings, apply online and schedule tests.

Communication/Conflict Resolution: Build your communication skills. Be an effective speaker, receiver, & an active listener. Build the skills that can turn conflicts into opportunities.

Computers Basics: Teaches basic computer skills and Windows PC navigation.

Cut Your Job Search by 50%: Computer lab workshop that shows how to search effectively for jobs, how to get organized to be

the most successful job searcher; and also techniques to keep your job search fresh and focused over time. (*Job Search Tools: 30-Second Personal Commercial; and Job Spidering*)

Excel I: Create spreadsheets & perform basic data entry. Learn the best practices & the foundation for Excel. Microsoft Office 2007

Excel II: Must take Excel I prior to this class. Expand on basic Excel principles using basic formulas, filtering and sorting, database essentials, and creating tables and various charts. Microsoft Office 2007

Finding a Job After 50: Join the growing number of over-50 job seekers in our Computer Lab to seek guidance on job search issues specific to this age group. (*Job Spidering*)

Finding Your Fit: Are you considering transferring into a whole new career? If so, this workshop will highlight how to tackle career research and guide you in exercises and assessment that can help you narrow your career search.

Intro to JobGateway: Use CWDS and Job Gateway effectively to achieve your employment & training goals. Must be registered on JobGateway or you will need to be rescheduled.

Keyboarding & Mouse: Learn the mouse & keyboard. Students will practice typing using Mavis Beacon software.

Market Yourself: Do you have good soft skills? Do you have a brand? Learn how to Market Yourself.

Modern Interviewing: Come to this workshop to learn modern interviewing techniques that focus on behavioral questions.

You will learn how to answer the hardest questions in an interview. Mock interviews will take place.

Open Lab: Free time to work on updating your resume, job search activities, and practice using Word, Excel, Power Point, and Keyboarding. Includes direction from staff member.

NEW! Video Interviews Using Skype: Increasingly employers are using technology to conduct interviews. Learn about and experience what is important for a successful video interview.

PowerPoint I: Learn the MS Power Point presentation basics. Topics include getting familiar with the software, creating various slides, adding text, images, sounds, and transitions. Microsoft Office 2007

PowerPoint II: Expand on the basics and create your own PowerPoint. You will have the opportunity to present and be evaluated.

This is a goal-oriented class. Set your own standard according to your need. Microsoft Office 2007

Must take PowerPoint I prior to taking PowerPoint II.

Resumé Critique: BY APPOINTMENT ONLY. Please call 215-781-1073 or email Hope Selig at hselig@buckscareerlink.org for an appointment.

Resume Revival: Fast track workshop that covers same day completion of your resume through critique and creation. Bring your resume when attending. Bring flash drive if possible. Must be registered on CWDS.

Social Media/LinkedIn: Create a professional portfolio on LinkedIn and learn how to network with employers in this 3-hour workshop in our Computer Lab. Please bring your resume.

What about Assessment Tests? Ever have trouble with jobs that want you to take assessments and questionnaires?

Come to this workshop for tips on how to tackle these obstacles.

Word I: Learn to use the most popular word processing software on PC. Get familiar with the software, word processing terms and applications, as well as basic computer operations. Font formatting, paragraph alignment, spell check, and cursor essentials covered. Microsoft Office 2007

Word II: Continued from Word I and includes basic computer operations (copy, paste, format painter etc.), paragraph and page formatting, bulleted lists, and tables. Microsoft Office 2007

and tables. **Must take Word I prior to taking part II.**

Writing a Cover Letter: Show employers what qualifications you have by including the cover letter with your resume. Please bring your resume and flash drive if possible.