MARCH 2019

VISTA ONE STOP CAREER CENTER

SCOTTSDALE HUMAN SERVICES

Vista del Camino | 7700 E Roosevelt | Scottsdale 85257 | 480-312-0060
Center Hours 8 A.M. - 5 P.M. – MON thru FRI

The **VISTA CAREER CENTER** is an internet accessible computer lab with access to a fax, copier, printer and scanner to assist in job searching.

MARCH 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FREE WORKSHOPS & EVENTS

BUILD A WINNING RESUME!

RESUME REVIEW

Get feedback on your current resume.

MONDAYS @ 10 A.M. | MAR. 4, 18, & 25

RESUME RESCUE

Get assistance creating a professional resume.

WEDNESDAYS @ 10 A.M. | MAR. 20 & 27

BOOST YOUR TECH SKILLS!

MICROSOFT WORD BASICS

Learn the basic functions of using Microsoft Word to build your computer and job search skills.

JOB SEEKERS ONLY PLEASE.

TUESDAYS @ 10 A.M. | MAR. 5 & 19

MICROSOFT EXCEL BASICS

Learn the basic functions of Microsoft Excel to build your computer and job skills.

JOB SEEKERS ONLY PLEASE.

TUESDAYS @ 10 A.M. | MAR. 26

ACE THAT INTERVIEW!

INTERVIEW TECHNIQUES

Learn how to answer difficult interview questions confidently and effectively.

THURSDAYS @ 10 A.M. | MAR. 28

STRENGTHEN THOSE MONEY MANAGEMENT MUSCLES!

FINANCIAL FITNESS: TRACKING AND ORGANIZING EXPENSES

Provided by Midfirst Bank.

THURSDAYS @ 10 A.M. | MAR. 21

CONNECT!

LINKEDIN 101

Develop an online professional profile and learn to effectively use LinkedIn for your job search.

THURSDAY @ 6 P.M. | MAR. 28

Note Location: Eureka Loft - 2nd Floor, Civic Center Library

TEENS! LEARN HOW TO GET A SUMMER JOB!

GET A JOB BOOT CAMP

Free Educational Event for teens 15-18 years old. Register for One or Two Days. Job Interviews, Job Applications, Mock Interviews, Professional Resumes and Much More.

DAY ONE: TUES. @ 9:30 A.M. - 2 P.M. | MAR. 12

DAY TWO: WED. @ 10 A.M. - 1 P.M. | MAR. 13

Registration Required: Go to ScottsdaleAZ.gov and search Job Boot Camp

SERVICES ARE FREE TO ALL MARICOPA COUNTY RESIDENTS.

Sheila Williams, MSW | swilliams@ScottsdaleAZ.gov | 480-312-0058

City of Scottsdale Vista del Camino Community Services and Scottsdale Teen Employment Program (STEP), In Partnership with Arizona @ Work

CAREER CENTER TOURS:

Not sure where to start?? Join us for a tour and learn to navigate the Career Center as an effective tool for your job search!

Make Your Appointment Today by:

- Signing up for a tour with the front desk
- Emailing: **swilliams@scottsdaleaz.gov**
- Calling: **480-312-0058**

EMPLOYMENT ASSISTANCE

ADULT JOB SEEKER ASSISTANCE:

- Career Closet
- Career Guidance
- Employment Resources*
- Information & Referral
- Job Interview Preparation
- Resume Review
- Transportation Assistance*

** Requires Scottsdale Residency, Income and Program Qualifications*

SCOTTSDALE TEEN EMPLOYMENT PROGRAM (STEP):

The STEP program assists Scottsdale teens, ages 14 to 19, with job readiness training, Resume assistance, mock interviews and job referrals. STEP offers workshops and regular events designed for the teen jobseeker.

ONE-ON-ONE SESSIONS:

APPOINTMENT REQUIRED

APPLICATION HOUR

Learn helpful techniques and guidance for filling out your Online Job Application.

TECH TUTORING

Learn basic internet and computer techniques that will help you on your job search.
COMPUTER BASICS
WORKSHOP REQUIRED

JOB SEARCH STRATEGIES

On the JOB HUNT? Get started with an exploration of EFFECTIVE job search strategies.

MOCK INTERVIEWS

Practice job interview questions with a professional.
INTERVIEW TECHNIQUES
WORKSHOP REQUIRED

DRESS FOR SUCCESS!

VISTA CAREER CLOSET

Get an outfit for your interview or a few outfits for your professional job from our Career Closet with gently used clothing, shoes and accessories. Some uniform clothing and steel-toed shoes may be available.
APPOINTMENT REQUIRED

CITY OF SCOTTSDALE