

October 2017

Vista One Stop Career Center

FREE Workshops and Events



Vista del Camino • 7700 E Roosevelt, Scottsdale 85257 • (480) 312-0058 • Center Hours 8:00AM-5:00PM – MON thru FRI

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5 SEE'S CANDIES INTERVIEWS 2PM-5PM	6
9	10 11 12 STEP Presents: Teen Future Forum			13 RESUME REVIEW 10AM
16	17 COMPUTER BASICS 10AM	18 RESUME RESCUE 10AM	19 INTERVIEW TECHNIQUES 10AM	20 TECH TUTORING OR APPLICATION HOUR By Appointment Only
23 RESUME REVIEW 10AM	24 COMPUTER BASICS 10AM	25 RESUME RESCUE 10AM <hr/> ORGANIZING FINANCIAL RECORDS 5:30PM	26 INTERVIEW TECHNIQUES 10AM	27 TECH TUTORING OR APPLICATION HOUR By Appointment Only
30 RESUME REVIEW 10AM	31 COMPUTER BASICS 10AM			

1:1 TECH TUTORING AND APPLICATION HOUR ARE BY APPOINTMENT ONLY.

Registration is requested for workshop attendance. Call: 480-312-0058 or Email: swilliams@scottsdaleaz.gov

★ SPECIAL EVENTS THIS MONTH!! ★

MEET THE RECRUITER EVENT @ VISTA:

SEE'S CANDIES HIRING EVENT

Thursday, October 5th | 2PM-5PM

Interviewing for: Seasonal Sales Associate

Sign up with Career Center Staff or in the Career Center

TEEN EVENT @ VISTA:

Teen Future Forum | October 10-12

For Scottsdale Teens

Explore college and career options, teen employment opportunities, and create a winning resume!

REGISTRATION: Go to www.scottsdaleaz.gov and search "Future Forum"

FINANCIAL EDUCATION WORKSHOPS:

"GET IT TOGETHER: ORGANIZE YOUR FINANCIAL RECORDS"

Presented by Desert Schools Credit Union

Wednesday, October 25th | 5:30AM-7:00PM

Learn the benefits of getting organized, what to have in case of an emergency, what to keep where and how long.

REGISTRATION: Go to www.scottsdaleaz.gov and search "Vista del Camino" or call 480-312-2323

STAFF: Sheila Williams, MSW, 480-312-0058, swilliams@scottsdaleaz.gov | Claudia Cueto, 480-312-0062, ccueto@scottsdaleaz.gov

In Partnership with: Arizona @ Work, City of Scottsdale Vista del Camino Community Services and Scottsdale Teen Employment

VISTA ONE STOP CAREER CENTER

Workshops, Events and Programs

Get Your Job Search **TOOL KIT** Ready!!!

The Vista Career Center is an internet accessible computer lab with access to a fax, copier, printer and scanner to assist in job searching. The Center Hours are Monday through Friday, 8:00 AM to 5:00PM with computer access till 4:45PM. Services are free to all Maricopa County residents.

JOB SEARCH STRATEGIES

On the JOB HUNT?
Get started with an exploration of EFFECTIVE job search strategies, Career Center services and tools available for job seekers.

RÉSUMÉ REVIEW

Get feedback and guidance for writing an effective Résumé. Résumé and Cover Letter templates and samples available upon request.

RÉSUMÉ RESCUE

Learn the essential components to writing an EFFECTIVE Résumé, followed by a hands-on lab with guidance on formatting, Résumé styles, one-on-one assistance and suggestions for improvement for writing a professional Résumé.

INTERVIEW TECHNIQUES

Develop and improve your interviewing skills. Learn how to answer difficult interview questions confidently and effectively.

Get **TECHY** with it!!!

COMPUTER BASICS

Learn the basic functions of writing and editing a résumé using Microsoft Word. This workshop will review online job search techniques, online job applications, utilizing basic computer skills and setting up a free email account.

MASTERING THE (ONLINE) JOB APP!!

Oh, how times have changed... The Online Application is now required to apply for most jobs. Yikes ... filling out your application online requires establishing a UserID/ Password along with uploading your Resume!! Learn how to complete the online application/ profile, attach, upload or paste your resume and other necessary functions. Prerequisite: Basic Understanding of Computer Functions or Computer Basics.

APPLICATION HOUR!

During this hour, Career Center staff will be available to provide helpful techniques and guidance for filling out your Online Job Application.

APPOINTMENT
REQUIRED.

TECH TUTORING

Work individually with a computer coach to develop basic internet and computer skills.

APPOINTMENT
REQUIRED.

Prerequisite:
Computer Basics

Get **HELP!!!**

JOB SEEKER ASSISTANCE:

- One-on-One Assistance
Job Search Strategies session or Career Center workshop attendance required to make individual appointment.
 - Career Closet
 - Career Guidance
 - Employment Resources*
 - Information & Referral
 - Mock Interviews/Job Interview Preparation
 - Resume Review
 - Transportation Assistance*
- CONTACTS: 480-312-0058: swilliams@scottsdaleaz.gov or
480-312-0062: cueto@scottsdaleaz.gov

SCOTTSDALE TEEN EMPLOYMENT PROGRAM:

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

Contact 480-312-0058 or
swilliams@scottsdaleaz.gov for more
information.