

December 2017

Vista One Stop Career Center

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



FREE WORKSHOPS & EVENTS THIS MONTH!!!

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BUILD A WINNING RESUME!

RESUME REVIEW

Get feedback and guidance for writing an effective Resume. Cover Letter and Resume samples available.

MONDAYS @10AM:
December 4TH and 18TH

RESUME RESCUE

Learn the elements of creating a professional and relevant Resume. Workshop includes a hands-on lab to draft your resume.

WEDNESDAYS @10AM:
December 13th and 20TH

BOOST YOUR TECH SKILLS!

COMPUTER BASICS

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

TUESDAYS @10AM:
December 5TH and 19TH

ACE THAT INTERVIEW!

INTERVIEW TECHNIQUES

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

THURSDAYS @10AM:
December 7TH

MEET A LOCAL RECRUITER!

ADVANTAGE SOLUTIONS:

SEASONAL OPPORTUNITY INTERVIEWS

Now interviewing for part-time **Retail Demonstrators**

Pay: \$10/hour | Location: Scottsdale Walmart's (North and South Scottsdale stores)

Weekend hours, flexible schedules, and part-time benefits available

Sign up for your interview today in the Career Center or email swilliams@scottsdaleaz.gov !!!

WEDNESDAY: 1PM-4PM

DECEMBER 6th

VISTA ONE STOP CAREER CENTER

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.

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 or
- Calling: 480-312-0058

EMPLOYMENT ASSISTANCE

ADULT JOB SEEKER ASSISTANCE:

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:

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

CAREER NAVIGATION

Get assistance identifying the right job based on your talents and interests.

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 maybe available.

APPOINTMENT REQUIRED

CONTACT

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