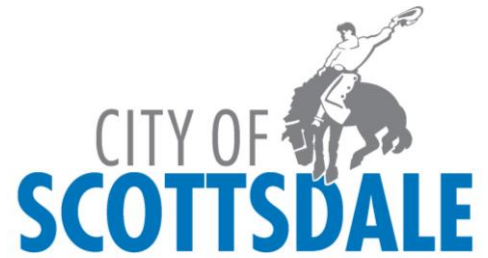


February 2018

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 CLOSED	20	21	22	23	24
25	26	27	28			

BUILD A WINNING RESUME!

RESUME REVIEW

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

MONDAYS @10AM:
February 5th, 12th and 26th

RESUME RESCUE

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

WEDNESDAYS @10AM:
February 7th and 28th

BOOST YOUR TECH SKILLS!

COMPUTER BASICS

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

TUESDAYS @10AM:
February 6th, 13th and 20th

BUILD A WINNING LINKEDIN PROFILE!

LINKEDIN 101

Learn the elements of creating a professional online presence! Develop a high-quality professional profile and learn how to effectively use LinkedIn for your job search.

MONDAYS @ 2PM: February 5th and 26th
FRIDAYS @ 10AM: February 9th and 16th

ACE THAT INTERVIEW!

INTERVIEW TECHNIQUES

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

THURSDAYS @10AM:
February 8th, 15th and 22nd

MEET A LOCAL RECRUITER!

Arizona Care Providers, LLC

Apply for a part or full time position as a Direct Care provider. Earn \$10.50 to \$12.00 an hour while making a difference in your community as a caregiver for individuals with developmental disabilities.

Wednesday, February 21st | 10AM-1PM
Sign up for an interview with Career Center Staff today!

BUILD YOUR FINANCIAL FITNESS!

Estate Planning: Introduction to the essentials and basic components of an estate plan.

To register contact 480-312-2323 or visit Scottsdaleaz.gov and search for "Vista del Camino".

Wednesday, February 28th | 11:30AM-1PM

Located at Granite Reef Senior Center

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

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

CONTACT

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