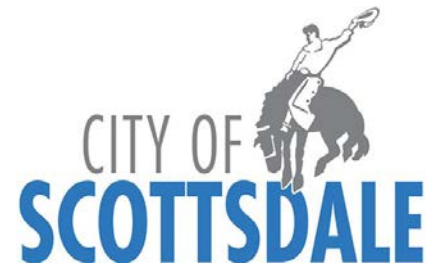


# AUGUST 2017

## 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
	1 COMPUTER BASICS 10AM	2 RESUME RESCUE 10AM	3	4 TECH TUTORING OR APPLICATION HOUR By Appointment Only
7 RESUME REVIEW 10AM	8 COMPUTER BASICS 10AM	9 RESUME RESCUE 10AM	10 INTERVIEW TECHNIQUES 10AM	11 TECH TUTORING OR APPLICATION HOUR By Appointment Only
14 RESUME REVIEW 10AM	15	16 TRI-STAR SPORTS HIRING EVENT 2PM-4:30PM	17 SUSD NUTRITION HIRING EVENT 9AM-1PM	18 TECH TUTORING OR APPLICATION HOUR By Appointment Only
21 RESUME REVIEW 10AM	22	23 RESUME RESCUE 10AM	24 INTERVIEW TECHNIQUES 10AM	25 TECH TUTORING OR APPLICATION HOUR By Appointment Only
28 RESUME REVIEW 10AM	29 COMPUTER BASICS 10AM	30 HONOR HEALTH HIRING EVENT 9AM-1PM	31	

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

Registration requested for all other workshops. Call: 480-312-0058 or Email: [swilliams@scottsdaleaz.gov](mailto:swilliams@scottsdaleaz.gov)

## ★ HIRING EVENTS THIS MONTH!! ★

MEET THE RECRUITER EVENTS @ VISTA: INTERVIEWS AVAILABLE FOR...

TRI-STAR SPORTS  
WEDNESDAY, AUGUST 16<sup>TH</sup> 2017  
2PM-4:30PM

SUSD NUTRITION DEPARTMENT  
THURSDAY, AUGUST 17<sup>TH</sup> 2017  
9AM-1PM

HONOR HEALTH  
WEDNESDAY, AUGUST 30<sup>TH</sup>  
2017 9AM-1PM

INTERVIEW SIGNUP: Contact Claudia Cueto, Sheila Williams or sign up at the Career Center Staff desk.

LOCATION: Vista del Camino Community Center | 7700 East Roosevelt Street Scottsdale 85257

STAFF: Sheila Williams, MSW, 480-312-0058, [swilliams@scottsdaleaz.gov](mailto:swilliams@scottsdaleaz.gov) | Claudia Cueto, 480-312-0062, [ccueto@scottsdaleaz.gov](mailto: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. REGISTRATION REQUIRED.

#### TECH TUTORING

Work individually with a computer coach to develop basic internet and computer skills. REGISTRATION 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](mailto:swilliams@scottsdaleaz.gov) or  
480-312-0062: [ccueto@scottsdaleaz.gov](mailto:ccueto@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](mailto:swilliams@scottsdaleaz.gov) for more information.