

# December 2016

## 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 APPLICATION HOUR 10AM & 2PM	2 JOB SEARCH STRATEGIES 10AM
5 MASTERING JOB APP 10AM RESUME REVIEW 2PM	6 COMPUTER BASICS 10AM	7 RESUME RESCUE 10AM	8 INTERVIEW TECHNIQUES 10AM	9
12 APPLICATION HOUR 10AM RESUME REVIEW 2PM	13 COMPUTER BASICS 10AM	14 JOB SEARCH STRATEGIES 2PM	15	16 JOB SEARCH STRATEGIES 2PM
19	20	21	22	23
26 VISTA DEL CAMINO CLOSED	27 COMPUTER BASICS 10AM	28 RESUME RESCUE 10AM	29 INTERVIEW TECHNIQUES 10AM	30

WORKSHOPS ARE 2 HOURS, EXCEPT "JOB SEARCH STRATEGIES", "APPLICATION HOUR" and "RESUME REVIEW" TOTALING  
\*ONE HOUR. REGISTRATION REQUESTED--Phone: 480-312-0058 or Email: [swilliams@scottsdaleaz.gov](mailto:swilliams@scottsdaleaz.gov)

### Get Ready...Get Set... JOB SEARCH!!!!

- **BUILD YOUR TECHNOLOGY IQ:** Technology is intertwined with your job search, from online applications, job searching to updating your resume. Boosting your computer literacy is an important part of your job search. Get started with the "Computer Basics" Workshop.
- **WRITE A RELEVANT RESUME:** A concise, well-written resume with only the "most relevant" information gets job interviews. To learn what employers want to see on your Resume, take the "Resume Rescue" workshop or get feedback at the "Resume Review" session.
- **FILL OUT ONLINE APPLICATIONS CORRECTLY:** Most online applications are read first by the Application Tracking Systems (ATS), computer programs which are programmed to scan your application and find keywords in your application and resume to determine if you are qualified. Learn more at "Mastering the Job App" workshop.
- **USE JOB SEARCH ENGINES SPARINGLY:** Be selective of the sites that you use and limit the number. Ideally, go to and apply to the company site directly, bypassing job search sites. Check out [www.AZJobConnection.gov](http://www.AZJobConnection.gov). Learn more details at the Job Search Strategies Workshop.
- **FILL YOUR WORK HISTORY GAPS:** As you job search, consider filling the growing gap with temporary positions, volunteer work or continued education. Check out volunteer opportunities at [HandsOnPhoenix.org](http://HandsOnPhoenix.org) and [VolunteerMatch.org](http://VolunteerMatch.org).
- **BOOST YOUR SKILLS:** Take workshops, go to a seminar and consider getting more training to make yourself more competitive. Check out the WIDA Training Grant for possible funding of your training/ certification. See Career Center staff for more information.

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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

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.

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

### 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.

### 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 recommended.

### 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.

## 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\*

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\*REQUIRES  
SCOTTSDALE RESIDENCY

### 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.