

# June 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	20	21	22	23
24	25	26	27	28	29	30

## BUILD A WINNING RESUME!

### RESUME REVIEW

Get feedback on your current resume.

**MONDAYS @10AM:**  
June 11<sup>th</sup> and 25<sup>th</sup>

### RESUME RESCUE

Get assistance creating a professional resume.

**WEDNESDAYS @10AM:**  
June 20<sup>th</sup> and 27<sup>th</sup>

## BOOST YOUR TECH SKILLS!

### MICROSOFT WORD BASICS FOR JOB SEEKERS

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

**TUESDAYS @10AM: June 12<sup>th</sup> and 26<sup>th</sup>**

### MICROSOFT EXCEL BASICS FOR JOB SEEKERS

Learn the basic functions of Microsoft Excel to build your computer and job skills.

**TUESDAY @10AM: June 19<sup>th</sup>**

## ACE THAT INTERVIEW!

### INTERVIEW TECHNIQUES

Improve your interviewing skills: Learn how to answer difficult interview questions confidently and effectively.

**THURSDAYS @10AM:**  
June 14<sup>th</sup> and 28<sup>th</sup>

## 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.

**MONDAY: June 4<sup>th</sup> @6PM | Civic Center Library-Eureka Loft, 2<sup>nd</sup> Flr** ← NEW LOCATION

**FRIDAY: June 22<sup>nd</sup> @10AM | Vista del Camino Career Ctr**

## SIGN UP FOR INTERVIEWS, WORKSHOPS OR INFO SESSION!

Registration is requested for workshop attendance. 480-312-0058, [swilliams@scottsdaleaz.gov](mailto:swilliams@scottsdaleaz.gov)

# 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](mailto: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:

APPOINTMENT REQUIRED

### 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

Sheila Williams, MSW, 480-312-0058, [swilliams@scottsdaleaz.gov](mailto:swilliams@scottsdaleaz.gov)  
City of Scottsdale Vista Career Center and Scottsdale Teen Employment Program (STEP)  
In Partnership with Arizona @ Work