

June 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 INTERVIEW TECHNIQUES 10AM	2 TECH TUTORING OR APPLICATION HOUR By Appointment Only
5 RESUME REVIEW 2PM	6 COMPUTER BASICS 10AM	7 RESUME RESCUE 10AM Allied Universal Security Services 1PM-4PM	8 INTERVIEW TECHNIQUES 10AM	9 TECH TUTORING OR APPLICATION HOUR By Appointment Only
12 RESUME REVIEW 10AM	13 COMPUTER BASICS 10AM	14 CORPORATE JOB BANK INTERVIEWS 9AM-12PM	15 INTERVIEW TECHNIQUES 10AM	16 TECH TUTORING OR APPLICATION HOUR By Appointment Only
19 RESUME REVIEW 10AM	20 COMPUTER BASICS 10AM	21 RESUME RESCUE 10AM	22 INTERVIEW TECHNIQUES 10AM	23 TECH TUTORING OR APPLICATION HOUR By Appointment Only
26	27 COMPUTER BASICS 10AM	28 RESUME RESCUE 10AM	29 INTERVIEW TECHNIQUES 10AM	30 TECH TUTORING OR APPLICATION HOUR By Appointment Only

1:1 TECH TUTORING INCLUDING APPLICATION HELP BY APPOINTMENT ONLY.

Registration requested for all other workshops. Call: 480-312-0058 or Email: swilliams@scottsdaleaz.gov

★ HIRING EVENTS THIS MONTH!! ★

MEET THE RECRUITER:

ALLIED UNIVERSAL Security Services

ALLIED will be conducting interviews for Security Guard Positions in Scottsdale.

WEDNESDAY, JUNE 7TH 2017 | 1PM-4PM

Vista del Camino Community Center
7700 East Roosevelt Street, Scottsdale 85257

MEET THE RECRUITER:

Corporate Job Bank

Corporate Job Bank will be conducting interviews for Manufacturing Positions throughout the Valley.

WEDNESDAY, JUNE 14TH 2017 | 9AM-1PM

Vista del Camino Community Center
7700 East Roosevelt Street, Scottsdale 85257

To sign up for an interview with Corporate Job Bank or Allied Universal Security Services, contact Sheila Williams, swilliams@scottsdaleaz.gov or sign up at the Career Center staff desk.

STAFF: Sheila Williams, MSW, 480-312-0058, swilliams@scottsdaleaz.gov | Claudia Cueto, 480-312-0062, 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 recommended.

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 or
480-312-0062: 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 for more information.