

Vista Paiute Job Preparation Program

Vista One Stop Career Center

May 2009

Monday	Tuesday	Wednesday	Thursday	Friday
<p>* Please contact 480.312.0058 to learn about employers participating in MEET A RECRUITER</p> <p>TIP: Do you have a business card to use while networking? People who meet you will want to know how to contact you. Presenting them with a professional business card will do the trick! Go to scottsdalejobnet.com and click on business cards to learn how to get 250 business cards for FREE with the cost of shipping!!!</p>				<p>1 Interview Skills Workshop 10:00 AM-12:00 PM</p>
<p>4</p>	<p>5 *MEET A RECRUITER 1:00 PM-3:00 PM</p> <p>Resume Assessments 9AM-4PM</p>	<p>6 Job Search Basics 9:00 AM – 11:30 PM</p>	<p>7 Professional Healthcare Networking Group 1:00 PM – 3:00 PM</p>	<p>8 Resume Writing Workshop 10:00 AM – 12:00 PM</p>
<p>11</p>	<p>12 Networking Job Club 10:00 AM – 12:00 PM</p> <p>Resume Assessments 9AM-4PM</p>	<p>13 New! Career Pathways TBA 1:00 PM - 3:00 PM</p>	<p>14</p>	<p>15 Interview Skills Workshop 10:00 AM-12:00 PM</p>
<p>18</p>	<p>19 *MEET A RECRUITER 1:00 PM-3:00 PM Resume Assessments 9AM-4PM</p>	<p>20</p>	<p>21 Professional Healthcare Networking Group 1:00 PM – 3:00 PM</p>	<p>22 Resume Writing Workshop 10:00 AM – 12:00 PM</p>
<p>25</p>	<p>26 Networking Job Club 10:00 AM – 12:00 PM</p> <p>Resume Assessments 9AM-4PM</p>	<p>27 New! Career Pathways TBA 1:00 PM - 3:00 PM</p>	<p>28</p>	<p>29</p>
<p>30</p>				



CONCERNED CITIZENS
— FOR COMMUNITY HEALTH —
Working for the needs in our community



Description of Services . . .

Maricopa Workforce Connections

Vista One Stop Career Center

The Vista Career Center is an internet accessible computer lab with access to a fax machine, copier, telephone and printer. The Center is open Monday thru Friday 8:00am to 4:30pm and services are free to all Maricopa County residents.

Resume Assessments

Receive an in depth resume review with suggestions for improvement. Walk-in hours Mondays and Thursdays from 9:00pm-4:00pm.

Job Search Basics Workshop

Presented by Maricopa Workforce Connections, this workshop will cover the key essentials of finding and securing a job; Resume Writing, Job Search Techniques, Job Fair Strategies, Interview Skills and More!

Resume Writing Workshop

In this workshop you'll learn the 5 key components used to create an **EFFECTIVE RESUME**. Learn how to make accomplishment based statements and become noticed by employers.

MEET A RECRUITER Event

Interview one on one with recruiters from major companies in the Scottsdale area. Dress to impress and bring plenty of resumes. For information on employers recruiting at the Meet a Recruiter events please contact (480) 312-0058.

Interview Skills Workshop

Develop & improve your interviewing skills, including -- preparing for interviews, avoiding "red flags" when answering questions, asking the right questions, & following-up appropriately.

Professional Healthcare Networking Group

Networking group for non-clinical healthcare professionals... If you have experience in the healthcare field or are seeking to re-career this is the group for you! Bring plenty of business cards and be prepared with your elevator speech!

Career Pathways *New!*

Thinking about **Re-careering**? Interested in **Upgrading** your skills? Come to a Career Pathways orientation and learn about training and education programs, financial aid and the growing **HOTJOBS** in Arizona. Space is limited please call (480) 312-0062 to register.

Short Term Job Coach Services

Freshen up on resume writing techniques, applications, interviews skills, job leads and job-seeking & keeping tips. Available by appointment.

Networking Job Club

80% of job landings are from networking with other people. Learn about effective job searching techniques, how to seek networking opportunities and market yourself to increase job search contacts.

Career Closet

The Vista Career Closet provides gently used professional work attire to Scottsdale residents re-entering the workforce. All clothing is donated and offered free of charge. Available by appointment.

Community Voicemail

Community Voicemail is a **free** and confidential voicemail program sponsored by Community Information & Referral. To learn more about signing up for your own Community Voicemail phone number please contact (480) 312-2323.

Intensive Case Management Program (ICM)

Case managers work one on one with participants to:

- ✓ address barriers to employment (housing/transportation/childcare),
- ✓ complete career exploration activities & job readiness training,
- ✓ seek out training & education opportunities ,
- ✓ receive assistance with job placement AND
- ✓ develop money management skills.

Participants must be Scottsdale residents, please contact (480) 312-0060 for eligibility requirements.