



# Winter 2024

JAN | FEB | MAR

## Scottsdale Career Services

The Career Center is a self-serve space for job seekers to use with an internet accessible computer lab and access to a fax, copier, printer, and scanner. Skilled career coaches are available with an appointment to assist job seekers.

Services are provided in partnership with the  
Maricopa County ARIZONA@WORK and City of Scottsdale.

## Get Ready, Get Set, GET HIRED!

### Workshops (Registration Required)

**Time: 10 a.m. - 12 p.m. | Location: Vista del Camino**

Time and location stay the same unless otherwise noted.

#### The Back to Workshop

Learn new strategies to prepare for the job market: resumes, online applications, digital interviews and more.

**Jan. 25 & Mar. 28 at 10:30 a.m.**

**\*Civic Center Library**

#### Job Search Strategies

Explore effective strategies for job search and the tips and tricks to the next step.

**Jan. 9, Feb. 13 & Mar. 12 at 10 a.m.**

#### Interview Techniques

Learn the latest techniques and how to answer interview questions confidently and effectively.

**Jan. 16, Feb. 20 & Mar. 19 at 10 a.m.**

**Feb. 29 at 10:30 a.m.**

**\*Civic Center Library**

#### Resume Rescue

Learn the essentials to writing an effective resume, followed by a lab with formatting guidance.

**Jan. 2, Feb. 6 & Mar. 5 at 10 a.m.**

### Career Fair

**Coming  
Spring 2024!**

**Check website  
for updates  
and a list of  
attending employers.**

#### Career Services:

All services are free of charge.

- Career Guidance
- Interview Preparation
- Resume Assistance
- LinkedIn Assistance
- Employment Referrals
- Career Closet
- Scottsdale Teen Employment Program



**Contact Us to Start Your Career Journey Today!**

**Vista del Camino Career Center**

**7700 E. Roosevelt | Scottsdale**



**Visit:** [ScottsdaleAZ.gov](https://ScottsdaleAZ.gov), search "career center"

**Email:** [VistaCareerCenter@ScottsdaleAZ.gov](mailto:VistaCareerCenter@ScottsdaleAZ.gov)

**Phone:** 480-312-0060

**Hours:** Monday - Friday | 8 a.m. - 5 p.m.

## **Employment Assistance Adult 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

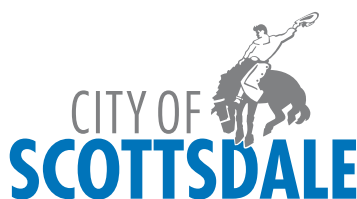
## **Scottsdale Teen Employment Program (STEP):**

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.

## **Current Job Opportunities:**

[AZJobConnection.gov](http://AZJobConnection.gov)

[Scottsdale.jobs](http://Scottsdale.jobs)



## **Career Services Workshops: The Back To WORKshop!**

Learn new strategies to prepare for this new job market: resumes, online applications, digital interviews and more.

### **Interview Techniques**

Learn the latest interview techniques and how to answer interview questions confidently and effectively.

### **Computer Assistance Lab**

Get job seeking assistance with internet navigation, uploading, and attaching your resume and online job applications. Space limited. Job Seeker Only, Please.

### **Computer Confidence**

Learn computer fundamentals along with some handy tools and tricks for an effective and efficient job search. Join us!

## **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
- Calling: 480-312-0058

## **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.

