


JOB SEARCH WORKSHOPS
WORKSOURCE PORTLAND METRO Hillsboro and CAPITAL Career Center

JULY 2009

Location Codes: HB = Hillsboro CCC = CAPITAL Career Center - See reverse side for addresses and contact information! ⇨

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		July 1	July 2	July 3
		9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC - Becky	10:00-12:00 – Interviewing Strategies Workshop* HB	<p style="color: red; font-weight: bold;">Office Closed For 4th Of July Holiday</p> 
July 6	July 7	July 8	July 9	July 10
10:00-12:00 – Job Search Workshop Presented In Spanish * HB - Jaime	1:00-3:00 – Resume Workshop* HB - Janet 3:00-4:00 – Job Corps Orientation HB - Liz	9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC - Becky 9:00-1:00 – Career Mapping Workshop – Room 1570 - CCC	10:00-12:00 – Interviewing Strategies Workshop* HB 3:00-5:00 – Job Corps Orientation Room 1533 – CCC - Liz	9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC - Becky 10:00-11:00 – Career Networking Group* HB - Les
July 13	July 14	July 15	July 16	July 17
10:00-12:00 – Job Search Workshop Presented In Spanish * (HB) - Jaime	10:00-12:00 – Job Search Workshop *(HB) - Charlette 1:00-3:00 – Resume Workshop* HB - Janet 3:00-4:00 – Job Corps Orientation HB - Liz	9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky	10:00-12:00 – Interviewing Strategies Workshop* HB 3:00-5:00 – Job Corps Orientation Room 1533 – CCC - Liz	9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky
July 20	July 21	July 22	July 23	July 24
	1:00-3:00 – Resume Workshop* HB - Janet 3:00-4:00 – Job Corps Orientation HB - Liz	9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky	10:00-12:00 – Interviewing Strategies Workshop* HB 3:00-5:00 – Job Corps Orientation Room 1533 – CCC - Liz	9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky 10:00-11:00 – Career Networking Group* HB - Les
July 27	July 28	July 29	July 30	July 31
	1:00-3:00 – Resume Workshop* HB - Janet 3:00-4:00 – Job Corps Orientation HB - Liz	9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky	10:00-12:00 – Interviewing Strategies Workshop* HB 3:00-5:00 – Job Corps Orientation Room 1533 – CCC - Liz	9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky

** Participation in these workshops requires completion of the WorkSource Center registration process. Please visit WorkSource Hillsboro (or your closest WorkSource Center) to complete the registration process.*

EMPLOYER IN-HOUSE RECRUITMENTS/PRESENTATIONS:

Instead of pursuing employers let us bring them to you! Come prepared with a resume to meet with employers and apply for current openings.

RESUME WORKSHOP: Your resume is the first impression you will make on a potential employer. Learn the basics of putting one together, including choosing the right format. Get answers to some common questions about resumes.

INTERVIEWING STRATEGIES: Interviews are used to determine if you are qualified for the position and if you're a good fit. Learn how to prepare for an interview, how to interview successfully, and what you should do after the interview to make a professional impression.

JOB SEARCH TIPS for English Language Learners: Useful workshop for English language learners. Topics vary including resumes, employment applications, and interview strategies.

JOB SEARCH WORKSHOP: Jump start your job search with new tips & tools. Topics vary including maximizing your iMatchSkills registration.

CAREER NETWORKING GROUP: 45% of all jobs are obtained through networking. Attend this bi-monthly meeting to network with other job seekers and guest speakers. We'll have group discussions, share job leads and job search tips.

HIGH TECH JOB SEARCH GROUP: Weekly meetings to support individuals from high tech companies in the process of finding employment. Job search skills and job leads are shared weekly.

JOB CORPS ORIENTATION: Job Corps has been helping young adults, ages 16-24, train today for tomorrow's jobs for over 25 years. Attend this informational session to determine if Job Corp is right for you or a family member.

WorkSource Portland Metro – Hillsboro

265 SE Oak Street, Suite A, Hillsboro, OR 97123

Phone: 503-681-0219

www.WorksourcePortlandMetro.org

WorkSource Portland Metro CAPITAL Career Center

18624 NW Walker Rd., Beaverton, OR 97006, Entrance C

Phone: 503-533-2713

**Workshops begin on time; please arrive a few minutes early.
Latecomers will not be admitted.**

**WorkSource Portland Metro is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.**

This program is financed in whole or in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor. Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. La Igualdad de Oportunidades de Empleos Es La Ley. Servicios auxiliares disponibles a pedido para minusválidos.