



JOB SEARCH WORKSHOPS

WORKSOURCE PORTLAND METRO Hillsboro and CAPITAL Career Center

JUNE 2009

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
June 1	June 2	June 3	June 4	June 5
	<u>1:00-3:00 – Resume Workshop*</u> (HB) - Janet <u>3:00-4:00 – Job Corps Orientation</u> (HB) - Liz	<u>9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC - Becky</u>	<u>10:00-12:00 – Interviewing Strategies Workshop*</u> (HB) <u>3:00-5:00 – Job Corps Orientation</u> Room 1533 – CCC - Liz	<u>9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky</u> <u>10:00-11:00 – Career Networking Group*</u> (HB) - Les
June 8	June 9	June 10	June 11	June 12
<u>10:00-12:00 – Job Search Workshop Presented In Spanish *</u> (HB) - Jaime	<u>10:00-12:00 – Job Search Workshop *(HB)</u> - Charlette <u>1:00-3:00 – Resume Workshop*</u> (HB) - Janet <u>3:00-4:00 – Job Corps Orientation</u> (HB) - Liz	<u>9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC - Becky</u>	<u>10:00-12:00 – Interviewing Strategies Workshop*</u> (HB) <u>3:00-5:00 – Job Corps Orientation</u> Room 1533 – CCC - Liz	<u>9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC - Becky</u>
June 15	June 16	June 17	June 18	June 19
	<u>1:00-3:00 – Resume Workshop*</u> (HB) - Janet <u>3:00-4:00 – Job Corps Orientation</u> (HB) - Liz	<u>9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky</u>	<u>10:00-12:00 – Interviewing Strategies Workshop*</u> (HB) <u>3:00-5:00 – Job Corps Orientation</u> Room 1533 – CCC - Liz	<u>9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky</u> <u>10:00-11:00 – Career Networking Group*</u> (HB) - Les
June 22	June 23	June 24	June 25	June 26
	<u>1:00-3:00 – Resume Workshop*</u> (HB) - Janet <u>3:00-4:00 – Job Corps Orientation</u> (HB) - Liz	<u>9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky</u>	<u>10:00-12:00 – Interviewing Strategies Workshop*</u> (HB) <u>3:00-5:00 – Job Corps Orientation</u> Room 1533 – CCC - Liz	<u>9:30-11:00 – High Tech Job Search Group – Room 1540 – CCC – Becky</u>
June 29	June 30			
	<u>1:00-3:00 – Resume Workshop*</u> (HB) - Janet <u>3:00-4:00 – Job Corps Orientation</u> (HB) - Liz			

** 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.