Pennsylvania CareerLink — Bucks County

Bucks County Office Center
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www.pacareerlink.pa.gov

June 2019

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Monday	Tuesday	Wednesday	Thursday	Friday
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3	**4**	**5**	**6**	**7**
General Orientation 9:30-10:30 **Youth Orientation 10AM** **Word I 1:00-4:00**	**Word II 9:00-12:00** CareerScope/Skilldex 10:30-12:00 TABE 1:00-3:00 *Hiring Event: S&L Healthy Vending (See back for details)*	**Resume Revival 9:00-12:00** TABE 10:00-12:00 CareerScope/Skilldex 12:00-2:00 **General Orientation 2:00-3:00** **Center for Young Professionals College and Career Fair 3:30-6:00** CareerScope/Skilldex 4:00-5:30 *Hiring Event: Allied Universal 10:00-12:00 (See back for details)*	**Open Lab 9:00-11:30** **Ace the Interview 1:00-3:30** *Hiring Event: Sykes Enterprises: 10:00 – 12:00 (See back for details)*	*Hiring Event: Doylestown Hospital 10:00-12:00 (See back for details)*
10	**11**	**12**	**13**	**14**
General Orientation 9:30-10:30 **Youth Orientation 10AM**	**Excel I 9:00-12:00**	**Resume Revival 9:00-12:00** TABE 10:00-12:00 CareerScope/Skilldex 12:00-2:00 **General Orientation 2:00-3:00** **Open Lab 1:30-3:30** CareerScope/Skilldex 4:00-5:30 **Networking Now 2:00 – 4:00**	CareerScope/Skilldex 8:30-10:00 **Excel II 9:00-12:00** CareerScope/Skilldex 12:00-1:30 TABE 2:00-4:00 *Hiring Event: Doylestown Hospital 10:00-12:00 (See back details)* *Hiring Event: Family Services 1:30-3:30*	TABE 8:30-10:00 **Excel III 9:00-12:00** CareerScope/Skilldex 11:00-12:30
17	**18**	**19**	**20**	**21**
Writing a Cover Letter 9:00-11 **General Orientation 9:30-10:30** **Youth Orientation 10AM** **Computer Basics I 1:30-3:00**	**Power Point I 9:00 – 12:00** CareerScope/Skilldex 10:30-12:00 TABE 1:00-3:00	**Resume Revival 9:00-12:00** TABE 10:00-12:00 CareerScope/Skilldex 12:00-2:00 **General Orientation 2:00-3:00** **Power Point II 1:00-4:00** CareerScope/Skilldex 4:00-5:30		
24	**25**	**26**	**27**	**28**
General Orientation 9:30-10:30 **Youth Orientation 10AM** **ESL Registration 9:00-11:30AM** **ESL Registration 1:00-3:30PM**	**Registration for GED/Literacy 9:00-12:00**	TABE 10:00-12:00 CareerScope 12:00-2:00 **General Orientation 2:00-3:00** CareerScope 4:00-5:30 **Networking Now 2:00 – 4:00** **ESL Registration 9:00-11:30AM** **ESL Registration 1:00-3:30PM**	**Registration for GED/Literacy 9:00-12:00** CareerScope/Skilldex 8:30-10:00 CareerScope/Skilldex 11:00-12:30 **Finding A Job Over 50 1:00-3:00**	**Registration for GED/Literacy 9:00-12:00**

PA CareerLink® Bucks County is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

All workshops are provided at no cost. You must be enrolled in the PA CareerLink® system to attend.
Pre-registration is required, please sign up on the CareerLink® Website (www.pacareerlink.state.pa.us) or call 215-781-1073. Please be prompt. If you arrive late, you may be asked to reschedule

PA CAREERLINK® BUCKS COUNTY WORKSHOPS ANDRECRUITMENTS FOR THE MONTH

RECRUITMENTS, JOB FAIRS & ACTIVITIES FOR THE MONTH

BRISTOL, PA LOCATION
Interviews located at PA CareerLink® Bucks County (Bristol), 1260 Veterans Hwy, Bristol, PA 19007

Networking Now! 2:00-4:00
- **Wednesday June 12, 2019**
- **Wednesday June 26, 2019**

Hiring Event: S & L Healthy Vending; 6/4/2019 11:00-1:00pm. Route Driver. Please apply online at www.pacareerlink.state.pa.us using job posting number 12910626. For more information please contact Chris McCarthy at 215-781-1073 ext 2265 or cmmcarthy@buckscareerlink.org

Hiring Event: Sykes Enterprises; 6/6/2019 10:00 – 12:00pm. Customer Service Photography and Technical Support. Please apply online at www.pacareerlink.state.pa.us using job posting number 13047608. For more information please contact Mike Spinka 215-781-1073 ext 2202 or mspinka@buckscareerlink.org

Hiring Event: Allied Universal; 6/5/2019 10:00-12:00pm. Security Guard. Please apply online at www.pacareerlink.state.pa.us using job posting number 13027040. For more information please contact Mike Spinka at 215-781-1073 ext 2202 or mspinka@buckscareerlink.org

Hiring Event: Doylestown Hospital; 6/7/2019 10:00-12:00pm. Medical Assistant**.** Please apply online at www.pacareerlink.state.pa.us using job posting number 13009947. For more information please contact Chris McCarthy at 215-781-1073 ext 2265 or cmccarthy@buckscareerlink.org

Hiring Event: Doylestown Hospital; 6/13/2019 10:00-12:00pm. Food Service Worker. Please apply online at www.pacareerlink.state.pa.us using job posting number 13009973. For more information contact Chris McCarthy at 215-781-1073 ext 2265 or cmccarthy@buckscareerlink.org

Hiring Event: Family Services; 6/13/2019 1:30-3:30pm. For more information contact Mike Spinka at 215-781-1073 ext 2202 or mspinka@buckscareerlink.org

PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS

JOB CORPS: Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training. **Contact Gail White for more information at 215-985-1650.**

PA OFFICE OF VOCATIONAL REHABILITATION (OVR): The office of Vocational Rehabilitation offers services to qualified individuals with disabilities, in order to assist them to prepare for, enter, or retain employment. Phone: 1-800-221-1042 www.dli.state.pa.us. Keyword: OVR

VETERAN SERVICES: Veteran services are available to assist veterans in securing employment and training. *(Daily 8:30 – 4:00 Bristol Office)*

VITA EDUCATION SERVICES: Vita offers *free* basic education programs tailored to the individual needs of the adult learner. They include: Basic Literacy, Pre-GED and GED classes, English as a Second Language, Family Literacy and Decisions for Living. Please contact directly: 215-345-8322, visit their website: www.vitaeducation.org, follow them on Twitter: @VITA Education or watch them in action on YouTube.com/user/Vita Education.

FREE GED Preparation, Job Readiness/Career Exploration, Job Placement for Young Adults

Assisting out-of-school young adults, ages 16 to 24, in Bucks County entering the emerging workforce and achieve their future goals.

1. The Center for Young Adults is offering Free GED preparation and test vouchers to young adults that have withdrawn from school and would benefit from participating in our GED program.

2. Additionally, the Center for Young Adults provides FREE job search assistance, coaching, transition planning, resume review and Paid Work Experience to young adults that have graduated from high school and need help finding employment.

Call Amanda at 215-781-1073 ext. 2273 to schedule an appointment or attend an orientation session

TABE Test: Test of Adult Basic Skills, provides participant with academic grade equivalency in Math and Reading. (2 hours) PLEASE reserve a spot by registering on www.cwds.pa.gov

CareerScope/Skilldex: Provides participants with an interest inventory and aptitude assessment for career decisions. (1 ½ hours) PLEASE reserve a spot by registering on www.cwds.pa.gov
KeyTrain: A session that will introduce Key Train, which provides a platform to assess academic proficiency. Skilldex is a talent identification program that lists your skill set for job matching within the PA CareerLink.(1 hour session). Please reserve a spot by registering on www.cwds.pa.gov
Assess Your Skills: Complete an industry specific assessment that will provide a snap shot of your skill set in various occupational areas and skills sets. Tools available in hundreds of job titles and software products. (2 hour session)
Open Assessments: Participants are able to walk in and complete any assessment that is available, including CareerScope, eSkills, O*Net Interest Profiler, KeyTrain or prep for mandated assessments for WIOA services.

JOB SEARCH AND COMPUTER WORKSHOPS OFFERED IN BRISTOL, PA

Ace the Interview: Learn interviewing techniques that focus on behavioral and traditional interview questions. You will learn how to answer the hardest questions in an interview and the importance of follow-up.
Computers Basics I: Teaches basic computer skills, including copy, cut, paste and Windows PC navigation. Includes basics of uploading a resume online.
Computer Basics II: In this workshop learn about identifying the operating system running a computer, what an IP address is and how to identify it, what a network is, more on using the internet, the cloud, internet safety, finding downloads on a computer, and identifying the devices connected to a computer.
Cut Your Job Search by 50%: Make your job search as efficient and effective as possible. Learn tips on being organized, efficient, using social media effectively and how networking is critical for the job search.
Excel I: Learn the best practices and the foundation for Excel including: cursor positions and editing cells; how to create spreadsheets; perform basic data entry; execute spreadsheet operations, copy and fill series, inserting, deleting and adjusting columns and rows; formatting, saving, basic formulas, creating borders, formatting dates and conditional formatting. Excel 2016
Excel II: *Must have taken Excel 1.* Learn and perform: commonly used formulas; continue copy and fill series; inserting and modifying comments; filtering and sorting; database essentials; perform subtotals; create and modify charts. Excel 2016
Excel III: Learn how to create a PivotTable and a pivot chart, perform lookups, use data validation (control inputs from a list), link cells, IF and Countif functions, using text to columns function and arranging the view of various spreadsheets. **Must have taken Excel I & Excel II and have a strong working knowledge of Excel**. Excel 2016
Finding a Job After 50: Join the growing number of over-50 job seekers in our Computer Lab to seek guidance on job search issues specific to this age group.
Keyboarding & Mouse: Basic keyboarding is an important skill in today's workplace. Learn how to use the mouse and keyboarding beyond the 'hunt and peck' style of typing. Students will practice typing using Mavis Beacon software.
Open Lab: Come any time during this workshop to use the computer for job search activities; get assistance with learning the computer; take a tutorial or practice Word, Excel, PowerPoint. Staff available for questions and assistance.
PowerPoint I: Learn how to use the program to create a presentation using slides, adding text, images, sounds, animation and slide transitions. PowerPoint 2016
PowerPoint II: *Must have taken PowerPoint I.* Learn effective presenting skills and create your own presentation; volunteers will present their presentation. PowerPoint 2016
Resume Revival: Update your resume during this workshop, including critique and formatting. **Must come with a hard copy of your resume and have access to it electronically (email, flash drive, or Job Gateway).** For best results, bring a flash drive and/or have access to your email (incl. password). **Must be registered to attend but prepared walk-ins may be accepted if space is available. Starts promptly; late comers may not be accommodated.**
Resume Critique: BY APPOINTMENT ONLY. Please call or email Julie Rita-Di Pietro to schedule time to review and update your resume 215-781-1073 x2248 or jritadipietro@buckscareerlink.org
Word I: Participants become familiar with the software and cursor essentials; learn word processing terms and applications; how to select text; font formatting; paragraph alignment, margins, page setup, saving and spell check. Word 2016
Word II: *Must have taken Word I.* Learn how to: copy, cut, paste; use paste special and format painter; format paragraphs and pages; bullet lists and columns; insert headers and footers, page numbers, tabs, tab stops and symbols; find and replace and tables. Word 2016.
Writing a Cover Letter: Resumes don't tell your full story to an employer. This workshop will lead you through writing an effective cover letter to provide a better snapshot of you as an employee and highlight the value you bring. Can create a cover letter during the workshop. If you have a cover letter, bring it for critiquing.

Workshops, Hiring Events, & Assessment Key Codes
Bold=Workshops
Italics=Hiring Events, Information Sessions and Recruitments
<u>Underline=Assessments</u>

ASSESSMENTS OFFERED IN BRISTOL, PA

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