



WORKSHOPS LOCATED IN PERKASIE:

Bucks County Community College
 1 Hillendale Road, Perkasie, PA 18944
 215-258-7755 | www.pacareerlink.pa.gov

June 2019

Pre-registration is required to ensure a seat
www.pacareerlink.pa.gov

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
		WIOA Information Session 9:30 am -10:30 am		
10	11	12	13	14
Open Lab 9:30 am -11:30 am Writing a Cover Letter 1:30 pm – 3:30 pm	Training Information: <i>Industrial Maintenance Program</i> 1:00 pm – 3:00 pm	WIOA Information Session 9:30 am -10:30 am	Resume Revival 1:00 pm – 3:30 pm Hiring Event: Source4Teachers <i>1:00 pm – 3:00 pm</i>	
17	18	19	20	21
CareerScope 9:00 am – 10:30 am TABE 10:30 am – 12:30 pm Finding a Job Over 50 1:00 pm – 3:00 pm		WIOA Information Session 9:30 am -10:30 am	Cut Your Job Search by 50% 9:30 am – 11:30 am Open Lab 1:30 pm – 3:30 pm	
24	25	26	27	28
		WIOA Information Session 9:30 am -10:30 am	Ace the Interview 1:00 pm – 3:00 pm Hiring Event: Source4Teachers <i>1:00 pm – 3:00 pm</i>	
Workshops provided at no cost. Please read details on the reverse for any special instructions.		Individual Resume Critique: Email your resume, preferably in Word format, to: jritadipietro@buckscareerlink.org		Space is limited; pre-registration is required to ensure a seat. Please sign up on the CareerLink® Website under events at: www.pacareerlink.pa.gov

PA CAREERLINK® BUCKS COUNTY PERKASIE WORKSHOPS AND RECRUITMENTS

All workshops provided at no cost

Online Registration required - Sign up from the events page of the CareerLink® Website (www.pacareerlink.pa.gov)

Call 215-258-7755 with questions

PLEASE BE PROMPT. IF YOU ARRIVE LATE, YOU MAY BE ASKED TO RESCHEDULE

JOB SEARCH WORKSHOPS OFFERED IN PERKASIE

ACE THE INTERVIEW: Learn interviewing techniques that focus on behavioral and traditional interview questions. Learn how to answer the hardest questions in an interview and the importance of follow up.

CUT YOUR JOB SEARCH BY 50%: Make your job search as efficient and effective as possible. Tips on being organized, efficient, using social media effectively and how networking is critical for the job search.

FINDING A JOB AFTER 50: Join the growing number of job seekers over 50 to receive guidance on job search issues specific to this age group.

OPEN LAB: Use this time to work on computers to learn or practice keyboarding; computer basics; writing emails; Microsoft Office Word, Excel, PowerPoint; and other basic computer skills. Have your email login and password for your email account if working on emailing.

RESUME REVIVAL: Update your resume during this workshop, including critique and formatting. Must come with a hard paper copy of your resume and have access to it electronically. For best results, bring a flash drive and have access to your email and Job Gateway accounts (including passwords). Prepared walk-ins may be accepted if space is available. **Starts promptly; late comers may not be accommodated.**

WRITING A COVER LETTER: Resumes don't tell your full story to a potential 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. If you have a cover letter, bring it for critiquing and/or a flash drive if possible.

ASSESSMENTS OFFERED IN PERKASIE

CAREERSCOPE: Provides participants with an interest inventory and aptitude assessment for career decisions. (1½ hours)

TABE TEST: Test of Adult Basic Skills, provides participant with academic grade equivalency in Math and Reading. (1½ hours)

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SERVICES

WIOA INFORMATION: Are you receiving unemployment benefits? Long-term unemployed? Learn how you could receive job search assistance and counseling through WIOA. The program offers intensive job search counseling, one-on-one assistance, and potential training opportunities. WIOA eligibility is determined after the orientation through specific financial guidelines. For more information, call Eugenia Allen at 215-258-7713. Have your PA CareerLink Participant ID, Keystone ID and Password available.

HIRING EVENTS LOCATED IN PERKASIE:

Herb Bethea, Staffing Consultant 215-781-1073 ext. 2259 / hbethea@buckscareerlink.org

ESS/Source 4 Teachers –Substitute Teachers, Instructional Assistants, Paraprofessional Educators, School Aides, Head Start Assistants, Food Services Workers, Custodians, Clerical Staff.

INDIVIDUAL RESUME CRITIQUE

Please email your resume (preferably in Microsoft Word format) **to Julie Rita-Di Pietro** jritadipietro@buckscareerlink.org **Call 215-781-1073 ext. 2248**

PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS - PERKASIE

BUCKS COUNTY COMMUNITY COLLEGE: Center for Workforce Development, Continuing Education, literacy programs in addition to academic programs. Campuses located in Newtown, Bristol, and Perkasio. Visit their website: www.bucks.edu

Metalwork Training: Grant Funded 12-week training program beginning February 25th offered in Perkasio by Bucks County Community College. For more information: Bridget Hughes; 267-685-4884 / bridget.hughes@bucks.edu

Industrial Maintenance Training – Grant Funded 12-week training program offered in Doylestown. For more info: Bridget Hughes; 267-685-4884 / bridget.hughes@bucks.edu

GED/High School Equivalency Prep Program Information: Classes held in Perkasio and Bristol. For more information: G. Jay Francis, ABLE Program Coordinator 215-258-7757 / g.jay.francis@bucks.edu

In School Youth Program: Grant funded career and college pathway program for high school seniors. Program starts January 28th for Upper Bucks Technical School, Pennridge High School, and William Tennent High School. For more information: Robert Zirkle, 215-258-7734 / mary.reshetar@bucks.edu, or visit @BucksYouthWF on Facebook.

BUREAU OF WORKFORCE PARTNERSHIP AND OPERATIONS VETERAN SERVICES: Veteran services are available to assist veterans in securing employment and training. (Daily 8:30 – 4:00 Bristol Office)

PA OFFICE OF VOCATIONAL REHABILITATION: Offers services to qualified individuals with disabilities to assist them to prepare for, enter or retain employment. For more information, 1-800-221-1042 or www.dli.state.pa.us Keyword: OVR

Additional Workshops and Programs are available at our main office located at 1260 Veterans Highway, Bristol, PA 19007; 215-781-1073.