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Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
Closed Labor Day Observed	<u>CareerScope/Skilldex 10:30-12:00</u> <u>TABE 1:00-3:00</u> VITA Registration 9AM	<u>CareerScope/Skilldex 8:30-10:00</u> Resume Revival 9:00-12:00 VITA Registration 9AM <u>TABE 10:00-12:00</u> <u>CareerScope/Skilldex 12:00-1:30</u> General Orientation 2:00-3:00	<u>TABE 8:30-10:30</u> Microsoft Assessments 10:30 – 12:00 <u>CareerScope/Skilldex 1:00-3:00</u> Hiring Event: Tri County Security 10:00-12:00 (See back for details)	VITA Placement Testing 9AM
9	10	11	12	13
General Orientation 9:30-10:30 Youth Orientation 10AM	<u>CareerScope/Skilldex 8:30-10:00</u> Cut your Job Search by 50% 10:00-12:00 <u>TABE 1:00-3:00</u>	<u>CareerScope/Skilldex 8:30-10:00</u> <u>TABE 10:00-12:00</u> <u>CareerScope/Skilldex 12:00-1:30</u> General Orientation 2:00-3:00 Networking Now 2:00-4:00	<u>CareerScope/Skilldex 8:30-10:00</u> <u>CareerScope/Skilldex 12:00-1:30</u> <u>TABE 2:00-4:00</u> Hiring Event: Loving Arms Elder Care 10:00-12:00 (See back for details)	
16	17	18	19	20
General Orientation 9:30-10:30 Youth Orientation 10AM <u>CareerScope/Skilldex 10:30-12</u> <u>TABE 1:00-3:00</u>	<u>TABE 8:30-10:30</u> Linkedin 10:00-12:00 Overcoming Ageism in The Job Search 10:00-12:00 <u>CareerScope/Skilldex 1:00-3:00</u>	Resume Revival 9:00-12:00 General Orientation 2:00-3:00 Information Session: ESS 10:00-2:00 (See back for details)		
23	24	25	26	27
General Orientation 9:30-10:30 Youth Orientation 10AM	Linkedin 10:00-12:00	<u>CareerScope/Skilldex 8:30-10:00</u> Resume Revival 9:00-12:00 <u>TABE 10:00-12:00</u> <u>CareerScope/Skilldex 12:00-1:30</u> General Orientation 2:00-3:00 Networking Now 2:00-4:00	<u>CareerScope/Skilldex 8:30-10:00</u> Applying to Jobs on Line Using ATS 10:00-11:30 WIPA Advisory Committee Meeting 12:00-3:00 (See back for detail) Finding A Job Over 50 1:00-3:00	
30				
General Orientation 9:30-10:30 Youth Orientation 10AM Information Session: ESS 10:00- 2:00 (See back for details)				

All workshops are provided at no cost. Please check the online calendar for any changes or updates

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

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

RECRUITMENTS, JOB FAIRS & ACTIVITIES FOR THE MONTH

BRISTOL, PA LOCATION Mon, Tues, Thurs, Fri 8:30-4:00pm Wednesday 8:30-6:00pm

Networking Now! 2:00-4:00

- **Wednesday, September 11, 2019**
- **Wednesday September 25, 2019**

Hiring Event: Tri County Security; 09/05/2019 10:00-12:00pm. Administration Manager, Security Guard. Please apply online at www.pacareerlink.state.pa.us using job posting #13238158 or 13238153. For more information please contact Michael Spinka at 215-781-1073 ext 2202 or mspinka@buckscareerlink.org

Hiring Event: Loving Arms Elder Care; 9/12/2019 10:00-12:00. Caregivers/Home Health. Please apply online at www.pacareerlink.state.pa.us using job posting #13238564. For more information please contact Christopher McCarthy at 215-781-1073 ext 2265 or cmccarty@buckscareerlink.org

Information Session: ESS; 9/18/2019 & 9/30/2019 10:00-2:00pm. Paraprofessional, Substitute Teachers, Teacher Assistants, School Aide positions. For more information please contact Jessica Peterson at 215-781-1073 ext 2203 or jpeterson@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

Bucks County Out of School Youth (OSY) Program provides a variety of transitional programs for young adults age 16-24 for GED instruction and completion, year-round paid internships, apprenticeships, on-the-job trainings, job readiness, assistance with job searching and connecting participants to employment opportunities. The Bucks County OSY Program also provides summer internship opportunities for recent High School graduates, college preparation for those seeking secondary education, local college and business/industry tours as well as assistance in applying for financial aid. **Contact Amanda at 215-781-1073 ext 2273 to schedule an appointment or attend an orientation session**

ASSESSMENTS OFFERED IN BRISTOL, PA

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

Business Assessments: Industry assessments in Sales Force, QuickBooks, Word Press, and Adobe Tools. Please reserve a spot by registering on www.cwds.pa.gov

Microsoft Assessments: Industry assessments in Word, Excel, and Power Point to gauge current skillset in Microsoft programs. Please reserve a spot by registering on www.cwds.pa.gov

LinkedIn Workshop: Providing guidance in developing personal accounts and how to utilize with your current job search. Please reserve a spot by registering on www.cwds.pa.gov

Applying to Jobs Online Using ATS: Develop an understanding of how to navigate today's application process. Workshop includes simulation of Application Tracking System.

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. Please reserve a spot by registering on www.cwds.pa.gov

Computers Basics I: Teaches basic computer skills, including copy, cut, paste and Windows PC navigation. Includes basics of uploading a resume online. Please reserve a spot by registering on www.cwds.pa.gov

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. Please reserve a spot by registering on www.cwds.pa.gov

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. Please reserve a spot by registering on www.cwds.pa.gov

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. Please reserve a spot by registering on www.cwds.pa.gov

Excel II: *Must have taken Excel I.* 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. Please reserve a spot by registering on www.cwds.pa.gov

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. Please reserve a spot by registering on www.cwds.pa.gov

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. Please reserve a spot by registering on www.cwds.pa.gov

PowerPoint I: Learn how to use the program to create a presentation using slides, adding text, images, sounds, animation and slide transitions. PowerPoint 2016. Please reserve a spot by registering on www.cwds.pa.gov

PowerPoint II: *Must have taken PowerPoint I.* Learn effective presenting skills and create your own presentation; volunteers will present their presentation. PowerPoint 2016. Please reserve a spot by registering on www.cwds.pa.gov

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 CareerLink).** 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.**

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. Please reserve a spot by registering on www.cwds.pa.gov

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. Please reserve a spot by registering on www.cwds.pa.gov

WIPA Advisory Committee Meeting; 9/26/2019 12:00-3:00. Discussion on SSI/DDI work incentives, guidelines, and responsibilities. Please RSVP by calling or texting Norma Realpe 215-980-7730 or emailing at nrealpe@disabilityrightspa.org by Tuesday, September 10th.

Overcoming Ageism in the Job Search; 9/17/2019 10:00-12:00. Discussion on how to handle age discrimination to avoid making costly job search mistakes. Learn valuable tips to overcome ageism in the workforce. Please reserve a spot by registering on www.cwds.pa.gov

Workshops, Hiring Events, & Assessment Key Codes

Bold=Workshops

Italics=Hiring Events, Information Sessions and Recruitments

Underline=Assessments

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