

**WORKSHOPS LOCATED IN PERKASIE:**

**Bucks County Community College**  
1 Hillendale Road, Perkasie, PA 18944  
215-258-7755 | [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**September 2019**

Pre-registration is required to ensure a seat  
[www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		<b>WIOA Information Session</b> 9:30 am -10:30 am Room 258		
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
		<b>WIOA Information Session</b> 9:30 am -10:30 am Room 258  <b>Hiring Event: Source4Teachers</b> <i>1:00 pm – 3:00 pm</i>		
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
		<b>WIOA Information Session</b> 9:30 am -10:30 am Room 258		
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
		<b>WIOA Information Session</b> 9:30 am -10:30 am Room 258	<b>Hiring Event: Source4Teachers</b> <i>1:00 pm – 3:00 pm</i>	
<b>30</b>				
<b>Health Partners Plans</b> 10:00 AM – NOON CRC		<b>Individual Resume Critique:</b> <b>Email your resume, preferably in</b> <b>Word format, to:</b>  <b><a href="mailto:jpeterson@buckscareerlink.org">jpeterson@buckscareerlink.org</a></b>	<b>Space is limited; pre-registration is</b> <b>required to ensure a seat.</b>  <b>Please sign up on the CareerLink®</b> <b>Website under events at:</b> <b><a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a></b>	<b><i>Workshops provided at no cost.</i></b>  <b><i>Please read details on the</i></b> <b><i>reverse for any special</i></b> <b><i>instructions.</i></b>

## PA CAREERLINK® BUCKS COUNTY PERKASIE WORKSHOPS AND RECRUITMENTS

All workshops 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.pa.gov](http://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.

**HEALTH PARTNERS PLANS:** Health Partners Plans is a not-for-profit health maintenance organization serving Bucks, Chester, Delaware, Lancaster, Lehigh, Montgomery, Northampton, and Philadelphia counties offering Medicaid, Medicare and Children's Health Insurance Program (CHIP).

### 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)

**High School Equivalency Preparation HSE/GED/ABLE:** Registration, Orientation & Assessment (3 hours)

### HIRING EVENTS LOCATED IN PERKASIE:

Herb Bethea, Staffing Consultant 215-781-1073 ext. 2259 / [hbethea@buckscareerlink.org](mailto:hbethea@buckscareerlink.org)

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

### 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.

### PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS IN 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](http://www.bucks.edu)

**Metalwork Training:** Grant Funded 12-week training program beginning February 25<sup>th</sup> offered in Perkasio by Bucks County Community College. For more information: Bridget Hughes; 267-685-4884 / [bridget.hughes@bucks.edu](mailto: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](mailto: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](mailto:g.jay.francis@bucks.edu)

**In School Youth Program:** Grant funded career and college pathway program for high school seniors. Program starts January 28<sup>th</sup> for Upper Bucks Technical School, Pennridge High School, and William Tennent High School. For more information: Robert Zirkle, 215-258-7734 / [mary.reshtar@bucks.edu](mailto:mary.reshtar@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](http://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.**