<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td><strong>3</strong></td>
<td><strong>4</strong></td>
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<td><strong>6</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>
| Word I 9:00-12:00  
General Orientation 9:30-10:30  
Youth Orientation 10AM | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
General Orientation 2:00-3:00  
Hiring Event: Certa Pro 10:00-12:00 (See back for details) | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
General Orientation 2:00-3:00  
Hiring Event: Certa Pro 10:00-12:00 (See back for details) | Resume Revival 9:00-12:00  
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TABE 10:00-12:00  
General Orientation 2:00-3:00  
Hiring Event: Certa Pro 10:00-12:00 (See back for details) |
| **10** | **11**  | **12**    | **13**   | **14** |
| Excel I 9:00-12:00   
General Orientation 9:30-10:30  
Youth Orientation 10AM | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
Networking Now 2:00-4:00  
General Orientation 2:00-3:00  
Information Session: ESS 9:00-2:00 (See back for details) | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
Networking Now 2:00-4:00  
General Orientation 2:00-3:00  
Information Session: ESS 9:00-2:00 (See back for details) | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
Networking Now 2:00-4:00  
General Orientation 2:00-3:00  
Information Session: ESS 9:00-2:00 (See back for details) | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
Networking Now 2:00-4:00  
General Orientation 2:00-3:00  
Information Session: ESS 9:00-2:00 (See back for details) |
| **17** | **18**  | **19**    | **20**   | **21** |
| Closed  
Presidents' Day Observed | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
General Orientation 2:00-3:00  
Hiring Event: Specialty Ring 10-12 | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
General Orientation 2:00-3:00  
Hiring Event: Specialty Ring 10-12 | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
General Orientation 2:00-3:00  
Hiring Event: Specialty Ring 10-12 | Resume Revival 9:00-12:00  
TABE 10:00-12:00  
General Orientation 2:00-3:00  
Hiring Event: Specialty Ring 10-12 |
| **24** | **25**  | **26**    | **27**   | **28** |
| Excel III 9:00-12:00   
General Orientation 9:30-10:30  
Youth Orientation 10AM | Modern Interviewing 9:00 – 11:00  
Acing the Interview 10:00-12:00  
Marketing Yourself 1:00-2:30 | Modern Interviewing 9:00 – 11:00  
Acing the Interview 10:00-12:00  
Marketing Yourself 1:00-2:30 | Modern Interviewing 9:00 – 11:00  
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Acing the Interview 10:00-12:00  
Marketing Yourself 1:00-2:30 |

PA CareerLink® Bucks County is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.
BRISTOL, PA LOCATION Mon, Tues, Thurs, Fri 8:30-4:00pm Wednesday 8:30-6:00pm

Networking Now! 2-00-4-00
• Wednesday, February 12th Networking Like A Pro
• Wednesday, February 26th How to Ace the Video Interview

Hiring Event: Horizon House; Many positions available in the healthcare industry. Please apply online at www.pacareerlink.state.pa.us using job posting number # 13384760. For more information contact Mike Spinka at 215-781-1073 ext 2202 or mspinka@buckscareerlink.org

Hiring Event: Lowe’s Home Improvement; Many positions available. Please apply online at www.pacareerlink.state.pa.us using job posting number 13572168. For more information contact Thomas DeYoung at 215-781-1073 ext 2227 or tdeyoung@buckscareerlink.org

Hiring Event: Always Best Career Services; Payroll Clerk and Direct Care Worker; Please apply online at www.pacareerlink.state.pa.us using job posting numbers 13579252 & 13579253. For more information please contact Mike Spinka at 215-781-1073 ext 2202 or mspinka@buckscareerlink.org

Hiring Event: Fail’s Manufacturing/U-Haul; Many positions available. Please apply online using job posting numbers at www.pacareerlink.state.pa.us using job posting numbers 13587965, 13587713, 13587718, 13587732 & 13587775. For more information contact Thomas DeYoung at 215-781-1073 ext 2227 or tdeyoung@buckscareerlink.org

Hiring Event: Eastern Manufacturing; Many positions available. Please apply online at www.pacareerlink.state.pa.us using job posting numbers 13587890, 13587886, 13587795 & 13587798. For more information please contact Thomas DeYoung at 215-781-1073 ext 2227 or tdeyoung@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 trainings 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.pacareerlink.state.pa.us using job posting number 13587515
CareerScope/SkillIndex: Provides participants with an interest inventory and aptitude assessment for career decisions.
(1 1/2 hours) PLEASE reserve a spot by registering on www.pacareerlink.state.pa.us
Business Assessments: Industry assessments in Sales Force, QuickBooks, Word, Press, and Adobe Tools. Please reserve a spot by registering on www.pacareerlink.state.pa.us
Microsoft Assessments: Industry assessments in Word, Excel, and Power Point to gauge current skill set in Microsoft programs. Please reserve a spot by registering on www.pacareerlink.state.pa.us

Applying to Jobs Online Using ATS: Develop an understanding of how to navigate today’s application process. Workshop includes simulation of Application Tracking System. Please reserve a spot by registering on www.pacareerlink.state.pa.us

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

RECRUITMENTS, JOB FAIRS & ACTIVITIES FOR THE MONTH

Windows 10: A hands-on overview of Windows 10
• Wednesday, March 1st Introducing Windows 10

PA CareerLink® 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.

Job Search and Computer Workshops Offered in Bristol, PA

Please reserve a spot by registering at www.pacareerlink.state.pa.us

Online Registration required

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.pacareerlink.state.pa.us

Computers 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 at www.pacareerlink.state.pa.us

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 at www.pacareerlink.state.pa.us

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 at www.pacareerlink.state.pa.us

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 at www.pacareerlink.state.pa.us

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. Please register at www.pacareerlink.state.pa.us

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 register at www.pacareerlink.state.pa.us

Networking Like A Pro: Basic keyboarding is an important skill in today’s workplace. Learn how to use the mouse and keyboarding beyond the ‘hunt and peer’ style of typing. Students will practice typing using Mavis Beacon software. Please register at www.pacareerlink.state.pa.us

PowerPoint: Learn how to use the program to create a presentation using slides, adding text, images, sounds, animation and slide transitions. PowerPoint 2016. Please register at www.pacareerlink.state.pa.us

PowerPoint 1: Must have taken PowerPoint I. Learn effective presentation skills and create your own presentation; volunteers will present their presentation. PowerPoint 2016. Please register at www.pacareerlink.state.pa.us

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. Please register at www.pacareerlink.state.pa.us

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. Please register at www.pacareerlink.state.pa.us

Word II: Must have taken Word I. Learn how to: copy, cut, paste; use paste special and format painter; format paragraphs and pages; add, remove, insert, and delete headers and footers, page numbers, tabs, tab stops and symbols; find and replace and tables. Word 2016. Please reserve a spot by registering at www.pacareerlink.state.pa.us

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 at www.pacareerlink.state.pa.us

Modern Interviewing: Learn modern interviewing techniques that focus on behavioral questions. Mock interviews will take place. Please reserve a spot by registering at www.pacareerlink.state.pa.us

Marketing Yourself. Create your own personal brand. Learn how to Network and ways to market yourself effectively. Please reserve a spot by registering at www.pacareerlink.state.pa.us

Workshops, Hiring Events, Assessment Classes

Bold=Workshops

Italics=Hiring Events, Information Sessions and Workshops

Underline=Assessments

Inclement weather- Please call 215-781-1073 for updates