



March 2020

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Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
Computer Basics I 9:00-11:00 General Orientation 9:30-10:30 Youth Orientation 10:00AM <i>Hiring Event: Prompt Concierge 11:00-1:00</i>	<u>CareerScope/Skilldex 8:30-10:00</u> Computer Basics II 9:00-11:00 <u>Microsoft/Business Tools Assessments 11-12:30</u> <u>TABE 1:00-3:00</u> <i>Hiring Event: Christ's Home 10:00-12:00</i> <i>Hiring Event: EKL Machinery 10:00-12:00</i>	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	<u>CareerScope/Skilldex 8:30-10:00</u> Ace the Interview 9:00-11:00 <u>CareerScope/Skilldex 12:00-1:30</u> <u>TABE 2:00-4:00</u> <i>Hiring Event: Careers USA 10:00-12:00</i>	
9	10	11	12	13
Word I 9:00-12:00 General Orientation 9:30-10:30 Youth Orientation 10:00AM	<u>CareerScope/Skilldex 8:30-10:00</u> Writing a Cover Letter 9:00-10:30 <u>CareerScope/Skilldex 12:00-1:30</u> <u>TABE 2:00-4:00</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 <i>Hiring Event: Allied Universal 10:00-12:00</i> <i>Information Session: ESS 9-2</i>	Word II 9:00-12:00 <u>TABE 10:00-12:00</u> <u>CareerScope/Skilldex 12:00-1:30</u> Job Search Strategies and Techniques 2:00-4:00	
16	17	18	19	20
Power Point I 9:00-12:00 General Orientation 9:30-10:30 Youth Orientation 10:00AM <i>Hiring Event: Amazon 10:00-12:00</i>	Power Point II 9:00-12:00 <u>CareerScope/Skilldex 8:30-10:00</u> Salary Negotiations-The Rules of the Game 10:00-12:00 Interactive Interviewing 11-1:00 <u>TABE 1:00-3:00</u>	<u>TABE 10:00-12:00</u> <u>CareerScope/Skilldex 12:00-1:30</u> General Orientation 2:00-3:00	Modern Interviewing 9:00-11:00 <u>CareerScope/Skilldex 8:30-10:00</u> <u>CareerScope/Skilldex 12:00-1:30</u> <u>TABE 2:00-4:00</u>	
23	24	25	26	27
Excel I 9:00-12:00 General Orientation 9:30-10:30 Youth Orientation 10:00AM	Excel II 9:00-12:00 <u>CareerScope/Skilldex 8:30-10:00</u> <u>CareerScope/Skilldex 12:00-1:30</u> <u>TABE 2:00-4:00</u> ATS 1:30-3:00 <i>Hiring Event: Student Transportation 10:00-12:00</i>	Resume Revival 9:00-12:00 General Orientation 2:00-3:00 Networking Now 2:00-4:00 <i>Information Session: ESS 9-2</i>	<u>TABE 8:30-10:00</u> <u>CareerScope/Skilldex 10:30-12:00</u> Jobs Search Strategies and Techniques 1:00-3:00	Open Lab 9:00-11:00
30	31			
Excel III 9:00-12:00 General Orientation 9:30-10:30 Youth Orientation 10:00AM LinkedIn 1:30-3:30	Marketing Yourself 9:00-11:00 <u>CareerScope/Skilldex 8:30-10:00</u> <u>CareerScope/Skilldex 12:00-1:30</u> <u>TABE 2:00-4:00</u>			

**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.us)**

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, March 11- "Emotional Intelligence"**
- **Wednesday, March 25- "How to Ace the Video Interview"**

Hiring Event: Prompt Concierge Luxury Services; Part Time Housekeeping Aide & Sales/Marketing Coordinator. Please apply online at www.pacareerlink.state.pa.us using job posting numbers 13663976 and 13663973. For more information please contact Christopher McCarthy at 215-781-1073 ext. 2265 or cmccathy@buckscareerlink.org

Hiring Event: Christ's Home; Many positions available. Please apply online at www.pacareerlink.state.pa.us using job posting numbers 13623570,13623560,13623533,13623521,13623509,13623494 & 13623470. For more information contact Chris McCarthy at 215-781-1073 ext. 2265 or cmccathy@buckscareerlink.org

Hiring Event: EKL Machinery Company; Machinist. Please apply online at www.pacareerlink.state.pa.us using job posting number 13636152. For more information please contact Thomas DeYoung at 215-781-1073 ext. 2227 or tdeyoung@buckscareerlink.org

Hiring Event: Careers USA; Administrative and Warehouse positions available. Please apply online at www.pacareerlink.state.pa.us using job posting number 13618895. For more information please contact Thomas DeYoung at 215-781-1073 ext. 2227 or tdeyoung@buckscareerlink.org

Information Session: ESS; March 11th and 25th from 9:00-2:00PM. Substitute teachers, paraprofessionals, clerical staff, custodians, & Food Service Workers.

Information Sessions: US Census; March 4th,11th,18th, & 24th from 3:00-6:00PM

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 return 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.pacareerlink.state.pa.us

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.pacareerlink.state.pa.us

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

Interactive Interviewing: An interactive review of essential interviewing skills. Be prepared to work collectively through role play and demonstration as a preparation for your interview. Please reserve a spot by registering on www.pacareerlink.state.pa.us

Microsoft/ Business Tools Assessments: Provides participants with an opportunity to measure current skill set with current tools utilized in business; Microsoft tools, SalesForce, Quickbooks, Word Press and Adobe tools. Please reserve a spot by

registering on www.pacareerlink.state.pa.us

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.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

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.pacareerlink.state.pa.us

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

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 at www.pacareerlink.state.pa.us

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 register 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 register on 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 www.pacareerlink.state.pa.us

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

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 register at www.pacareerlink.state.pa.us

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 register at www.pacareerlink.state.pa.us

PowerPoint II: *Must have taken PowerPoint I.* Learn effective presenting 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; 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 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

Job Search Strategies and Techniques: Make your job search as efficient and effective as possible. Learn tips on being organized, efficient, using social media effectively, navigating the ATS and skills critical for today's job search. 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 Recruitments

Underline=Assessments

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