

**Virtual Workshops & Hiring Events**



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Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	Writing a Cover Letter 10:00-11:00 <i>Hiring Event: Greenleaf Nursing 10:00am (See back for details)</i> Ace the Interview/Video Interviewing 1:00-2:00	Job Search Strategies & Techniques 8:30-10:00 <i>Hiring Event: Falls Manufacturing 10:00-12:00 (See back for details)</i> Virtual Resume Revival 10:00-12:00 General Orientation 2:00-3:00 <i>Networking Now 2:00-4:00" Getting YOUR Resume Noticed by Employers and Recruiters"</i>		Market Yourself 10:00-11:00
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
General Orientation 9:30-10:30 Word I 10:00-12:00	Computer Basics I & II/ Open Lab 10:00-11:00 Word II 1:00-3:00	Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 <i>Hiring Event: Fleetwash 10-12 (See back for details)</i> General Orientation 2:00-3:00		
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
General Orientation 9:30-10:30 Excel I 10:00-12:00	Leveraging the Holidays for Job Search Success 10:00-12:00 Excel II 1:00-3:00	Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 <i>Networking Now 2:00-4:00 "Uncover the Hidden Job Market"</i> General Orientation 2:00-3:00		Modern Interviewing/Video Interviewing 10:00-11:00
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
General Orientation 9:30-10:30 Power Point I & II 10:00-12:00 Excel III 1:30-3:30 LinkedIn 2:15-4:00	Cut Your Job Search by 50% 10:00-11:00	Virtual Resume Revival 10-12		 Closed
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	
General Orientation 9:30-10:30 ATS (Applicant Tracking System) 2:15-4:00	.	Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 General Orientation 2:00-3:00		Online workshops require a <b>Zoom</b> account. This can be downloaded or accessed through the website <a href="https://zoom.us">Zoom.us</a> . Invitation and instructions will be sent via email prior to workshop

All workshops are provided at no cost.

Online Registration required - Sign up from the events page on the PA CareerLink® Website ([www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov))

Virtual Workshops are available on a "One on One" basis. Please contact a PA CareerLink® Representative at 215-781-1073

## PA CareerLink® Bucks County will *now* be providing *virtual* workshops via **ZOOM**

**Networking Now:** December 2<sup>nd</sup> "Getting YOUR Resume Noticed by Employers and Recruiters" (2:00-4:00 PM) December 16<sup>th</sup> "Uncover The Hidden Job Market"

### Virtual COMPUTER WORKSHOPS

**Computers Basics I:** Teaches basic computer skills, including copy, cut, paste and Windows PC navigation. Includes basics of uploading a resume online. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.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 register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Open Lab:** 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 [www.pacareerlink.pa.gov](http://www.pacareerlink.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 register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Excel II: Must have taken Excel 1.** 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 [www.pacareerlink.pa.gov](http://www.pacareerlink.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.** Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.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 register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**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 [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**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 register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

### Job Search Assistance Workshops

**Cut Your Job Search by 50%:** Make your job search efficient and effective as possible. Learn tips on being organized, using social media effectively and how networking is critical for the job search. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Resume Revival:** Assistance in updating and formatting your resume during this workshop. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.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. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**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. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Modern Interviewing/Video Interviewing.** Learn modern interviewing techniques that focus on behavioral questions. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Market Yourself.** Create your own personal brand. Learn how to network and ways to market yourself effectively. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

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

**LinkedIn Workshop: LinkedIn Workshop:** Providing guidance in developing personal accounts and how to utilize with your current job search. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Application Tracking System ATS:** Develop an understanding of how to navigate today's application process. Workshop includes simulation of Application Tracking System. Register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Ace the Interview/Video Interviewing:** 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 including tips on how to interview virtually. Please register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

### Virtual Hiring Events

**Virtual Hiring Event: Falls Manufacturing/U-Haul; December 2<sup>nd</sup> 10-12pm** Multiple positions available Please apply online [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) For more information contact Tom DeYoung 215-781-1073 ext.2227 [tdeyoung@buckscareerlink.org](mailto:tdeyoung@buckscareerlink.org)

**Virtual Hiring Event: Greenleaf Nursing; December 1<sup>st</sup> 10:00AM.** CNA, LPN, and Cooks. Please apply online [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) with job posting number 14424799. For more information contact Mike Spinka 215-781-1073 ext. 2202 [mspinka@buckscareerlink.org](mailto:mspinka@buckscareerlink.org)

**Virtual Hiring Event: Fleetwash; December 9<sup>th</sup> 10-12pm.** Field Technician/Cleaner. Please apply online [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) with job posting number 14465837. For more information contact Tom DeYoung 215-781-1073 ext 2227 [tdeyoung@buckscareerlink.org](mailto: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. 1-800-221-1042 or [www.dli.state.pa.us](http://www.dli.state.pa.us) Keyword: OVR

**VETERAN SERVICES:** Veteran services are available to assist veterans in securing employment and training. Please contact [gsuarez@pa.gov](mailto:gsuarez@pa.gov)

**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](http://www.vitaeducation.org)

**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. For additional information contact [avogelman@buckscareerlink.org](mailto:avogelman@buckscareerlink.org)

### How to Register for *virtual* workshops

- Sign into your account on PA CareerLink®
- Select **EVENTS** on tool bar and click on "**Search Events**"
- Scroll down (on left side of screen and select Bristol
- Locate **Workshop** on the Calendar
- Click on **Workshop**
- Click **REGISTER**



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