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Mon-Fri 8:30-4:00PM

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1 Hillendale Road  
Perkasie, PA 18944  
215-258-7755 (Office)  
Mon-Fri 8:30-4:00pm

May  
2021

## Virtual Workshops & Hiring Events

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Applicant Tracking System 9:00-9:15 General Orientation/WIOA Introduction 9:30-10:30 Word I 10:00-12:00 Preparing for Your 2021 Job Search New Beginnings 1:30-2:30	Word II 10:00-12:00 Writing a Cover Letter 1:30-2:30	Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 WIOA Orientation 1:00-2:00 General Orientation/WIOA Introduction 2:00-3:00 <i>Networking Now- "Compromising the Obstacles of a Pandemic Job Search" 2:00-4:00</i> Applicant Tracking System 3:00-3:15	LinkedIn for Beginners 10:00-11:00	Ace the Interview/Video Interviewing 10:00-11:00
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Applicant Tracking System 9:00-9:15 General Orientation/WIOA Introduction 9:30-10:30 Excel I 10:00-12:00	Excel II 10:00-12:00 Cut Your Job Search by 50% 1:30-2:30	Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 WIOA Orientation 1:00-2:00 General Orientation/WIOA Introduction 2:00-3:00 Applicant Tracking System 3:00-3:15	Finding Your Fit 10:00-11:00	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
Applicant Tracking System 9:00-9:15 General Orientation/WIOA Introduction 9:30-10:30 Excel III 10:00-12:00	Market Yourself 10:00-11:00 Modern Interviewing/Video Interviewing 1:30-2:30	Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 <i>Virtual Information Session: Estee Lauder 10:00AM (See back for details)</i> WIOA Orientation 1:00-2:00 General Orientation/WIOA Introduction 2:00-3:00 <i>Networking Now- "Perfect Elevator Speech to Land a Job" 2:00-4:00</i> Applicant Tracking System 3:00-3:15	Applicant Tracking System 10:00-11:00 <i>Virtual Information Session: First Student 10AM (please see back for details)</i>	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
Applicant Tracking System 9:00-9:15 General Orientation/WIOA Introduction 9:30-10:30 Power Point I & II 10:00-12:00	Optimize Your Resume to Land an Interview 10:00-12:00 Computer Basics I & II/Open Lab 1:30-2:30	Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 WIOA Orientation 1:00-2:00 General Orientation/WIOA Introduction 2:00-3:00 Applicant Tracking System 3:00-3:15	Assessments & Personality Tests 10:00-11:00	

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 347-308-5002 or 215-781-1073

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

**Networking Now:** May 5<sup>th</sup> "Compromising the Obstacles of A Pandemic Job Search" (2:00-4:00 PM) May 19<sup>th</sup> "Perfect Elevator Speech to Land a Job"

### 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)

### Virtual 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)

**Finding Your Fit:** Do you have a well-developed plan for marketing your career? This workshop will highlight how to tackle those challenges through career research and guide you through assessments. "Finding your fit is a journey of self-discovery."

**Preparing for Your 2021 Job Search-New Beginnings:** Career Tips for 2021 and moving forward. Jump start your job search. Learn how to transition into a career and have a plan. Resources for 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)

**Assessments and Personality Tests:** Strategies on how to approach pre-employment testing. Learn the practical tips and techniques of employment testing to help you feel confident! 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 skill 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)

**LinkedIn for Beginners:** Learn how to complete your LinkedIn profile. Develop your professional network, give & receive recommendations, including endorsements. 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 Information Session: Estée Lauder; May 19<sup>th</sup> 10:00AM. Order Handler & Material Handler.** Please apply online with job posting numbers 15040090, 15040036. For additional information contact Tom DeYoung [tdeyoung@buckscareerlink.org](mailto:tdeyoung@buckscareerlink.org)

**Virtual Information Session: First Student; May 20<sup>th</sup> 10:00AM. School Bus Drivers** Please apply online with job posting numbers 14944662 and 14944660. For additional information contact Tom DeYoung [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)



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