

Please refer to web-site [www.solanoemployment.org](http://www.solanoemployment.org) for up to date information.

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> <li>Department of Rehabilitation 8 am-4:30 pm Monday, Wednesday, Friday for walk-ins Tuesdays and Thursdays by appointment only</li> <li>NAPCA 8:30 am-5 pm Monday-Wednesday 8:30 am - 2:30 pm Thursday (a Seniors Employment Program)</li> </ul> <p>* minimum of 3 people per class or subject to cancellation. Must sign in at front desk.</p>			<p><b>1-week OSHA class in Vallejo Ed Center From March 18 – 21</b> Call (707) 863-3598 for directions on how to reserve your seat.</p>	<p><b>1</b> Networking Job Club 10:00 am Food Handler Card 1 pm</p>
<p><b>4</b> Randstad 1 to 3 pm</p>	<p><b>5</b> Basic Computer Classes 10:30 to 12 SEC Welcome 2 pm CalJOBS – Highlight Your Skills &amp; Talents 1:30 – 3:00 pm</p>	<p><b>6</b> Job Corps Overview 10 am Cache Creek recruitment 10 - 1 Master Plan to get the Best Job 10:30 – 11:45 am SKIP 1 pm Introduction to Job Connect &amp; Career Training 2 – 3:30 pm Fire Response Greeting = 3:30 pm</p>	<p><b>7</b> CASAS Testing 9:30 am Solving the Mystery of the Credit Report 9:15 am* CA Prison Auth Recruitment 10 am to 2 pm Basic Computer Skills 10:30-12 Labor Market Info. Employers, Wages &amp; Outlook 1:30 – 3:00</p>	<p><b>8</b></p>
<p><b>11</b> US Census Recruitment 9 – 11 am Mindfulness Session 12:30 pm Randstad 1 to 3 pm</p>	<p><b>12</b> Basic Computer Classes 10:30 to 12 Create a Targeted Resume 1:30 – 3:00 pm SEC Welcome 2 pm Youth SEC Welcome 3:30 pm</p>	<p><b>13</b> Randstad Recruitment 8 am Job Corps Overview 10 am Master Plan to get the Best Job 10:30 – 11:45 am SKIP 1 pm Introduction to Job Connect &amp; Career Training 2 – 3:30 pm</p>	<p><b>14</b> CASAS Testing 9:30 am 30 Second Elevator Pitch 9:15 Express Employment 10 – 11 am Basic Computer Skills 10:30 to 12 * LinkedIn.Com 1:30 – 3:00</p>	<p><b>15</b> Networking Job Club 10:00 am Food Handler Card 1 pm</p>
<p><b>18</b> Mindfulness Session 12:30 pm Randstad 1 to 3 pm</p>	<p><b>19</b> CalJOBS – Highlight Your Skills &amp; Talents 9 – 10:30 am Basic Computer Classes 10:30 to 12 SEC Welcome 2 pm</p>	<p><b>20</b> Job Corps Overview 10 am Cache Creek recruitment 10 - 1 Master Plan to get the Best Job 10:30 – 11:45 am SKIP 1 pm Interviewing Techniques 1:30 - 3 Introduction to Job Connect &amp; Career Training 2 – 3:30 pm Fire Response Greeting = 3:30 pm</p>	<p><b>21</b> Labor Market Info. Employers, Wages &amp; Outlook 9 – 10:30 CASAS Testing 9:30 am Career Ladders 9:15 am* Basic Computer 10:30 to 12</p>	<p><b>22</b> SparkPoint Open Job Search 1:30 to 3:30</p>
<p><b>25</b> US Census Recruitment 9 – 11 am Mindfulness Session 12:30 pm Randstad 1 to 3 pm</p>	<p><b>26</b> No Computer Class Create a Targeted Resume 1:30 – 3:00 pm SEC Welcome 2 pm Youth SEC Welcome 3:30 pm</p>	<p><b>27</b> Randstad Recruitment 8 am Job Corps Overview 10 am Master Plan to get the Best Job 10:30 – 11:45 am SKIP 1 pm Introduction to Job Connect &amp; Career Training 2 – 3:30 pm</p>	<p><b>28</b> * LinkedIn.Com 9 – 10:30 You Rang? 9:15 am* CASAS Testing 9:30 am</p>	<p><b>29</b></p>

## Workshops

**30 Second Elevator Pitch** – Individuals will be provided with Instruction on creating an elevator pitch to use when you only have 30 seconds to make a good first impression.

**Career Ladders** – Individuals will be guided through a 3-step process to assist in obtaining your dream job.

**Solving the Mystery of the Credit Reports** – Individuals will be provided with information on how to review and work with their credit reports. (created by Travis Credit Union)

**You Rang** – Individuals will be guided through a professional way to conduct telephone interviews.

**Must call (707) 648-5397 to reserve your seat in workshops above.**

**CalJobs/Open Labs:** Complete your profile and set up a Virtual recruiter to have employers contact you. 2:00pm every other Tuesday

**Computer Classes:** Must be at least 18 years old. This drop in basic computer skills class covers a variety of topics. Must be registered in CalJOBS.

**Resume Basics:** Learn how to start a resume and have employers contact you. You can post up to 10 resumes in CalJobs, where there are currently 450,000 jobs posted.

**Interviewing Techniques:** Learn the top 12 questions often asked at an interview and practice on answering those questions. Use the web to get the best answers. Learn how to BEST represent yourself and how to follow-through after the interview. New Times need New Techniques.

**Job Search Strategies:** Information on Targeting your Resume, Networking, LinkedIn.com, FREE Web Sites to get computer help, Best web sites to search for a JOB, Temporary Agencies, 211, a Job Skills list and a Follow Through Sheet to make sure the employer know you are still interested.

**LinkedIn.com:** Information on creating your own “on-line” free web page to make YOU and your SKILLS readily available to Employers as well as one of the BEST ways to look for a JOB.

**The Hidden Job Market (LMI):** Learn how to find employers locally by Industry or Occupation. Self-Assessments, Occupational Guides to select jobs that are a good fit and pay a good living wage... and much more including Earning Tables.

**Mindfulness Sessions:** Learn helpful and healthful breathing techniques. Close your eyes, breathe in and breathe out, that's it. Must arrive by 12:30 pm sharp to attend, but you do not need to stay for the full hour.

**\*Equal Opportunity Employer / Program. Auxiliary aids and services are available upon advance request to individuals with disabilities.**

**(707) 863-3598 TTY Relay # 1-800-735-2922**

**Veterans receive Priority of Service – please ask staff**

## Information Sessions

**CalFresh Food Stamps:** Call to make an appointment, Cell: (925) 490-5749 *Hablo Español*

**Intro to Job Connect & Career Training:** An intro with staff to ask questions about training opportunities covered through WIOA programs. 2 pm Wednesdays.

**Department of Rehabilitation:** Counseling, training, and placement for persons with disabilities who qualify for DOR services. Call (707) 648-4350 for next orientation. *Drop ins on Mondays, Wednesdays, and Fridays.*

**Goodwill:** Orientation about Employment Service Programs. (707) 864-5440

**Job Corps Overview:** Training programs for ages 16 through 24. Come and meet the Outreach & Admission Counselor and see if you are eligible for this job opportunity or Call (415) 937-2567 10:00am Wednesdays.

**NAPCA:** Provides job search assistance to persons 55 or older, and on the job training for those who are eligible. 10:00am-3:00pm Monday-Thursday Call (707) 649-5488 for an appointment.

**SKIP:** Solano Kids Insurance Program. Covered California enrollments. Call (707) 439-6622 for appointment.

**SEC Welcome:** An introduction to Job Center services and resources available, including which services you can access today.

**Fire Response Greeting???**

## Job Search Activities

**CASAS Testing:** Basic Reading and Math Assessment Testing. Find out what your grade level is for each, to further your education or for job search applications.

**Food Handler Cards:** You must bring \$10 cash or check, have several hours to prep and take the online course, and if you pass with 75% or better, you will receive your certificate that day. Certificate good for 3 years from that date. (no appointments!) Just be there on time. 1<sup>st</sup> & 3<sup>rd</sup> Friday of each month at 1:00 pm

**SparkPoint: Open** Job Search assistance and help with basic Word and basic Internet searching. Call (707) 333-0832 Credit counseling available

**Veterans Network:** Join other Veterans for job search networking. Fairfield every Monday 8:30 am.

**Road to Employment in Libraries** – Self-paced job search activities with group participation encouraged.

- Vacaville - Vacaville Cultural Center, 1020 Ulatis Dr., Vacaville, CA 2:00pm Thursdays
- Vallejo - Springstowne Library, 1003 Oakwood Ave, Vallejo, CA 2:00pm 1<sup>st</sup> and 3<sup>rd</sup> Mondays each month
- Vallejo – John F. Kennedy Library, 505 Santa Clara St., Vallejo, CA 2:00pm 2<sup>nd</sup> and 4<sup>th</sup> Mondays each month