

# February 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>1</b> 10 am: Employability Skills 1 pm: WIOA Presentation	<b>2</b> 8:30 am: Creating a Great Resume 8:30 am: Job Club <b>ON SEMICONDUCTOR RECRUITMENT 10-2</b> 1:30 pm: Ace the Interview	<b>3</b> <div style="border: 1px solid purple; padding: 5px;"> <b>LOCATION:</b>            32 East Union St            Wilkes-Barre, PA 18701  <b>PH:</b> 570-822-1101  <b>FAX:</b> 570-826-2445  <b>TTY:</b> 570-826-2438  <b>HOURS:</b>            Monday-Friday            8:00 am- 4:30 pm         </div>
<b>6</b> 10 am: WIOA Presentation <b>SOURCE4TEACHERS RECRUITMENT 10-2</b> 10 am- 4 pm: Health Insurance Open House 2 pm: Developing Soft Skills	<b>7</b> 9 am: LCCC Adult Education Info Session <b>NAVENT 9-12</b> 2 pm: Financial Aid Workshop	<b>8</b> 10 am: Navigating JobGateway 1 pm: WIOA Presentation	<b>9</b> 8:30 am: Creating a Great Resume 8:30 am: Job Club <b>PENNSYLVANIA STATE POLICE RECRUITMENT 10-1</b> 1:30 pm: Ace the Interview	<b>10</b>
<b>13</b> 10 am: WIOA Presentation 10 am- 4 pm: Health Insurance Open House 2 pm: Developing Soft Skills	<b>14</b>  <b>ONESOURCE RECRUITMENT 9-1</b> <b>GAMESTOP RECRUITMENT 10-2</b>	<b>15</b> <b>ST. MORITZ SECURITY SERVICES RECRUITMENT 9-4:30</b> 10 am: 10 Ways to Begin an Effective Job Search 1 pm: WIOA Presentation	<b>16</b> 8:30 am: Creating a Great Resume 8:30 am: Job Club 1:30 pm: Ace the Interview	<b>17</b> Intro to Computers SESSION ONE: 8 am-12 pm SESSION TWO: 12:30-4:30 pm
<b>20</b>  <b>Office closed</b>	<b>21</b> 9 am: LCCC Adult Education Info Session 10:30 am: Road to Financial Fitness <b>SOURCE4TEACHERS RECRUITMENT 10-2</b> 2 pm: Career Exploration	<b>22</b> <b>BUILDING &amp; TRADES INDUSTRY EVENT &amp; JOB FAIR 10-12</b> 1 pm: WIOA Presentation	<b>23</b> 8:30 am: Creating a Great Resume 8:30 am: Job Club 1:30 pm: Ace the Interview	<b>24</b>
<b>27</b> 10 am: WIOA Presentation 1 pm: Intro to Basic Excel 2 pm: 10 Ways to Begin an Effective Job Search	<b>28</b> <b>ONESOURCE RECRUITMENT 9-1</b>	<b>UPCOMING MARCH RECRUITMENTS:</b> <b>3/1/17: GAMESTOP 10-2</b> <b>3/2/17: THE MEN'S WEARHOUSE 10-2</b>	To sign up for events visit our website at: <a href="http://www.jobgateway.pa.gov">www.jobgateway.pa.gov</a> and click on "Calendar of Events" on your JobGateway Dashboard. Seating is limited and pre-registration is recommended. Walk-ins are accepted on a first come basis and are not guaranteed. Please arrive on time as late arrivals may not be admitted.	

Wilkes-Barre CareerLink Event Calendar

# Events & Workshops for February 2017

**10 WAYS TO BEGIN AN EFFECTIVE JOB SEARCH:** This workshop will touch on what you need to do to search, apply, and get your dream job.

**ACE THE INTERVIEW:** This class will show you how to interview properly, prepare for a job interview, answer difficult interview questions, and how to follow-up after the interview ends.

**CAREER EXPLORATION:** Receive information about careers in high demand fields. Learn about educational and training opportunities in high demand industries & funding for school.

**CAREERLINK JOB CLUB:** Join this unique networking group and meet individuals like yourself who are job searching. Share advice and tips about looking for work.

**CHOOSING THE RIGHT EMPLOYER:** Learn the importance of choosing the proper industry and occupation to help guide your decision for the proper employer.

**CREATING A GREAT RESUME:** Learn how to write a professional looking resume and cover letter. We'll talk about the format and content of a good resume and different resume styles.

**CONFLICT RESOLUTION:** Understanding how conflicts arise and how to deal with them. This workshop is designed to provide different techniques for handling conflict.

**EMPLOYABILITY SKILLS:** Focus on skills that employers identified as lacking such as: digital citizenship, written communication, active listening, policy awareness, business ethics & customer service.

**FINANCIAL AID WORKSHOP:** Learn what grants & options are available, how to file FASFA & investigate financial aid options available to further your education.

**HEALTH INSURANCE OPEN HOUSE:** Learn about new health coverage options for you & your family, find out if you qualify for Medicaid or tax credits to help pay for insurance costs.

**INTRO TO BASIC EXCEL CLASS:** This class is an introduction to Microsoft Excel. Topics include entering data, simple formatting and basic formulas.

**INTRO TO COMPUTERS:** Become familiar with the basic components of personal computers and Windows 7. This is a beginner level course.

**LUZERNE COUNTY COMMUNITY COLLEGE ADULT EDUCATION INFO SESSION:** Would you like to obtain a GED & skills needed to gain employment? Attend this session to learn more.

**NAVIGATING JOBGATEWAY:** How to navigate the PA CareerLink job matching system using the keywords search engine, how to locate the Job Number, and how to apply for positions.

**ROAD TO FINANCIAL FITNESS:** Hosted by Consumer Credit Counseling Services, this workshop focuses on budgeting skills, credit and getting back on the road to financial fitness.

**SMALL BUSINESS DEVELOPMENT CENTER INFO SESSION:** Is starting a business an option for you? This session can help you to determine if self-employment is a possibility.

**WIOA PRESENTATION:** Learn how the CareerLink helps job seekers access employment, education, training, and support services to succeed in the labor market.

**WORKKEYS-KEYTRAIN:** Determine & improve your skill levels in Reading for Information, Math and Locating Information. Achieve a National Career Readiness Certificate.

## BUILDING & TRADES INDUSTRY EVENT/JOB FAIR

Wednesday, February 22, 2017 from 10:00 a.m. to 12:00 p.m. at the PA CareerLink Luzerne County, 32 East Union Street, Wilkes-Barre, PA 18701

**Are you seeking employment or training in the Building, Construction or Skilled Trades fields? Attend this event and meet with employers and providers including:**

- All-State Traffic Control • Department of Corrections • Emery Waterhouse • Flagger Force • Fortis Institute • Johnson College
- Luzerne County Community College • Mericle • Pennsy Supply • Trugreen Chemlawn.

## Recruitments onsite at the PA CareerLink® Luzerne County Wilkes-Barre

DATE	EMPLOYER	TIME	JOB POSTING #
2/2/17	ON SEMICONDUCTOR	10:00 AM- 2:00 PM	10757109, 10757099
2/6/17, 2/21/17	SOURCE4TEACHERS	10:00 AM- 2:00 PM	10781370, 10781382, 10781385
2/7/17	NAVIENT	9:00 AM- 12:00 PM	10781653
2/9/17	PENNSYLVANIA STATE POLICE	10:00 AM- 1:00 PM	10784466
2/14/17, 3/1/17	GAMESTOP	10:00 AM- 2:00 PM	TBA
2/14/17	ONESOURCE	9:00 AM- 1:00 PM	10784601, 10784598, 10784593, 10784581, 10784572. 10784566, 10784560. 10784556. 10784543, 10784539, 10784536, 10784528
2/15/17	ST. MORITZ SECURITY SERVICES	9:00 AM- 4:30 PM	10784412
2/28/17	ONESOURCE	10:00 AM- 2:00 PM	10784601, 10784598, 10784593, 10784581, 10784572. 10784566, 10784560, 10784556, 10784543, 10784539, 10784536, 10784528
3/2/17	THE MEN'S WEARHOUSE	10:00 AM- 2:00 PM	TBA