

February 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 10 am: Employability Skills 1 pm: WIOA Presentation	2 8:30 am: Creating a Great Resume 8:30 am: Job Club ON SEMICONDUCTOR RECRUITMENT 10-2 1:30 pm: Ace the Interview	3 <div>LOCATION: 32 East Union St Wilkes-Barre, PA 18701 PH: 570-822-1101 FAX: 570-826-2445 TTY: 570-826-2438 HOURS: Monday-Friday 8:00 am- 4:30 pm</div>
6 10 am: WIOA Presentation SOURCE4TEACHERS RECRUITMENT 10-2 10 am- 4 pm: Health Insurance Open House 2 pm: Developing Soft Skills	7 9 am: LCCC Adult Education Info Session NAVIENT 9-12 2 pm: Financial Aid Workshop	8 10 am: Navigating JobGateway 1 pm: WIOA Presentation	9 8:30 am: Creating a Great Resume 8:30 am: Job Club PENNSYLVANIA STATE POLICE RECRUITMENT 10-1 1:30 pm: Ace the Interview	10
13 10 am: WIOA Presentation 10 am- 4 pm: Health Insurance Open House 2 pm: Developing Soft Skills	14 ONESOURCE RECRUITMENT 9-1 GAMESTOP RECRUITMENT 10-2	15 ST. MORITZ SECURITY SERVICES RECRUITMENT 9-4:30 10 am: 10 Ways to Begin an Effective Job Search 1 pm: WIOA Presentation	16 8:30 am: Creating a Great Resume 8:30 am: Job Club 1:30 pm: Ace the Interview	17 Intro to Computers SESSION ONE: 8 am-12 pm SESSION TWO: 12:30-4:30 pm
20 	21 9 am: LCCC Adult Education Info Session 10:30 am: Road to Financial Fitness SOURCE4TEACHERS RECRUITMENT 10-2 2 pm: Career Exploration	22 BUILDING & TRADES INDUSTRY EVENT & JOB FAIR 10-12 1 pm: WIOA Presentation	23 8:30 am: Creating a Great Resume 8:30 am: Job Club 1:30 pm: Ace the Interview	24
27 10 am: WIOA Presentation 1 pm: Intro to Basic Excel 2 pm: 10 Ways to Begin an Effective Job Search	28 ONESOURCE RECRUITMENT 9-1	UPCOMING MARCH RECRUITMENTS: 3/1/17: GAMESTOP 10-2 3/2/17: THE MEN'S WEARHOUSE 10-2	<div>To sign up for events visit our website at: www.jobgateway.pa.gov 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.</div>	

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