



Bucks County Office Center  
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 Mon-Fri 8:30-4:00PM

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 Perkasie, PA 18944  
 Office: 215-258-7755  
 Mon-Fri 8:30-4:00pm

**July  
 2021**

## Workshops & Hiring Events

Monday	Tuesday	Wednesday	Thursday	Friday
			1	
PA CareerLink® will be offering both virtual and on-site workshops! All on-site workshops are highlighted in green.			Virtual Modern Interviewing/Video Interviewing 10:00-11:00 Virtual Applicant Tracking System 1:30-2:30	
<b>Vir5</b>  <b>Closed</b> <b>July 4<sup>th</sup> Observed</b> 	<b>6</b>  Virtual Applicant Tracking System 9:00-9:30 Virtual Resume Development 9:30-10:00 Virtual General Orientation 10:00-11:00 Virtual Word I 10:00-12:00 Virtual Writing a Cover Letter 1:30-2:30	<b>7</b>  Virtual Job Search Strategies and Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 Virtual WIOA Orientation 1:00-2:00 <i>Virtual Info Session- ESS 1:00PM (see back for details)</i> Virtual General Orientation 2:00-3:00 Virtual <i>Networking Now "How to Get Back in the Game" 2-4</i> Virtual Applicant Tracking System 3:00-3:30	<b>8</b>  Virtual Word II 10:00-12:00	<b>9</b>
<b>12</b>	<b>13</b>  Virtual Excel I 10:00-12:00 Virtual Preparing for Your Job Search- New Beginnings 1:30-2:30  On-site & Virtual Job Search Strategies & Techniques 8:30-10 On-site & Virtual General Orientation 10:30-11:15 Virtual Excel II 10:00-12:00 On-site & Virtual WIOA Orientation 11:30-12:00 On-site Career Scope 1:00-2:30 Virtual Computer Basics I & II/ Open Lab 1:30-2:30 On-site eSkills/BESI 2:30-3:30	<b>14</b>  Virtual Re-Entry Workshop 8:30-10:00 On-site Resume Revival 10:00-12:00 <i>Virtual Hiring Event-Estee Lauder 10:00AM (see back for details)</i> Virtual Applicant Tracking System 10:30-11:00 Virtual Resume Development 11:00-11:30 Virtual General Orientation 1:00-2:00	<b>15</b>  Virtual Resume Development 9:00-9:30 Virtual Applicant Tracking System 9:30-10:00 Virtual Cut Your Job Search by 50% 10:00-11:00 Assessment & Personality Tests 1:30-2:30	<b>16</b>
<b>19</b>	<b>20</b>  Virtual Excel III 10:00-12:00 <i>Virtual Info Session- ESS 1:00AM (See back for details)</i> Virtual Finding Your Fit 1:30-2:30	<b>21</b>  Virtual Resume Revival 10:00-12:00 Virtual WIOA Orientation 1:00-2:00 Virtual General Orientation 2:00-3:00 Virtual <i>Networking Now "Optimize Your Resume" 2-4</i>	<b>22</b>  On-site & Virtual Ace the Interview/Video Interviewing 10:00-11:00	<b>23</b>
<b>26</b>	<b>27</b>  Virtual Power Point I & II 10:00-12:00  On Site & Virtual Job Search Strategies & Techniques 8:30-10:00 On Site & Virtual General Orientation 10:30-11:15 On Site & Virtual WIOA Orientation 11:30-12:00 Virtual "Networking-Your Key to Landing Your Next Success Story" 10:00-12:00 On-site CareerScope 1:00-2:30 On-site eSkills/BESI 2:30-3:30 Virtual Market Yourself 1:30-2:30	<b>28</b>  Virtual Re-Entry Workshop 8:30-10:00 On-site Resume Revival 10:00-12:00 Virtual Applicant Tracking System 10:30-11:00 Virtual Resume Development 11:00-11:30 Virtual General Orientation 1:00-2:00	<b>29</b>  Virtual Resume Development 9:00-9:30 Virtual Applicant Tracking System 9:30-10:00 On-site & Virtual LinkedIn for Beginners 10:00-11:00 <i>Virtual Information Session- Amazon 10:30AM (see back for details)</i>	<b>30</b>

## 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))  
Please contact a PA CareerLink® Representative at 215-781-1073

## All virtual workshops are presented through ZOOM!

**Networking Now: July 7th "How to Get Back in the Game"**  
(2:00-4:00 PM) **July 21st "Optimize Your Resume"**

### **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 I.** 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, format painter, format paragraphs and pages. Bullet lists and columns, insert headers and footers, page numbers, tabs, tab stops and symbols, find and replace 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)

**Resume Revival Mini Workshop:** This 15-minute workshop will provide information in a summarized approach to meet the demands of busy participants. 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 do not 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)

**Applicant Tracking System ATS Mini Workshop:** This 15-minute session will provide information in a summarized approach to meet the demands of busy participants. Register at [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: Esteé Lauder; July 14th 10:00AM.** Please apply online [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) with job posting number 15171111. For additional information please contact Tom DeYoung [tdeyoung@buckscareerlink.org](mailto:tdeyoung@buckscareerlink.org)

**Virtual Information Session: ESS; July 7th 1:00PM and 20th 11:00AM.** Please apply online [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) with job posting number 15175506. For additional information please contact Rita Hatch [rhatch@buckscareerlink.org](mailto:rhatch@buckscareerlink.org)

**Virtual Information Session: Amazon; July 29th 10:30AM.** Please apply online [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) with job posting number 15095999. For additional information please contact Rita Hatch [rhatch@buckscareerlink.org](mailto:rhatch@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, or 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 aged 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 visit <https://www.bucks.edu/businesscareer/pro-dev/adultliteracysegued/> or call/text 267-225-2851.

