

**June 2022**

1260 Veterans Highway  
Bristol, PA 19007  
Phone: 267-580-3501  
TTY: 215-781-9553  
Fax: 215-781-1074

Bucks County Community College  
1 Hillendale Road  
Perkasie, PA 18944  
215-258-7755  
Fax 215-258-7735

A proud partner of the **AmericanJobCenter** network

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b> Job Search Strategies and Techniques 8:30am-10:00am <b>Hiring Event: JEVS 10:00am-12:00pm (see back for details)</b> Virtual Resume Revival 10:00am-12:00pm Virtual WIOA Orientation 1:00pm-2:00pm On-site General Orientation 2:00pm-3:00pm Virtual Navigating an ATS 2:30pm-3:00pm Virtual Resume Development 3:00pm-3:30pm Virtual Networking Now: "Avoiding Identity Theft in Your Job Search" 2:00pm-4:00pm	<b>2</b> Virtual Navigating an ATS 9:00am-9:30am Virtual Resume Development 9:30am-10:00am Virtual Writing a Cover Letter 10:00am-11:00am <b>Hiring Event: Harmony Home Health 10:00am-12:00pm (see back for details)</b> On-site CareerScope 12:30pm-2:00pm Virtual Modern Interviewing/Video Interviewing 1:30pm-2:30pm	<b>3</b> Virtual Marketing Yourself 10:00am-11:00am
<b>6</b> Virtual Word I 10:00am-12:00pm On-site & Virtual Applicant Tracking System 1:30pm-2:30pm	<b>7</b> Virtual General Orientation 10:00am-11:00am Virtual Word II 10:00am-12:00pm	<b>8</b> Job Search Strategies and Techniques 8:30am-10:00am Virtual Resume Revival 10:00am-12:00pm Virtual WIOA Orientation 1:00pm-2:00pm On-site General Orientation 2:00pm-3:00pm Virtual Navigating an ATS 2:30pm-3:00pm Virtual Resume Development 3:00pm-3:30pm	<b>9</b> Virtual Navigating an ATS 9:00am-9:30am Virtual Resume Development 9:30am-10:00am Virtual LinkedIn for Beginners 10:00am-11:00am On-site CareerScope 12:30pm-2:00pm Virtual Overcoming the Age Barrier 1:30pm-2:30pm	<b>10</b>
<b>13</b> Virtual Excel I 10:00am-12:00pm On-site & Virtual Preparing for Your Job Search 2022- New Beginnings 1:30pm-2:30pm	<b>14</b> Virtual General Orientation 10:00am-11:00am Virtual Excel II 10:00am-12:00pm	<b>15</b> Virtual Resume Revival 10:00am-12:00pm Virtual WIOA Orientation 1:00pm-2:00pm On-site General Orientation 2:00pm-3:00pm Networking Now: "Enhance Your Resume to Secure an Interview" 2:00pm-4:00pm	<b>16</b> Virtual Navigating an ATS 9:00am-9:30am Virtual Resume Development 9:30am-10:00am Virtual Ace the Interview/Video Interviewing 10:00am-11:00am <b>Hiring Event ESS: 12:00PM-2:00PM (see back for details)</b> On-site CareerScope 12:30pm-2:00pm Virtual Cut Your Job Search by 50% 1:30pm-2:30pm	<b>17</b>
<b>20</b> <b>Juneteenth Observed Office Closed</b>  Virtual Excel III 10:00am-12:00pm	<b>21</b> Virtual General Orientation 10:00am-11:00am Virtual Power Point I & II 10:00am-12:00pm	<b>22</b> Job Search Strategies and Techniques 8:30am-10:00am Virtual Resume Revival 10:00am-12:00pm <b>Hiring Event: Horizon House 10:00am-12:00pm (see back for details)</b> Virtual WIOA Orientation 1:00pm-2:00pm On-site General Orientation 2:00pm-3:00pm Virtual Navigating an ATS 2:30pm-3:00pm Virtual Resume Development 3:00pm-3:30pm	<b>23</b> Virtual Navigating an ATS 9:00am-9:30am Virtual Resume Development 9:30am-10:00am Virtual Finding Your Fit 10:00am-11:00am On-site CareerScope 12:30pm-2:00pm Virtual Ex-Offender Workshop 2:00pm-3:00pm	<b>24</b>
<b>27</b>	<b>28</b> Virtual General Orientation 10:00am-11:00am Virtual How to Overcome Ageism in Your Job Search 10:00am-12:00pm On-site & Virtual Computer Basics I & II 1:30pm-2:30pm	<b>29</b> Job Search Strategies and Techniques 8:30am-10:00am Virtual Resume Revival 10:00am-12:00pm Virtual WIOA Orientation 1:00pm-2:00pm On-site General Orientation 2:00pm-3:00pm Virtual Navigating an ATS 2:30pm-3:00pm Virtual Resume Development 3:00pm-3:30pm	<b>30</b> Virtual Navigating an ATS 9:00am-9:30am Virtual Resume Development 9:30am-10:00am Virtual Career/Job Fair Strategies 10:00am-11:00am Virtual Assessment/Personality Test 1:30pm-2:30pm On-site CareerScope 12:30pm-2:00pm	

**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) or call 267-580-3501**

**Bristol Hours: Monday – Friday 8:30 – 4:00**

**Perkasie Hours: Monday-Friday 8:30-4:00**

### **Computer/Career Preparation 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)

### **Job Search Assistance Workshops**

**Overcoming the Age Barrier:** Receive guidance on job search issues specific to the mature worker (Over 50). Learn strategies on how to identify jobs if you are in this market. Register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**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." Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Preparing for Your 2022 Job Search-New Beginnings:** Career Tips for 2022 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)

**LinkedIn for Beginners:** Learn how to complete your LinkedIn profile. Develop your professional 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)

**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)

**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)

**Ex-Offender Workshop:** The Ex-offender workshop provides an overview of job search techniques and resources available to participants that have re-entered the community from incarceration. The workshop provides information on resume development, the interview process, and resources available through the PA CareerLink® Bucks County. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Career/Job Fair Strategies:** Tips on navigating a Career/Job Fair, including strategies on what to do before, during, and after the on-site or virtual Career/Job Fair. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**CareerScope:** Provides participants with an interest inventory and aptitude assessment for career decisions. Please register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

### **Hiring Events**

**Hiring Event: JEVS; June 1<sup>st</sup> 10:00am-12pm.** Numerous positions available. Please apply at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) with job posting number 17013233. For additional information please contact Tom DeYoung at [tdeyoung@buckscareerlink.org](mailto:tdeyoung@buckscareerlink.org)

**Hiring Event: Harmony Home Health; June 2<sup>nd</sup> 10:00am-12:00pm.** Caregivers needed. Please apply online at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) using job posting number 16972376. For additional information please contact Tom DeYoung [tdeyoung@buckscareerlink.org](mailto:tdeyoung@buckscareerlink.org)

**Information Session: ESS; June 16<sup>th</sup> 12:00pm-2:00pm.** Substitute Teachers, Instructional & Non-Instructional Assistants needed. Please apply at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) with job posting number 16956949. For additional information please contact Tom DeYoung [tdeyoung@buckscareerlink.org](mailto:tdeyoung@buckscareerlink.org)

**Hiring Event: Horizon House; June 22<sup>nd</sup> 10:00am-12:00pm.** Residential Advisor & Supervisor needed. Please apply online at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov). For additional information please contact Elizabeth Keppley [eikeppley@buckscareerlink.org](mailto:eikeppley@buckscareerlink.org)

### **PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS**

**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/adultliteracyhseged/> or call/text 267-225-2851.



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