



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

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 Office: 215-258-7755  
 Mon-Fri 8:30-4:00pm

**September  
 2021**

## Workshops & Hiring Events

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b>	<b>2</b>	<b>3</b>
		Virtual Resume Revival 10:00-12:00 Virtual/On-site WIOA Orientation 1:00-2:00 On-site CareerScope 1:00-2:30 On-site General Orientation 2:00-3:00 Virtual ATS 2:30-3:00 Virtual Resume Development 3:00-3:30 <i>Virtual Networking Now- "Emotional Intelligence" 2:00-4:00</i>	Virtual ATS 9:00-9:30 Virtual Resume Development 9:30-10:00	<i>Information Session: ESS 8:30am-12pm (See back for details)</i>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Virtual Word I 10:00-12:00 Virtual General Orientation 10:00-11:00 Virtual Writing a Cover Letter 1:30-2:30	Virtual Job Search Strategies and Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 Virtual/On-site WIOA Orientation 1:00-2:00 On-site CareerScope 1:00-2:30 On-site General Orientation 2:00-3:00 Virtual ATS 2:30-3:00 Virtual Resume Development 3:00-3:30	Virtual ATS 9:00-9:30 <i>Multi Industry Job Fair-9:00-12:00 (see back for details)</i> Virtual Resume Development 9:30-10:00 Virtual Word II 10:00-12:00 On-site CareerScope 12:30-2:00 Virtual Modern/Video Interviewing 1:30-2:30	
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
Virtual Excel I 10:00-12:00 Virtual Preparing for Your Job Search-New Beginnings 1:30-2:30	Virtual General Orientation 10:00-11:00 Virtual Applicant Tracking System 10-11 Virtual Excel II 1:00-3:00	Virtual Job Search Strategies and Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 <i>Hiring Event: Allied Universal 10-12 (See back for details)</i> Virtual/On-site WIOA Orientation 1:00-2:00 On-site CareerScope 1:00-2:30 On-site General Orientation 2:00-3:00 Virtual ATS 2:30-3:00 Virtual Resume Development 3:00-3:30	Virtual ATS 9:00-9:30 Virtual Resume Development 9:30-10:00 Virtual Assessment/Personality Tests 10:00-11:00 <i>Hiring Event: Amazon 10:00-12:00 (see back for details)</i> On-site CareerScope 12:30-2:00 Virtual Finding Your Fit 1:30-2:30 Virtual Ex-offender workshop 2:00-3:00	
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
Virtual Excel III 10:00-12:00 Virtual Ace the Interview/Video Interview 1:30-2:30	Virtual General Orientation 10:00-11:00	Virtual Job Search Strategies and Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 Virtual/On-site WIOA Orientation 1:00-2:00 On-site CareerScope 1:00-2:30 On-site General Orientation 2:00-3:00 <i>Virtual Networking Now- "Acing the Interview" 2:00-4:00</i> Virtual ATS 2:30-3:00 Virtual Resume Development 3:00-3:30	<i>Hiring Event: ESS 8:30am-12pm (See back for details)</i> Virtual ATS 9:00-9:30 Virtual Resume Development 9:30-10:00 On-site CareerScope 12:30-2:00	
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	
Virtual Power Point I & II 10-12 Virtual Market Yourself 1:30-2:30	Virtual Negotiating Your Compensation-The Rules of the Game 10:00-12:00 Virtual General Orientation 10:00-11:00 Virtual Cut Your Job Search by 50% 1:30-2:30	Virtual Job Search Strategies and Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 Virtual/On-site WIOA Orientation 1:00-2:00 On-site CareerScope 1:00-2:30 On-site General Orientation 2:00-3:00 Virtual ATS 2:30-3:00 Virtual Resume Development 3:00-3:30	Virtual ATS 9:00-9:30 Virtual Resume Development 9:30-10:00 Virtual LinkedIn for Beginners 10:00-11:00 <i>Hiring Event: Our Lady of Fatima Homecare 10-12 (See back for details)</i> On-site CareerScope 12:30-2:00 Virtual Computer Basics I & II/Open Lab 1:30-2:30	

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:** September 1<sup>st</sup> "Emotional Intelligence"  
September 22nd "Acing the Interview"

### [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)

**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)

### [Virtual Hiring Events](#)

**Hiring Event: Allied Universal; September 15<sup>th</sup> 10:00-12:00.** Security Guards. Please apply online with job posting number 15521384. For additional information contact Mike Spinka [mspinka@buckscareerlink.org](mailto:mspinka@buckscareerlink.org)

**Information Session: ESS; September 3<sup>rd</sup> and 23<sup>rd</sup> 8:30am-12pm.** Please apply online [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) with job posting number 15611267. For additional information contact Rita Hatch [rhatch@buckscareerlink.org](mailto:rhatch@buckscareerlink.org)

**Multi Industry Job Fair at Quakertown YMCA; September 9<sup>th</sup> 9:00-12:00.** Multiple positions available. For additional information please contact Tom DeYoung [tdeyoung@buckscareerlink.org](mailto:tdeyoung@buckscareerlink.org)

**Hiring Event: Our Lady of Fatima Homecare; September 30<sup>th</sup> 10:00-12:00.** Caregivers. Please apply online with job posting number 15606872. For additional information please contact Mike Spinka [mspinka@buckscareerlink.org](mailto:mspinka@buckscareerlink.org)

**Hiring Event: Amazon; September 16<sup>th</sup> 10:00-12:00.** Multiple positions. Please apply online using job posting number 15527073. For additional information 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.dll.state.pa.us](http://www.dll.state.pa.us) Keyword: OVR

**VETERAN SERVICES:** Veteran services are available to assist veterans in securing employment and training. Please contact [gssuarez@pa.gov](mailto:gssuarez@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/adultliteracyhsedg/> or call/text 267-225-2851.

