



America's JobCenter of California™

# Free Job Search Workshops & Career Counseling

409 K Street • Eureka, CA 95501 • (707) 441-5627 • [www.thejobmarket.org](http://www.thejobmarket.org)

### Requirements for services:

1. Create a profile and resume in CalJOBS<sup>SM</sup>: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
2. Complete a Job Market registration form

### 3. Provide right to work documentation to the Job Market:

*A photo ID & social security card, OR a photo ID & birth certificate, OR a passport*

### 4. Register for workshops in advance at the front desk or by phone

## Getting Started

- Start here! Learn what resources are available through the Job Market and how to be successful in your job search. Afterwards, you can sign up for any of our other workshops.
- **Monday or Thursday 9:00-10:00, followed by Hands On Lab and Vocational Counseling 10:15-12:00**

## Succeeding at Work

- A flexible discussion of how to excel on the job. 24 rotating topics include how to shine in your first week as a new employee, dealing with interpersonal conflict, time management, and team work.
- **Wednesday 9:00-10:30 or Thursday 3:00-4:30**

## Career Assessments

- Not sure what you want to do? Take a comprehensive assessment of your skills, interests, & aptitudes. Receive a personal career profile with best jobs for you. Learn how to make the most of your results in the interpretation workshop.
- **CareerScope: Monday 9:00-10:00 or Tuesday 1:30-3:00**
- **Interpretation : The following Thursday 1:30-2:30**

## Acing the Interview

- Learn best practices and tips for interviewing effectively. Practice interview skills with your instructor and peers, then try your skills out in mock interviews and receive feedback from visiting employers.
- **Workshop: Friday 9:00-11:30**
- **Employer Mock Interviews: Friday 1:30-4:00**

## Unpacking Your Skills

- Considering a career change? New to the working world? Identify your skills and learn how to match them to job descriptions and represent them to potential employers.
- **Tuesday 9:00-10:00, followed by Hands On Lab and Vocational Counseling from 10:15-12:00**

## Hands On Lab

- Want to practice the new skills you learned in a workshop? Use our computer lab for job search, resume writing, and online applications. A facilitator will be available to assist you.
- **Monday, Tuesday, or Thursday 10:15-12:00**
- **Tuesday or Thursday 2:45-4:00**

## Resume Essentials

- Learn tips, tricks, and templates to create outstanding resumes that stand out and get you that interview.
- **Tuesday 1:30-2:30, followed by Hands On Lab and Vocational Counseling from 2:45-4:00**

## Vocational Counseling

- Counselors can assist you one-on-one with advice on where and how to look for work, resumes and cover letters, interview practice and guidance, and how to get the training you need to secure your next job.
- **Drop-in Hours: Monday, Tuesday, or Thursday 10:15-12:00**
- **Drop-in Hours: Tuesday or Thursday 2:45-4:00**



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## ASK ABOUT SPECIAL ASSISTANCE FOR:

- Military Veterans
- Youth ages 16-24
- Seniors ages 55 and over
- Individuals with disabilities

Monday	Tuesday	Wednesday	Thursday	Friday
Getting Started: 9:00-10:00	Unpacking Your Skills: 9:00-10:00	Succeeding at Work: 9:00-10:30	Getting Started: 9:00-10:00	Acing the Interview: 9:00-11:30
CareerScope: 9:00-10:00	Hands On Lab: 10:15-12:00		Hands On Lab: 10:15-12:00	Employer Mock Interviews: 1:30-4:00
Hands On Lab: 10:15-12:00	Drop-in Vocational Counseling: 10:15-12:00		Drop-in Vocational Counseling: 10:15-12:00	
Drop-in Vocational Counseling: 10:15-12:00	Resume Essentials: 1:30-2:30		Assessment Interpretation: 1:30-2:30	
	CareerScope: 1:30-3:00		Hands On Lab: 2:45-4:00	
	Hands On Lab: 2:45-4:00		Drop-in Vocational Counseling: 2:45-4:00	
	Drop-in Vocational Counseling: 2:45-4:00		Succeeding at Work: 3:00-4:30	

**Lobby Hours:** Monday – Friday: 8:00-5:00 • Closed for lunch 12:00-1:00 PM

Revised: 12/7/16

*The Job Market is a proud member of America's Job Centers of California. The Job Market is federally funded to facilitate your re-entry into the workforce. Services are subject to fund availability. The Job Market is an equal opportunity agency. Auxiliary aids and services are available to individuals with disabilities.*