



# Indian River County - Career Center

1880 82nd Ave., Vero Beach, Florida 32966 - Suite 101  
772-494-2100

## November 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>1</b> 9:30-11:30 Make the Most of the Job Fair  1:30-3:30 Interview Preparation	<b>2</b> 9:30-11:30 Employ Florida  1:30-3:30 Make the Most of the Job Fair	<b>3</b> 1:00-3:00 Application & Resume Strategies (Sebastian Library)
<b>6</b> 9:30-11:30 Application & Resume Strategies  2:30-4:30 Employ Florida (Hope for Families Center)	<b>7</b> 9:30-11:30 Make the Most of the Job Fair  1:30-3:30 Interview Preparation	<b>8</b>	<b>9</b> 9:30-11:30 Resume Clinic  1:30-3:30 Make the Most of the Job Fair	<b>10</b>
<b>13</b> 9:30-11:30 Make the Most of the Job Fair  2:30-4:30 Application & Resume Strategies (Hope for Families Center)	<b>14</b> 9:30-11:30 Application & Resume Strategies  1:30-3:30 Employ Florida	<b>15</b> 9:30-11:30 Word Basics  1:30-3:30 Make the Most of the Job Fair	<b>16</b> 9:30-11:30 Employ Florida  1:30-3:30 Interview Preparation	<b>17</b>
<b>20</b> 9:30-11:30 Application & Resume Strategies  2:30-4:30 Word Basics (Hope for Families Center)	<b>21</b> 9:30-11:30 Computer Lab  1:30-3:30 Resume Clinic	<b>22</b> 9:30-11:30 Resume Clinic  1:30-3:30 Mock Interviews (By Appointment)	<b>23</b>	<b>24</b>
<b>27</b> 9:30-11:30 Application & Resume Strategies  2:30-4:30 Resume Clinic (Hope for Families Center)	<b>28</b> 9:30-11:30 Employ Florida  1:30-3:30 Job Search Success	<b>29</b> 9:30-11:30 Interview Preparation  1:30-3:30 Resume Clinic	<b>30</b> 9:30-11:30 Employ Florida  1:30-3:30 Word Basics	

## **Road to Employment**

The job search process can be quite intimidating if it your first time or haven't been in the job market for a while. We have designed this one-hour workshop to provide a quick overview of the job search process, some do's and don'ts and what our organization can do to assist in gaining re-employment and a successful future.

### **Employ Florida Marketplace Workshop**

EmployFlorida.com is our online resource for job listings – from entry-level to executive, job market trends and so much more! By attending the EmployFlorida.Com workshop, you will gain valuable knowledge on how to search for jobs, post your resume, conduct a virtual recruitment and access many other features designed to specifically help you in your job search campaign. A great workshop for anyone registering in EmployFlorida.Com for the first time or for those who want to learn more about the site.

### **Pre-Requisites: Basic Computer Skills (Mouse Control, Keyboard and Navigation skills)**

#### **Employ Florida Lab**

An open lab to provide assistance when using Employ Florida's Marketplace user guide and website for updating general information and completing the background wizard and assist with questions about the job search in EFM. The clinic is also available for resume revisions in EFM template and or creating a resume in EFM for the first time

### **Pre-Requisites: Basic Computer Skills (Mouse Control, Keyboard and Navigation skills)**

#### **Resume Strategies**

An introduction to the importance of a well-written resume, this workshop will help teach you the purpose, structure and guidelines to sharpen your edge in the highly competitive job market. Create and target a winning resume to land your next interview.

#### **Resume Clinic**

Already have a resume? Looking for a review? This self-service clinic allows you to have a trained staff member review, evaluate and help you determine if your resume puts your best self forward.

### **Pre-Requisites: Completed Resume Strategies workshop; A fully completed resume in EFM Marketplace or in MS Word; Basic Computer Skills (Mouse Control, Keyboard and Navigation skills)**

#### **Interview Preparation**

Interviewing for the next best job, how to face fears! Workshop discussion topics include: preparing for the interview, what happens before, during and after the interview, how to answer the most common and difficult questions confidently and closing the interview. Participants will be provided resources and tips for success!

#### **Mock Interview**

Upon completion of the Interview Preparation workshop you will have an opportunity to experience an actual interview through role playing to help you understand how to answer typical and behavioral based interview questions. **By appointment only**

### **Pre-Requisite: Attended Interview Preparation Workshop**

#### **Computer Lab**

If you are a job seeker and entering into the world of technology, then this workshop will introduce you on how to use the mouse and keyboard, along with identifying and navigating components of the desktop, how to use a flash drive, save and upload a document on the internet when filling out application. We will also introduce you to web base tutorials that will help you with basic computer skills, typing, how to use the internet and Microsoft Office.

#### **Word Processing Basics**

Learn the basics of word processing in order to enhance your career search experience. During this workshop we will review fonts and sizes, editing, formatting, printing and more. Word processing is a must when it comes to writing resumes.

### **Pre-Requisite: Mouse, keyboard and typing skills**

#### **OPERATION: Employment**

A special workshop designed to assist our Veterans in making the transition from service to a career. **OPERATION: Employment** covers: job search process, training opportunities, community resources and more.