


Please refer to web-site [www.solanoemployment.org](http://www.solanoemployment.org) for up to date information.

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> <li>Department of Rehabilitation 8 am-4:30 pm - Monday, Wednesday, Friday for walk-ins Tuesdays and Thursdays by appointment only</li> </ul>		<p><b>1</b></p> <p>Job Corps Overview 10 am</p> <p>SKIP 1 pm</p>	<p><b>2</b></p> <p>Building a Basic Budget 9:15 am</p> <p>Basic Computer Skills 10:30 am</p>	<p><b>3</b></p> <p>Networking Job Club 10 am</p> <p>Food Handler Card 1 pm</p>
<p><b>6</b></p> <p>U.S. Census Bureau 9 am</p> <p>Randstad Recruitment 1 pm</p> <p>Job Search Strategies 1 pm</p>	<p><b>7</b></p> <p>Basic Computer Skills 10:30 am</p> <p>CalJOBS-Highlight your skills and talent 1:30 pm</p> <p>SEC Welcome 2 pm</p>	<p><b>8</b></p> <p>Job Corps Overview 10 am</p> <p>Mindfulness Session 12:30 pm</p> <p>SKIP 1 pm</p> <p>Intro to Job Connect &amp; Career Training 2 pm</p> <p>Fire Response Greeting 3:30 pm</p>	<p><b>9</b></p> <p>LinkedIn.com Workshop 9 am</p> <p>Solving the Mystery of the Credit Report 9:15 am</p> <p>CASAS Testing 9:30 am</p> <p>Express Employment 10 am</p> <p>Basic Computer Skills 10:30 am</p>	<p><b>10</b></p> <p>Open Job Search 1:30 pm</p>
<p><b>13</b></p> <p>U.S. Census Bureau 9 am</p> <p>Randstad Recruitment 1 pm</p> <p>LindedIn.com 1 pm</p>	<p><b>14</b></p> <p>Create a Targeted Resume 1:30 pm</p> <p>Basic Computer Skills 10:30 am</p> <p>SEC Welcome 2 pm</p> <p>SEC Youth 3:30 pm</p>	<p><b>15</b></p> <p>State Labor Law and Payroll Tax Seminar 9 am</p> <p>Cache Creek Recruitment 10 am</p> <p>Job Corps Overview 10 am</p> <p>SKIP 1 pm</p> <p>Intro to Job Connect &amp; Career Training 2 pm</p>	<p><b>16</b></p> <p>Building a Basic Budget 9:15 am</p> <p>CASAS Testing 9:30 am</p> <p>Basic Computer Skills 10:30 am</p> <p>Interviewing Techniques 1:30 pm</p>	<p><b>17</b></p> <p>Networking Job Club 10 am</p> <p>Food Handler Card 1 pm</p>
<p><b>20</b></p> <p>U.S. Census Bureau 9 am</p> <p>Randstad Recruitment 1 pm</p> <p>Job Search Strategies 1 pm</p>	<p><b>21</b></p> <p>CalJOBS-Highlight your skills and talent 9 am</p> <p>Basic Computer Skills 10:30 am</p> <p>SEC Welcome 2 pm</p>	<p><b>22</b></p> <p>Job Corps Overview 10 am</p> <p>Mindfulness Session 12:30 pm</p> <p>SKIP 1 pm</p> <p>Intro to Job Connect &amp; Career Training 2 pm</p> <p>Fire Response Greeting 3:30 pm</p>	<p><b>23</b></p> <p>Labor Market Info. Employers, Wages &amp; Outlook 9 am</p> <p>30 Second Elevator Pitch 9:15 am</p> <p>CASAS Testing 9:30 am</p> <p>Basic Computer Skills 10:30 am</p>	<p><b>24</b></p> <p>Spark Point 1:30 pm</p> <p>Open Job Search 1:30 pm</p>
<p><b>27</b> <b>HOLIDAY MEMORIAL DAY</b></p> 	<p><b>28</b></p> <p>Create a Targeted Resume 9 am</p> <p>Basic Computer Skills 10:30 am</p> <p>SEC Welcome 2 pm</p>	<p><b>29</b></p> <p>Cache Creek Recruitment 10 am</p> <p>Job Corps Overview 10 am</p> <p>SKIP 1 pm</p> <p>Intro to Job Connect &amp; Career Training 2 pm</p>	<p><b>30</b></p> <p>Career Ladders 9:15 am</p> <p>CASAS Testing 9:30 am</p> <p>Basic Computer Skills 10:30 am</p> <p>Job Search 10:30 am</p>	<p><b>31</b></p>

For all workshops-please arrive 10-15 minutes early. No children allowed in the workshops or trainings. Late arrivals will not be admitted.

\* minimum of 3 people per class or subject to cancellation. Must sign in at front desk.

## Workshops

**30 Second Elevator Pitch** – Instruction on creating an elevator pitch to use when you only have 30 seconds to make a good first impression.

**Building a Basic Budget** – Participate in an interactive workshop (created by Travis Credit Union) to develop budgeting practices (**SMART phone required**).

**Career Ladders** - You will be guided through a 3-step process to assist in obtaining dream job.

**Solving the Mystery of Credit Reports** – Information on how to review and work with credit reports. (created by Travis Credit Union).

**Must call (707) 648-5397 to reserve your seat in workshops above.**

**CalJobs/Open Labs:** Complete your profile and set up a Virtual recruiter to have employers contact you. *2:00pm every Tuesday*

**Basic Computer Skills:** Must be at least 18 years old. This drop in basic computer skills class covers a variety of topics. Must be registered in CalJOBS.

**Interviewing Techniques:** Learn the top 12 questions often asked at an interview and practice on answering those question. Use the web to get the best answers. Learn how to BEST represent yourself and how to follow-through after the interview. New Times need New Techniques.

**Job Search Strategies:** Information on Targeting your Resume, Networking, LinkedIn.com, FREE Web Sites to get computer help, Best web sites to search for a JOB, Temporary Agencies, 211, a Job Skills list and a Follow Through Sheet to make sure the employer know you are still interested.

**Labor Market Info: Employers, Wages & Outlook.**

**LinkedIn.com:** Information on creating your own “on-line” free web page to make YOU and your SKILLS readily available to Employers as well as one of the BEST ways to look for a JOB.

**Mindfulness Sessions:** Learn helpful and healthful breathing techniques. Close your eyes, breathe in and breathe out, that’s it. Must arrive by 12:30 pm sharp to attend, but you do not need to stay for the full hour.

**Randstad Staffing:** available on Monday afternoons & Fridays by appointment only, please call (510) 550-5524

**State Labor Law & Payroll Tax Seminar:** Call 1-866-873-6083 to make reservations. Recordkeeping, reporting requirements, employer obligations, and payment requirements. Common wage and hour law application.

**Road to Employment in Libraries** – Self-paced job search activities with group participation encouraged.

- Vacaville** - Vacaville Cultural Center, 1020 Ulatis Dr., Vacaville, CA  
*2:00pm Thursdays*
- Vallejo** - Springstowne Library, 1003 Oakwood Ave, Vallejo, CA  
*2:00pm 1<sup>st</sup> and 3<sup>rd</sup> Mondays each month*
- Vallejo** – John F. Kennedy Library, 505 Santa Clara St., Vallejo, CA  
*2:00pm 2<sup>nd</sup> and 4<sup>th</sup> Mondays each month*

## Information Sessions

**Department of Rehabilitation:** Counseling, training, and placement for persons with disabilities who qualify for DOR services. *Drop ins on Mondays, Wednesdays, and Fridays.* Call (707) 648-4350 for next orientation.

**Job Corps Overview:** Training programs for ages 16 through 24. Come and meet the Outreach & Admission Counselor and see if you are eligible for this job opportunity or Call (415) 937-2567 every Wednesday at 10:00am in Vallejo and 1 pm in Fairfield

**NAPCA:** Provides job search assistance to persons 55 or older, and on the job training for those who are eligible. *10:00am-3:00pm Monday-Thursday* Call (707) 649-5488 for an appointment.

**SKIP:** Solano Kids Insurance Program. Covered California enrollments. Call (707) 439-6622 for appointment.

**Introduction to Job Connect and Career Training:** Find out how to get back to work by increasing your competitiveness through Job Connect.

**SEC Welcome:** An introduction to Job Center services and resources available, including Information about the Workforce Innovation and Opportunities Act (WIOA) programs

## Job Search Activities

**CASAS Testing:** Basic Reading and Math Assessment Testing. Find out what your grade level is for each, to further your education or for job search applications.

**Food Handler Cards:** You must bring \$10 cash or check, have several hours to prep and take the online course, and if you pass with 75% or better, you will receive your certificate that day. Certificate good for 3 years from that date. (no appointments!) Just be there on time. 1<sup>st</sup> & 3<sup>rd</sup> Friday of each month at 1:00 pm

**SparkPoint:** Open Job Search assistance and help with basic Word and basic Internet searching. Call (707) 333-0832 to schedule. *4th Friday of each month at 1:30 pm*

**Veterans Network:** Join other Veterans for job search networking. Fairfield every Monday 8:30 am.

**\*Equal Opportunity Employer / Program. Auxiliary aids and services are available upon advance request to individuals with disabilities. (707) 863-3598 TTY Relay # 1-800-735-2922**

**Veterans receive Priority of Service – please ask staff**