

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> <li>NAPCA 8:30 am-5 pm Monday-Wednesday 8:30 am - 2:30 pm Thursday (a Seniors Employment Program)</li> </ul>			<p>1</p> <p>Service With a Smile 9:15 am</p> <p>CASAS Testing 9:30 am</p>	<p>2</p> <p>Network Job Club 10 am</p> <p><b>Target Recruitment 2 pm</b></p>
<p>5</p> <p><b>Orientation 10:30 am</b></p> <p><b>Randstad Recruitment 1 pm</b></p> <p>Basic Computer Class 4:00 pm</p>	<p>6</p> <p>* CalJOBS Resume Basics 9 am</p> <p><b>Orientation 2 pm</b></p> <p><b>Youth Orientation 3:30 pm</b></p>	<p>7</p> <p><b>Randstad Recruitment 8 am</b></p> <p>Job Search Strategies 10:30 am Job Corps Overview 11:00 am</p> <p>CTC Meet &amp; Greet 1 pm</p> <p>SKIP 1 pm Basic Computer Class 4:00 pm</p>	<p>8</p> <p>Is Your Net Working? 9:15 am</p> <p>CASAS Testing 9:30 am</p> <p>Linkedin.com 2 pm</p>	<p>9</p>
<p>12</p> <p><b>In observance of Veteran's Day Office Closed</b></p>	<p>13</p> <p>Intro. to Job Connect 9:00 am</p> <p><b>Orientation 2 pm</b></p>	<p>14</p> <p>Job Search Strategies 10:30 am Job Corps Overview 11:00 am</p> <p>CTC Meet &amp; Greet 1 pm SKIP 1 pm</p> <p>Interviewing Techniques 2 pm Basic Computer Class 4:00 pm</p>	<p>15</p> <p>Surviving the First 30 Days 9:15 am</p> <p>CASAS Testing 9:30 am</p> <p>Hidden Job Market (Labor Market) Workshop 2 pm</p>	<p>16</p> <p>Network Job Club 10 am</p> <p>Goodwill Orientation 10:30 am</p> <p>Food Handler Card 1 pm</p>
<p>19</p> <p><b>Orientation 10:30 am</b></p> <p><b>Randstad Recruitment 1 pm</b></p>	<p>20</p> <p><b>Orientation 2 pm</b></p> <p>* CalJOBS Resume Basics 2 pm</p> <p><b>Youth Orientation 3:30 pm</b></p>	<p>21</p> <p><b>Randstad Recruitment 8 am</b></p> <p>Job Search Strategies 10:30 am Job Corps Overview 11:00 am</p> <p>CTC Meet &amp; Greet 1 pm</p> <p>SKIP 1 pm</p>	<p>22</p> <p><b>HOLIDAY Office Closed</b></p>	<p>23</p> <p><b>HOLIDAY Office Closed</b></p>
<p>26</p> <p><b>Orientation 10:30 am</b></p> <p><b>Randstad Recruitment 1 pm</b></p> <p>Basic Computer Class 4:00 pm</p>	<p>27</p> <p>Intro. to Job Connect 9:00 am</p> <p><b>Orientation 2 pm</b></p>	<p>28</p> <p>Job Search Strategies 10:30 am Job Corps Overview 11:00 am</p> <p>CTC Meet &amp; Greet 1 pm SKIP 1 pm Basic Computer Class 4:00 pm</p>	<p>29</p> <p>Solving the Mystery of the Credit Report 9:15 am</p> <p>CASAS Testing 9:30 am</p> <p>Linkedin.com 2 pm</p>	<p>30</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

**Is Your Net Working** – Provided with current, best practices of networking in today's job market.

**Service with a Smile** – Current best practices on customer service techniques.

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

**Surviving the First 30 Days** – Individuals will be provided with tools to help maintain employment.

**\*\*Must call (707) 648-5397 to reserve your seat for the above workshops**

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

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

**Resume Basics:** Learn how to start a resume and have employers contact you. You can post up to 10 resumes in CalJobs, where there are currently 450,000 jobs posted.

**Interviewing Techniques:** Learn the top 12 questions often asked at an interview and practice on answering those questions. 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.

**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.

**The Hidden Job Market (LMI):** Learn how to find employers locally by Industry or Occupation. Self-Assessments, Occupational Guides to select jobs that are a good fit and pay a good living wage... and much more including Earning Tables.

**Clean Slate Event** Call (707) 515-4125 & leave a message; **Know Your Rights!**  
Monday, November 5<sup>th</sup> 6:00 pm at JFK Library Vallejo, CA

**\*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**

## Information Sessions

**CalFresh Food Stamps:** Call to make an appointment, Cell: (925) 490-5749 *Hablo Español*

**Career Training Connect Meet & Greet:** An intro with staff to ask questions about training opportunities covered through WIOA. 1 pm Wednesdays. (707) 863-3545

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

**Goodwill:** Orientation about Employment Service Programs. (707) 864-5440

**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 11:00 am Wednesdays or Call (415) 937-2567

**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:** Find out how to get back to work by increasing your competitiveness through Job Connect. (707) 863-3551

**Orientation:** 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) 974-4469 to schedule. 4<sup>th</sup> Friday of each month at 1:30 pm

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

**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