

Please refer to web-site www.solanoemployment.org for up to date information.

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Happy New Year! Office Closed	2 Randstad Recruitment 8 am Job Corps Overview 10 - 12 Master Plan to Get the Best Job 10:30 am to 11:45 am SKIP 1 pm Intro to Job Search and Career Training 2 pm	3 CASAS Testing 9:30 am	4 Networking Job Club 10 am Food Handler Card 1 pm
7 SEC Welcome 10:30 am Mindfulness Session 12:30 pm Randstad Recruitment 1-3 pm	8 SEC Welcome 2 pm	9 Job Corps Overview 10-12 Master Plan to Get the Best Job 10:30 am to 11:45 am SKIP 1 pm Intro to Job Search and Career Training 2 pm	10 30 Second Elevator Pitch 9:15 am CASAS Testing 9:30 am Express Pro Recruitment 10-11 am * LinkedIn.com 2 - 4 pm	11
14 SEC Welcome 10:30 am Mindfulness Session 12:30 pm Randstad Recruitment 1-3 pm	15 Basic Computer Class 10:30 am New Instructor! New time! * CalJOBS – Highlight Your Skills & Talents 2 - 4 pm SEC Welcome 2 pm Youth SEC Welcome 3:30 pm	16 Randstad Recruitment 8 am Cache Creek 10 – 1 pm Fire Response Greeting 10-12 Master Plan to Get the Best Job 10:30 am to 11:45 am Job Corps Overview 10-12 SKIP 1 pm Intro to Job Search and Career Training 2 pm	17 Career Ladders 9:15 am CASAS Testing 9:30 am Basic Computer Class 10:30 am * Find the Right JOB Wages & Outlook 2 - 4 pm	18 Networking Job Club 10 am Food Handler Card 1 pm
21 MLK Holiday Office Closed	22 Aerotek Recruitment 10 - 4 Basic Computer Class 10:30 am SEC Welcome 2 pm	23 Master Plan to Get the Best Job 10:30 am to 11:45 am Job Corps Overview 10 – 12 SKIP 1 pm Harbor Freight Recruitment 1 - 4 Intro to Job Search and Career Training 2 pm	24 You Rang 9:15 am CASAS Testing 9:30 am Basic Computer Class 10:30 am * LinkedIn.com 2 - 4 pm	25
28 Cache Creek 10 – 1pm SEC Welcome 10:30 am Randstad Recruitment 1 – 3 pm	29 Basic Computer Class 10:30 am Create a Targeted Resume 9:00 to 11:00 am SEC Welcome 2 pm Youth SEC Welcome 3:30 pm	30 Fire Response Greeting 10-12 Job Corps Overview 10 - 12 Master Plan to Get the Best Job 10:30 am to 11:45 am SKIP 1 pm Intro to Job Search and Career Training 2 pm	31 Motivated Skills 9:15 CASAS Testing 9:30 am Basic Computer Class 10:30 am * Find the Right JOB Wages & Outlook 2 - 4 pm	<ul style="list-style-type: none"> Department of Rehabilitation 8 am-4:30 pm Monday, Wednesday, Friday for walk-ins. Tuesdays and Thursdays by appointment only

Please arrive 10-15 minutes early. Late arrivals will not be admitted, * minimum of 3 for workshops.

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.

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

You Rang – Individuals will be guided through a professional way to conduct telephone interviews.

Motivated Skills – Individuals will be provided with the opportunity to identify skills used in the workplace.

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

Networking Job Club: Networking - Job Leads - Job Search. This is a group of peers supporting each other in job search efforts. Participation is encouraged. **(707) 863-3551**

Basic Computer Skills: From the basic beginning of how to use a computer to taking advantage of the cloud based technology, these free classes are open to the public and taught by Vallejo Adult School. Must be registered in CalJobs, please arrive early if you need assistance. T + Th 10:30 am to 12:00 pm

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

Create a Targeted Resume: 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.

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.

Find the Right JOB Wages & Outlook (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..

New~Mindfulness Session: Come in to practice mindfulness and relaxing breathing techniques. Can help with all aspects of job search, education and personal life, instructions are given each session, and beginners welcome.

Master Plan to Get the Best Job: “Begin with the end in mind.” You are powerful – accept it. You are worth it – know it. Determine your goals. Do they match your needs and or wants? Learn techniques to guide you to your answers, websites, education, networking, mannerism, etc.

***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*

Introduction to Job Search and Career Training: Come in and meet the staff to ask questions about how to increase your competitiveness through a staff direct job search. This session will also give you an opportunity to inquire about training opportunities covered through the Workforce Development Board, and **WIOA programs**. 2 pm Wednesdays. 707 863-3551
Department of Rehabilitation: Counseling, training, and placement for persons with disabilities who qualify for DOR services. Call (707) 648-4350 for next orientation.

Fire Response Greeting: Find out how you may be able to receive assistance to return to work, if you were impacted by the CA wildfires. Call **(707) 863-3575** to reserve your seat.

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 or Call (415) 937-2567 for appointment.

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.

SEC Welcome: An introduction to Job Center services and resources available. Find out how we can help you get back to work.

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.

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. 1st & 3rd 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.

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 1st and 3rd Mondays each month
- ☐ Vallejo – John F. Kennedy Library, 505 Santa Clara St., Vallejo, CA
2:00pm 2nd and 4th Mondays each month