

# May 2018

## Calendar of Events

Like us on Facebook!  
Facebook.com/WorkSourcePierce

[www.WorkSourceWA.com](http://www.WorkSourceWA.com)



1305 Tacoma Ave South  
(253) 593-7300

HOURS: M – Th 8:00 – 5:00; F 9:30 – 5:00



### Please Note:

Workshops marked with (\*\*) are the only workshops that count towards your UI job search.

### \*\* Job Search Strategies / Skills & Abilities

**2<sup>nd</sup> & 4<sup>th</sup> Wednesdays** 9:00 am – 11:30 am

Identify and package your skills and personal qualities for employers.

### \*\* Resumes & Cover Letters

**Wednesdays** 1:30 pm – 4:00 pm

Learn valuable tips and be prepared for your next job interview.

### \*\* Interviewing Techniques

**1<sup>st</sup> & 3<sup>rd</sup> Thursdays** 1:30 pm – 4:00 pm

Convey to an employer who you are, what you know & what you have to offer.

### \*\* WorkSource General Orientation

**Wednesdays** 9:00 – 10:00 am

Orientation of the WorkSource Pierce system; re-employment, training/re-training, and career assessment resources.

### Healthcare Signup

**Tuesdays** 8:00 am – 12:00 pm

Bring photo ID, Social Security card & most recent paycheck, if working.

### \*\* Managing Stress

**1<sup>st</sup> & 3<sup>rd</sup> Wednesdays** 10:30 am – noon

Learn about stress and its impact, & how to deal with stress in your life.

**NOTE: WorkSource Pierce offices will be CLOSED Monday, May 28<sup>th</sup> for Memorial Day.**

### \*\* Basic Computer Classes

**Thursdays** 8:30 am – 10:00 am

Basic computer class for those just beginning to use a computer. Please bring a small capacity USB Drive to copy your files.

### \*\* Introduction to WorkSourceWA.com

**Fridays** 2:00 – 3:30 pm

Must have a WorkSourceWA.com account prior to the workshop.

### \*\* Email: Professional Communication

**Monday, May 14<sup>th</sup>** 2:00 – 3:30 pm

Join Pierce County Librarians for an interactive workshop discussing best practices of professional communication.

### \*\* City Jobs: NeoGov Help Session

**Tuesday, May 22<sup>nd</sup>** 12:30 – 2:00 pm

A representative from City of Tacoma's HR department has the info you need to apply for city jobs. Also offers a workshop on workplace diversity.

### \*\* Microsoft Certification Program Orientation

**Tuesday, May 22<sup>nd</sup>** 2:00 – 3:30 pm

Learn more about Pierce County Library's Microsoft Certification Program. Begin the 3-step process towards certification.



3650 South Cedar Street

(253) 472-8094

HOURS: M – F 8:00 – 5:00

### \*\* Career Workshop (a Job Club activity)

**Tuesdays** 1:00 – 2:30 pm

Eliminate barriers to employment by learning further job search, resume, interviewing, and placement skills.

### \*\* Orientation to WIOA Services

**Thursdays** 9:00 – 11:00 am

Learn how the WIOA program can assist you in achieving your career goals. Eligibility, program services and meet 1-on-1 with an Employment Specialist.

### \*\* Market Yourself!

**Tuesday, May 1<sup>st</sup>** 10:00 am – 12:30 pm

Learn strategies important to effectively market your skills to employers. Build a Master Resume from which to apply for government or corporate jobs.

### Resume Lab

**Wednesday, May 2<sup>nd</sup>, 16<sup>th</sup> and 30<sup>th</sup>** 1:30 – 3:00 pm

Receive individual assistance with editing and enhancing your resume. Please bring resume on flash drive or be able to access it online.

### LinkedIn Workshops

**LinkedIn Sign-up Lab: May 3<sup>rd</sup>** 10:30 am – 11:00 am

Create a LinkedIn username and password; verify your LinkedIn account.

**\*\*The Basics: May 3<sup>rd</sup>** 11:00 am – 12:30 pm

Covers the essential elements in creating a basic profile.

**\*\* Beyond the Basics: May 17<sup>th</sup>** 11:00 am – 12:30 pm

Strategies for connecting with recruiters and applying for jobs.

### \*\* Social Media & Job Search

**Tuesday, May 8<sup>th</sup>** 10:00 – 11:30 am

The new approach to job search has to reflect advances in current technology. This class shares ideas on using social media to your advantage.

### \*\* What's My Next Move??

**Thursday, May 10<sup>th</sup>** 11:00 am – 12:30 pm

In this hands-on lab, you will learn to use internet resources to find IN DEMAND careers that match your interests. Basic internet skills required.

### \*\* Job Hunting for Mature Workers

**Tuesday, May 15<sup>th</sup>** 10:00 am – 12:00 pm

Tips for job seekers who fear their age is a barrier to employment. Debunking myths of maturity, de-aging your resume and other age-related concerns.

### \*\* Apply for Federal Jobs

**REGISTRATION REQUIRED!**

**Monday, May 21<sup>st</sup>** 9:00 – 11:30 am

Recruiters from Dept. of the Navy will share insights and instructions on how to apply for federal jobs on USAJobs.com. **NOTE:** attendees MUST register on WorkSourceWA.com online calendar to attend.

### \*\* Jump Start Your Business!

**Tuesday, May 22<sup>nd</sup>** 10:00 am – 12:00 pm

For individuals looking into their own business. Topics include protecting personal assets, license requirements, financing and business planning.

EQUAL OPPORTUNITY – EQUAL ACCESS

WorkSource Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Stay Updated on the Latest News!</b> Sign up for WorkSource Weekly emails at front desk or online at <a href="https://worksourceweekly.wordpress.com">https://worksourceweekly.wordpress.com</a></p>	<p><b>1</b> Healthcare Signup 8:00 am - 12:00 pm **Market Yourself 10:00 am – 12:30 pm **Career Workshop / Job Club 1:00 – 2:30 pm</p>	<p><b>2</b> **General Orientation 9:00 – 10:00 am **Managing Stress 10:30 am – 12:00 pm **Resumes &amp; Cover Ltr 1:30 pm – 4:00 pm Resume Lab 1:30 – 3:00 pm</p>	<p><b>3</b> **Basic Computer Class 8:30 – 10:00 am **WIOA Orientation 9:00 – 11:00 am **LinkedIn Signup 10:30– 11:00 am **LinkedIn Basics 11:00 am – 12:30 pm **Interviewing 1:30 pm – 4:00 pm</p>	<p><b>4</b> <b>WorkSource Pierce open at 9:30!</b>  **Intro to WorkSourceWA 2:00 pm – 3:30 pm</p>
<p><b>7</b></p>	<p><b>8</b> Healthcare Signup 8:00 am - 12:00 pm **Social Media 10:00 – 11:30 am **Career Workshop / Job Club 1:00 – 2:30 pm</p>	<p><b>9</b> **General Orientation 9:00 – 10:00 am **Skills / Strategies 9:00 – 11:30 am **Resumes &amp; Cover Ltr 1:30 pm – 4:00 pm</p>	<p><b>10</b> **Basic Computer Class 8:30 – 10:00 am **WIOA Orientation 9:00 – 11:00 am **What's My Next Move?? 11:00 am – 12:30 pm</p>	<p><b>11</b> <b>WorkSource Pierce open at 9:30!</b>  **Introduction to WorkSourceWA.com 2:00 pm – 3:30 pm</p>
<p><b>14</b> **Email: Professional Communication 2:00 – 3:30 pm</p>	<p><b>15</b> Healthcare Signup 8:00 am - 12:00 pm **Mature Workers 10:00 am – 12:00 pm **Career Workshop / Job Club 1:00 – 2:30 pm</p>	<p><b>16</b> **General Orientation 9:00 – 10:00 am **Managing Stress 10:30 am – 12:00 pm **Resumes &amp; Cover Ltr 1:30 pm – 4:00 pm Resume Lab 1:30 – 3:00 pm</p>	<p><b>17</b> **Basic Computer Class 8:30 – 10:00 am **WIOA Orientation 9:00 – 11:00 am **LinkedIn Beyond the Basics 11:00 am – 12:30 pm **Interviewing 1:30 pm – 4:00 pm</p>	<p><b>18</b> <b>WorkSource Pierce open at 9:30!</b>  **Introduction to WorkSourceWA.com 2:00 pm – 3:30 pm</p>
<p><b>21</b> **Federal Jobs 9:00 – 11:30 am</p>	<p><b>22</b> Healthcare Signup 8:00 am - 12:00 pm **Jump Start/Business 10:00 am – 12:00 pm **City Jobs: NeoGov 12:30– 2:00 pm **Career Workshop / Job Club 1:00 – 2:30 pm **Microsoft Orientation 2:00 – 3:30 pm</p>	<p><b>23</b> **General Orientation 9:00 – 10:00 am **Skills / Strategies 9:00 – 11:30 am **Resumes &amp; Cover Letters 1:30 pm – 4:00 pm</p>	<p><b>24</b> **Basic Computer Class 8:30 – 10:00 am **WIOA Orientation 9:00 – 11:00 am</p>	<p><b>25</b> <b>WorkSource Pierce open at 9:30!</b>  **Introduction to WorkSourceWA.com 2:00 pm – 3:30 pm</p>
<p><b>28</b> <b>HOLIDAY</b></p>	<p><b>29</b> Healthcare Signup 8:00 am - 12:00 pm **Career Workshop / Job Club 1:00 – 2:30 pm</p>	<p><b>30</b> **General Orientation 9:00 – 10:00 am **Resumes &amp; Cover Letters 1:30 pm – 4:00 pm Resume Lab 1:30 – 3:00 pm</p>	<p><b>31</b> **Basic Computer Class 8:30 – 10:00 am **WIOA Orientation 9:00 – 11:00 am</p>	<p><b>**WorkSource on Wheels:</b> Partnership between WorkSource &amp; Pierce County Library System. Register for classes at <a href="http://www.piercecountylibrary.org/calendar">www.piercecountylibrary.org/calendar</a>, and check Get Hired Classes and Workshops.</p>