



San Mateo Workshop Calendar

1777 Borel Place Suite 500 | San Mateo, CA 94402 | www.novaworks.org
Hours & Computer Availability: Monday through Friday 8:00AM - 5:00PM

All workshops are available on a first-come, first-served basis to registered NOVA Job Center members.
Please sign in at the NOVA Job Center front desk 30 minutes prior to the start of the workshop.

Please call (650) 581-0058 if you have any questions.

July 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3 NOVA Job Center will CLOSE at 3:30PM	4 Office CLOSED in observance of Independence Day	5	6 Amazon On-Site Recruitment 10:00AM - 2:00PM Power Up Your Job Search 2:30PM - 4:30PM	7 Resume Facts 10:00AM - 12:00PM Ace The Interview 1:30PM - 4:30PM
10 Am I Marketable? 9:30AM - 11:30AM Managing Change 1:30PM - 4:00PM	11 Power Up Your Job Search 9:00AM - 11:00AM Resume Facts 2:00PM - 4:00PM	12 Ace The Interview 9:00AM - 12:00PM What Are My Training Options? 2:00PM - 3:00PM	13 Amazon On-Site Recruitment 10:00AM - 2:00PM Power Up Your Job Search 2:30PM - 4:30PM	14 *ResumePro: Think Like a Recruiter 10:00AM - 12:30PM Ask The Career Advisor 2:00PM - 3:00PM
17	18 Power Up Your Job Search 9:00AM - 11:00AM Am I Marketable? 1:00PM - 3:00PM	19 Developing Your LinkedIn Profile 10:00AM - 11:30AM	20 Resume Facts 10:00AM - 12:00PM Power Up Your Job Search 1:30PM - 3:30PM	21 Ace The Interview 9:00AM - 12:00PM What Are My Training Options? 3:00PM - 4:00PM
24 Resume Facts 9:00AM - 11:00AM Managing Change 1:30PM - 4:00PM	25 Power Up Your Job Search 9:00AM - 11:00AM Am I Marketable? 1:00PM - 3:00PM	26 Ace The Interview 9:00AM - 12:00PM *ResumePro: Think Like a Recruiter 1:30PM - 4:00PM	27 What Are My Training Options? 10:00AM - 11:00AM Power Up Your Job Search 1:30PM - 3:30PM	28 Networking 101 10:00AM - 12:00PM
31 Ask The Career Advisor 10:00AM - 11:00AM Using LinkedIn in Your Job Search 1:30PM - 3:00PM				

***This class requires a Pre-requisite . Please see the workshop descriptions prior to registering.**

NOVA - San Mateo is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. TTY: Dial 711 for California Relay Service

CAREER ADVISOR SERVICES

► Career Advising

One-on-one job search assistance. To schedule an appointment with a Career Advisor, **complete our online form**, goo.gl/7QjxWP OR call (650) 581-0058

► Ask the Career Advisor

Have a question for an advisor but don't think you need a 1-on-1 meeting? This group session is your opportunity to drop-in and have your questions answered.

► Advice Line

Have a quick question for an advisor and can't get to the NOVA Job Center? **Complete our online form**, goo.gl/5d71pW OR call (650) 581-0058

1 FOCUS

Managing Change

An interactive workshop to help you move through the stress and uncertainty created by job loss created by job loss. Learn how to work through your emotions, launch an effective job search, and explore what's next for you.

Am I Marketable?

This lab-based class will assist you in determining your marketability for the position you are targeting. You will use online tools to define current trends including availability of positions, required skills, and salary data.

What Are My Training Options?

Learn about the training options that are available to you to increase your skills, confidence, and marketability.

2 RESUME

Resume Facts

Learn the answers to the most common resume questions including: what goes on the resume, do I need to customize my resume, what are the best ways to organize my information, and is a cover letter necessary?

Resume Critique

Have a career advisor review your resume and provide you with information, ideas, and assistance to make your resume most effective. This service is offered during career advising appointments.

Resume Pro: Think Like a Recruiter

Learn the recruiter perspective and better understand the challenges recruiters face in today's market. By better understanding what recruiters look for in potential candidates, the problems and challenges they face, you will be better equipped to create a resume that presents you in the best light possible.

***Pre-requisite: participants must have attended Resume Facts prior to registering for Resume Pro**

Developing Your LinkedIn Profile

Learn the basics of LinkedIn including setting up your profile, managing your account settings, and adding connections.

3 JOB SEARCH

Networking

The more exposure you and your resume have during the job search, the more likely you are to find a job. Learn about the visible and hidden job market and the best ways to tap into your network.

Using LinkedIn in Your Job Search

Learn how to use LinkedIn as a job search tool including finding people, using groups, and locating job postings.

4 INTERVIEW

Ace the Interview

The most simple interview questions can be the most difficult to answer. Learn how to handle questions about your salary requirements, your weaknesses, and your strengths. Discover effective, proven techniques to prepare you for tough job interviews.