**EAST COUNTY CAREER CENTER EVENTS & WORKSHOPS — AUGUST 2018
924 E MAIN ST., EL CAJON, CA 92021 | (619) 590-3950 | See more at workforce.org/events**

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| --- | --- | --- | --- | --- |
| **Center Hours:**M– F: 8 a.m.–5 p.m. |  | 1  | 2 1:30–3:30 p.m. Overqualified and Unemployed*Resource Room* |  **3** |
| 6 | 79–11 a.m.Labor Market in San Diego*Resource Room* | 8 1:30–3:30 p.m.Resume Strategies*Resource Room* | 9  | 10 |
| 13 1:30–3:30 p.m.Overqualified and Unemployed*Resource Room* | 14 9–11 a.m.What to Say at Job Interviews*Resource Room*  |  15  | 16  |  17 |
|  20 9–11 a.m.Exploring Job Options*Resource Room* |  21  |  22 1:30–3:30 p.m.Labor Market in San Diego*Resource Room* | 23  | 24  |
| 27 9–11 a.m.Finding Hidden Jobs*Resource Room* | 28  |  29  |  30  | 31 |

SDWP is a proud partner of the America’s Job Center of California Network and provides equal opportunity for its programs, services and employment. Auxiliary aids and services for individuals with disabilities are available upon request.

## **WORKSHOP DESCRIPTIONS**

**Exploring Job Options:** This workshop walks you through an effective 4-step process that helps you evaluate yourself, your options, your best matches, and develop an action plan to secure jobs that best match the “real you”. You’ll also learn about other helpful workshops and resources that tie into this process.

**Finding Hidden Jobs:** It’s estimated that 20% of all job openings are advertised by employers while only 5%-15% of all hires come from advertised jobs. The remaining jobs, often the best jobs, are filled by other means. Learn the best, proven job search strategies for tapping into the hidden job market where many of the best employment opportunities are found.

**Labor Market in San Diego:** (Hands On) Navigate the best labor market information websites to find out what’s hot and what’s not; jobs that match your specific skill set, building employer lists, résumé and interview tips, and much more.

**Over-Qualified & Unemployed:** Overqualified candidates may be seen as skilled or educated beyond what is necessary for a job. Employers screen out those taking the position temporarily until a better job comes along and by rejecting job candidates that exceed job requirements as they are unlikely to be loyal to the company. Learn strategies to effectively address these concerns.

**Resume Strategies:** Apply expert principles to build professional, attention-grabbing resumes. See your resume from the employer’s perspective to best present your value. Powerful resumes showcase key skills through examples of results and accomplishments! Chronological and functional resumes are compared & contrasted. The purpose and format of each section of the resume is discussed.

**What to Say at Job Interviews:** Interviews are where preparation and opportunity meet. Gain confidence by preparing effectively for interviews. Knowing what employers want and communicating your value effectively are vital keys to your success. Identify potential pitfalls and gain insights on answering open/closed-ended questions, and behavioral questions effectively & powerfully.

