



*Boulder City Library  
701 Adams Blvd  
Boulder City, NV 89005  
Karel/Career Coach (702) 285-0286  
Jessica/Job Developer Supervisor (702) 481-6435*

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b>	<b>2</b> Orientation Session 2:00 pm CASAS Testing Community Room 3:30 pm – 4:30 pm	<b>3</b> ResumePro Workshop 11:00 am – 12:30 pm
<b>4</b> Closed	<b>5</b>	<b>6</b> Orientation Session 3:00 pm CASAS Testing Board Room 4:30 pm – 5:30 pm	<b>7</b> Closed	<b>8</b> ResumePro Workshop 11:00 am – 12:30 pm	<b>9</b>	<b>10</b>
<b>11</b> Closed	<b>12</b> WorkKeys Library Board Room 1:00 – 4:30 pm	<b>13</b> Foundations of Job Search 1:00 pm	<b>14</b> Closed	<b>15</b>	<b>16</b> Orientation Session 3:00 pm CASAS Testing Community Room 4:30 pm – 5:30 pm	<b>17</b> ResumePro Workshop 11:00 am – 12:30 pm
<b>18</b> Closed	<b>19</b>	<b>20</b> Orientation Session 2:00 pm CASAS Testing Community Room 3:30 pm – 4:30 pm	<b>21</b> Closed	<b>22</b> ResumePro Workshop 2:00 – 3:30 pm	<b>23</b>	<b>24</b>
<b>25</b> Closed	<b>26</b>	<b>27</b> Foundations of Job Search 1:00 pm	<b>28</b> Closed	<b>29</b>	<b>30</b>	

\*\*\*\*\* CLASSES ARE SUBJECT TO CHANGE WITHOUT NOTICE & SEATING IS LIMITED\*\*\*\*\*

Revised 5/18/2017

### **Activity Descriptions:**

**Orientation** provides an overview of the employment, training and education services available to job seekers ages 16 and up. Gain insight into the process, requirements, expectations, and benefits of participation in employment programs offered in the One-Stop Career Center.

**Comprehensive Adult Student Assessment Systems (CASAS)** is a competency-based assessment system used to measure the basic skills of adult learners in Reading and Math. This assessment is part of the program enrollment process.

**WorkKeys** is an assessment that measures essential workplace skills. Program enrolled individuals complete this assessment prior to being approved for any program funded training.

**Foundations of Job Search:** Provides an overview of current economic facts, effective job search methods, and benefits of the employed lifestyle. The program gives job seekers the overall perspective of the job search process and establishes that the job search process is comparable to mapping out the route from one place to another. Job seekers are introduced to a new job search skill of employing the Five Principles of Self-sufficiency: 1. Motivation, 2. Urgency, 3. Learn by Doing, 4. Lifelong Learning and 5. Ownership. Success in an Interview discusses Packaging and Responsiveness which helps to put the job seeker in control of a positive interview process.

**ResumePro/ResCare Talent Market:** ResCare ResumePro is an online application designed to empower job seekers to create and complete resumes using industry recognized and employer-oriented content; and provides job seekers with options to target jobs by industries and sectors. Using O\*NET job families, this tool is driven by keyword technology related to job titles, skills and job duty statements, and offers multiple file formats allowing the job seeker to have up to five different professionally formatted resumes. Resume Pro users can access their ResCare Talent Market account and profile after they “POST” their resume. RTM gives job seekers access to success stories, center events, workshops, hiring events and Hot Jobs based on skills, interests, occupations and geography. With customizable “real-time” searches, RTM provides the best possible matches between the job seeker and jobs in the local market.

**Please contact a One-Stop Career Center staff member if you are interested in attending any of these activities.  
Call Karel at (702) 285-0286 or Jessica at (702) 481-6435**



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Auxiliary aids and services available upon request for individuals with disabilities  
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