



March 2010

OUR DOOR IS OPEN.....PLEASE VISIT US SOON!

Monday - Friday 8:30-4:30

www.worksource1.com

1001 Eleventh Street ♦ Niagara Falls, NY 14301

Job Seekers ♦ 278-8108

Business Services ♦ 278-8109

Fax ♦ 278-8158

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p> <p><u>Job Search Seminar</u> 12:00 Week 5: Difficult Interview Questions</p>	<p>2</p> <p><u>Carpenters Local Union 289</u> Carpenter Apprenticeship 9:00 - 12:00 (Come PREPARED to complete application & take math test.)</p> <p><u>Training Orientation</u> 1:00 SHARP! Resume Review by Appointment</p>	<p>3</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p> <p>Resume Review by Appointment</p>	<p>4</p> <p>POD GROUP  12:00-1:30</p> <p><i>OPEN UNTIL 7PM</i></p>	5
<p>8</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p>	<p>9</p> <p><u>Training Orientation</u> 1:00 SHARP!</p> <p><u>Fidelis Care NY</u> Open Enrollment for Child Health & Family Health Plus 1:00</p> <p>Interview Skills Workshop 2:30 Resume Review by Appointment</p>	<p>10</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p> <p>Resume Review by Appointment</p>	<p>11</p> <p><u>BREAKFAST CLUB</u> 10:00 Home Depot</p> <p> POD GROUP 12:00-1:30</p>	12
<p>15</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p> <p><u>Job Search Seminar</u> 12:00 Week 1: #1 Key to Job Search</p>	<p>16</p> <p><u>US Census Bureau Testing</u> 11:00 CALL 923-9030</p> <p><u>Training Orientation</u> 1:00 SHARP! Resume Review by Appointment</p>	<p>17</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p> <p>Victory Staffing 1:30 Resume Review by Appointment</p>	<p>18</p> <p><u>BREAKFAST CLUB</u> 10:00 Catholic Health System</p> <p> POD GROUP 12:00-1:30</p>	19
<p>22</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p> <p><u>Job Search Seminar</u> 12:00 Week 2: Turn your Resume into Interviews!</p>	<p>23</p> <p><u>Training Orientation</u> 1:00 SHARP!</p> <p>Resume Review by Appointment</p> <p>Interview Skills Workshop 2:30</p>	<p>24</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p> <p>Resume Review by Appointment</p>	<p>25</p> <p> POD GROUP 12:00-1:30</p>	26
<p>29</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p> <p><u>Job Search Seminar</u> 12:00 Week 3: Effective Cover Letters & Networking</p>	<p>30</p> <p><u>US Census Bureau Testing</u> 11:00 CALL 923-9030</p> <p><u>Training Orientation</u> 1:00 SHARP! Resume Review by Appointment</p>	<p>31</p> <p><u>US Census Bureau Testing</u> 9:00 CALL 923-9030</p> <p>Resume Review by Appointment</p>		

TRAINING ORIENTATIONS -This weekly session held every Tuesday by Niagara County Employment & Training is your first step towards being considered for Workforce Investment Act (WIA) funding if you are thinking about attending a training program. Niagara County's guidelines and training criteria will be reviewed and explained, and if appropriate, an appointment will be made with a Career Advisor for further assessment and recommendation for funding. *Information packet and registration required.*

MEDICAL OPTIONS FOR THE UNINSURED – PRESENTED BY FIDELIS CARE NEW YORK

If you have NO health insurance or are at risk for LOSING your health insurance, **COME AND MEET WITH FIDELIS TODAY!** Staff members from Fidelis Care New York will answer your questions on how to affordably keep yourself and your family healthy this year. *Fidelis will be available at Niagara's WorkSourceOne the 2nd Tuesday of each month.*

BREAKFAST CLUBS -Enjoy a free Breakfast while you learn more about the company and the opportunities available there. Come prepared to complete an application. The company may also choose to do screening interviews, so proper dress is encouraged. If you have a resume and reference sheet, **BRING** them! If you do not, ASK US how you can get them!

METRIX E-LEARNING - Provides over 5,000 NO COST on line courses and assessments from NY Wired for Education. Verify existing skills with Proveit! or update your skills with Skillsoft or Medcom. To learn more call Louise at 278-8243.

RESUME REVIEW -Your resume is a vital tool in the job search process. **Is yours DOING ITS JOB?**

Appointments are available with staff to review your current, typed resume, cover letter, and reference sheet...**the entire package!** Use our Resource Room the same day to make changes and ask our staff how your resume can be added to our Resume Bank.

REMEMBER TO SIGN UP FOR THE ABOVE ACTIVITIES

ALSO AVAILABLE

PROFESSIONAL OPPORTUNITY DEVELOPERS GROUP (POD) – Meet in a group setting with other job seekers who recently held a mid to upper level management position and were responsible for supervising people and programs. Help each other network, develop new contacts & leads, and learn today's strategies for success in gaining employment.

JOB SEARCH SEMINAR – Weekly discussion series open to anyone who is serious about maximizing the effectiveness of their job search activities.

JOB SEEKER MESSAGE CENTER – Available for job seekers who have **NO** other way for employers to contact them. A designated phone number may be used on your resume and job applications. You must come in and check your messages on a regular basis. This number is for employer contact only.

E-MAIL NOTIFICATION & RESUME BANK – Increase your job leads by receiving all job orders obtained by One-Stop staff through e-mail. Also, place your resume from a Word document into our internal database. Great ways to connect with employers.

MEN'S CLOTHES CLOSET – Apparel is available for job interviews or job retention purposes.

CAREER COUNSELORS – Schedule appointments to develop a job search plan, expand job search techniques, identify skills and explore career options.