

# OCTOBER 2020

**East Valley Career Center**  
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 Gilbert, AZ 85234  
 (602) 372-9700 TTY: 7-1-1

More info at- [Arizonaatwork.com/maricopa](http://Arizonaatwork.com/maricopa)



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Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>WE'RE OPEN!</b>                      Request services at <a href="http://Maricopa.gov/findajob">Maricopa.gov/findajob</a>                      Submit an Inquiry form.</p>	<p>Your question or request for help will be sent directly to a staff member.</p>	<p>Workshops are conducted virtually to comply with social distancing.</p>	<p><b>1</b> 10am                      Virtual Adult Orientation                      1pm-3pm                      Virtual Employment Academy</p>	<p><b>2</b>                      8:30am                      ACRC Testing (in person)</p>
<p><b>5</b>                      9am                      Virtual Adult Orientation</p>	<p><b>6</b>                      9am-11am                      Virtual Employment Academy                      2pm                      Virtual Adult Orientation</p>	<p><b>7</b>                      9am-12pm and 1pm-4pm                      OPAC Typing Test (in person)                      3pm                      Virtual Adult Orientation</p>	<p><b>8</b>                      10am                      Virtual Adult Orientation                      1pm-3pm                      Virtual Employment Academy</p>	<p><b>9</b></p>
<p><b>12</b>                      9am                      Virtual Adult Orientation</p>	<p><b>13</b>                      9am-11am                      Virtual Employment Academy                      2pm                      Virtual Adult Orientation</p>	<p><b>14</b>                      3pm                      Virtual Adult Orientation</p>	<p><b>15</b>                      10am                      Virtual Adult Orientation                      1pm-3pm                      Virtual Employment Academy</p>	<p><b>16</b>                      8:30am                      ACRC Testing (in person)</p>
<p><b>19</b>                      9am                      Virtual Adult Orientation                      9am-11:30am                      Virtual Introduction to Entrepreneurship</p>	<p><b>20</b>                      9am-11am                      Virtual Employment Academy                      2pm                      Virtual Adult Orientation</p>	<p><b>21</b>                      9am-12pm and 1pm-4pm                      OPAC Typing Test (in person)                      3pm                      Virtual Adult Orientation</p>	<p><b>22</b>                      10am                      Virtual Adult Orientation                      1pm-3pm                      Virtual Employment Academy</p>	<p><b>23</b></p>
<p><b>26</b>                      9am                      Virtual Adult Orientation</p>	<p><b>27</b>                      9am-11am                      Virtual Employment Academy                      2pm                      Virtual Adult Orientation</p>	<p><b>28</b>                      3pm                      Virtual Adult Orientation</p>	<p><b>29</b>                      10 am                      Virtual Adult Orientation                      1pm-3pm                      Virtual Employment Academy</p>	<p><b>30</b></p>
<p><b>Due to changes in federal regulations, this calendar may be adjusted at any time.</b></p>				

Equal Opportunity Employer / Program Auxiliary aids and services are available upon request to individuals with disabilities. ARIZONA@WORK Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA) serving employers by aiding job seekers, adults, dislocated workers and youth.

## Available Workshops and Assessments



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### **Resumes and More**

This tutorial will enable participants to create/improve their resume to meet the needs of hiring companies. It will provide quick tips on types of resumes, formatting, getting past Applicant Tracking Systems (ATS), cover letters and a reference page. If interested, submit a *Job Seeker Inquiry Form* at [Maricopa.gov/findajob](http://Maricopa.gov/findajob) Select **Assistance with Creating a Resume**.

### **Igniting Your Interview**

Helpful tips to prepare you for interviewing in a 30-minute video. Topics include: interview types, employer perspective, framework of an interview, types of questions and salary negotiation. Following the tips from the tutorial will give you a leading edge to be a successful candidate. If interested, submit a *Job Seeker Inquiry Form* at [Maricopa.gov/findajob](http://Maricopa.gov/findajob). Select **Assistance with Developing Interview Skills**.

### **Virtual Employment Academy (VEA)**

The Virtual Employment Academy is a two-hour virtual online workshop that will sharpen your employability skills and prepare you for an effective job search. This comprehensive workshop will cover topics such as: job searching, resume writing, interviewing, Business Services, and preparing you to attain the Arizona Career Readiness Credential (ACRC). You will learn the essential elements needed to gain meaningful employment. To enroll in this virtual workshop, submit a *Job Seeker Inquiry Form* at [Maricopa.gov/findajob](http://Maricopa.gov/findajob). Select **Virtual Employment Academy**.

### **Virtual Introduction to Entrepreneurship: Getting started as an entrepreneur (VIE)**

Have you ever considered starting a business but did not know where to start? The Introduction to Entrepreneurship workshop offers an interactive experience that encourages participants to make important decisions about their readiness to start a small business. Topics will include: What is entrepreneurship? Is Owning a Business Good Fit for You? Planning for a Healthy Business, Organizational Types, Record Keeping, Risk Management and Time Management. If interested, please email Eboni Farmer at [eboni.farmer@maricopa.gov](mailto:eboni.farmer@maricopa.gov) for more details.

### **Virtual Adult Orientation (VAO)**

The Virtual Adult Orientation is an introduction to the Workforce Innovation and Opportunity Act (WIOA). You will learn about the services and resources available to Job Seekers through ARIZONA@WORK Maricopa County along with the Occupational Skills Training Grant, the high demand industry areas, and the steps needed to apply for Career Planning Services.

**Arizona Career Readiness Credential (ACRC)** -Demonstrate to employers that you have mastered the skills that are most important to success! The credential process involves an initial skills assessment, instructional courseware, and successful completion of a battery of assessments in critical skill areas. Stand out from the competition and get a great addition to your resume by attaining the ACRC. If interested, submit a *Job Seeker Inquiry Form* at [Maricopa.gov/findajob](http://Maricopa.gov/findajob). Select Prepare for the Arizona Career Readiness Credential or Test for the Arizona Career Readiness Credential.

### **Office Proficiency Assessment and Certification (OPAC)**

If you need to take a typing test for an employer or another office skills assessment, the Office Proficiency Assessment and Certification (OPAC) is available by appointment only. Please refer to our center calendar for dates and times. If interested, submit a *Job Seeker Inquiry form* at [Maricopa.gov/findajob](http://Maricopa.gov/findajob). Select **Completing a Typing Test or Other Scheduled Assessment**.