

SEPTEMBER 2020

More info at- Arizonaatwork.com/maricopa

East Valley Career Center
 735 N Gilbert Rd Suite 134
 Gilbert, AZ 85234
 (602) 372-9700
 TTY: 7-1-1



MARICOPA COUNTY

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Monday	Tuesday	Wednesday	Thursday	Friday
	1 Workshops will be offered virtually to comply with social distancing.	2	3	4 9am ACRC in person Testing
7 Career Center CLOSED LABOR DAY	8 9am-12pm and 1pm-4pm OPAC Typing Test in person 2pm Virtual Adult Orientation	9 For those requiring assistance from our offices, ARIZONA@WORK Maricopa County is still here to help!	10 10am Virtual Adult Orientation	11
14	15 9am-11am Virtual Employment Academy 2pm Virtual Adult Orientation Go to Maricopa.gov/findajob and use the SUBMIT YOUR INQUIRY button to reach out!	16	17 10am Virtual Adult Orientation 1pm-3pm Virtual Employment Academy	18 9am ACRC in person Testing
21	22 9am-11am Virtual Employment Academy 9am-12pm and 1pm-4pm OPAC Typing Test in person 2pm Virtual Adult Orientation	23	24 10am Virtual Adult Orientation 1pm-3pm Virtual Employment Academy	25
28	29 9am-11am Virtual Employment Academy 2pm Virtual Adult Orientation	30 Your question or request for help will be sent directly to workforce staff.		
Due to changes in federal regulations, this calendar may be adjusted at any time.				

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](https://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](https://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](https://maricopa.gov/findajob). Select **Virtual Employment Academy**.

Virtual Adult Orientation

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 the Career Planning Services. To enroll in this virtual workshop, submit a *Job Seeker Inquiry Form* at [Maricopa.gov/findajob](https://maricopa.gov/findajob). Select **Job/Occupational Skills Training (WIOA Grant, CDL Training, Orientation, Certifications)**.

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 crowd and get a great addition to your resume by attaining the ACRC. If interested, submit a *Job Seeker Inquiry Form* at [Maricopa.gov/findajob](https://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](https://maricopa.gov/findajob). Select **Completing a Typing Test or Other Scheduled Assessment**.