

AUGUST 2020



West Valley Career Center
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Glendale, AZ 85302
(602) 372-4200
TTY: 7-1-1

A proud partner of the American Job Center network

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3	4	5	6	7
Workshops will be offered virtually to comply with social distancing.				
10 9am-12pm OPAC Typing Test in Person 1pm-4pm OPAC Typing Test in Person	11	12	13	14 9am ACRC In Person Testing
For those requiring assistance from our offices, ARIZONA@WORK MARICOPA COUNTY is still here to help!				
17	18	19	20	21
Go to www.maricopa.gov/findajob and use the SUBMIT YOUR INQUIRY button to reach out!				
24 9am-12pm OPAC Typing Test in Person 1pm-4pm OPAC Typing Test in Person	25	26	27	28 9am ACRC In Person Testing
31	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



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 <https://www.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 <https://www.maricopa.gov/findajob>. Select **Assistance with Developing Interview Skills**.

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, email ACRC@maricopa.gov.

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 <https://www.maricopa.gov/findajob>. Select **Completing a Typing Test or Other Scheduled Assessment**.