

MAY 2021



West Valley Career Center
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 Glendale, AZ 85302
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More info at- Arizonaatwork.com/maricopa

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Monday	Tuesday	Wednesday	Thursday	Friday
3 Virtual Adult Orientation 9am	4 Virtual Employment Academy 9am-11am Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	5 Virtual Adult Orientation 3pm	6 Virtual Adult Orientation 10am Youth Assessments 10am/2pm Virtual Employment Academy 1pm-3pm	7 ACRC Testing (in person) 8:30am
10 Virtual Adult Orientation 9am	11 Virtual Employment Academy 9am-11am Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	12 OPAC Typing Test (in person) 9am-12pm and 1pm-4pm Virtual Adult Orientation 3pm	13 Virtual Adult Orientation 10am Youth Assessments 10am/2pm Virtual Employment Academy 1pm-3pm	14
17 Virtual Adult Orientation 9am	18 Virtual Employment Academy 9am-11am Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	19 Virtual Adult Orientation 3pm	20 Virtual Adult Orientation 10am Youth Assessments 10am/2pm Virtual Employment Academy 1pm-3pm	21 ACRC Testing (in person) 8:30am
24 Virtual Adult Orientation 9am Virtual Introduction to Entrepreneurship 1-3:30pm	25 Virtual Employment Academy 9am-11am Youth Assessments 10am/2pm Virtual Adult Orientation 2pm	26 OPAC Typing Test (in person) 9am-12pm and 1pm-4pm Virtual Adult Orientation 3pm	27 Virtual Adult Orientation 10am Youth Assessments 10am/2pm Virtual Employment Academy 1pm-3pm	28
31 Memorial Day Center Closed				WE'RE OPEN Request services at Maricopa.gov/findajob Submit an Inquiry form



Workshops are conducted virtually to comply with social distancing.

Virtual Employment Academy (VEA)

The Virtual Employment Academy is a 2-hour online workshop that will sharpen your employability skills and prepare you for an effective job search. In this comprehensive workshop, we will cover topics such as: job searching, resume writing, interviewing, employer perspective, 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 Introduction to Entrepreneurship: (VIE) (Getting started as an entrepreneur)

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 a 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 for more details.

Virtual Adult Orientation (VAO)

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. If interested, submit a *Job Seeker Inquiry Form* at [Maricopa.gov/findajob](https://maricopa.gov/findajob). Select **Job Occupational Skills Training**.

Resumes and More (Video Tutorial)

This tutorial provides 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 (Video Tutorial)

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. If interested, submit a *Job Seeker Inquiry Form* at [Maricopa.gov/findajob](https://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 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](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**.

Youth Assessments

Eligible Youth participants complete assessments that measure their Math and Reading levels. They also complete an interests profiler that helps them to identify potential career paths.

March 2021