

2040 Ardmore Boulevard
Pittsburgh, PA 15221
TEL: 412-248-JOBS (5627)
TTY: 412-271-4217

PA CareerLink® Pittsburgh

DECEMBER 2022 WORKSHOP CALENDAR



A proud partner of the AmericanJobCenter network

Hours of Operation:
8:30AM – 4:00PM

~A ZOOM LINK WILL BE EMAILED TO PARTICIPANTS ON THE MORNING EACH VIRTUAL WORKSHOP IS SCHEDULED~

Monday	Tuesday	Wednesday	Thursday	Friday
<p>**The Résumé Scanning Software workshop and the **Advanced Résumé Writing workshop are restricted to WIOA participants only. Please call Jenna Bloxton (Trainer) for more information:</p> <p>(412) 248-JOBS (5627) ext. 230</p>	<p>For remote (virtual) workshops, a Zoom link will be emailed to participants the morning of the online class.</p> <p>Don't see the link in your email inbox by 9:00 am? Check your spam/junk email or call Jenna Bloxton (Trainer):</p> <p>(412) 248-JOBS (5627) ext. 230</p>		<p>1</p> <p>Remote</p> <p>10:00 AM – 10:30 AM: <u>Learn about Job Search Assistance & PA CareerLink® Services</u></p> <p>12:00 PM – 12:30 PM: <u>Goal Setting</u></p>	<p>2</p> <p>Remote</p> <p>11:00 AM – 11:45 AM: <u>Behavioral Interview Questions</u></p>
<p>5</p> <p>Remote</p> <p>10:00 AM – 10:30 AM: <u>Learn about Job Search Assistance & PA CareerLink® Services</u></p> <p>11:30 AM – 12:00 PM: <u>Intro. to Metrix Learning – SkillUp PA</u></p>	<p>6</p> <p>Remote</p> <p>10:00 AM – 10:45 AM: <u>Targeted Job Search Strategies</u></p> <p>11:30 AM – 12:15 PM: <u>Résumé Basics</u></p>	<p>7</p> <p>Remote</p> <p>8:30 AM – 9:00 AM: <u>Learn about Job Search Assistance & PA CareerLink® Services</u></p>	<p>8</p> <p>Remote</p> <p>10:00 AM – 10:30 AM: <u>Goal Setting</u></p> <p>11:00 AM – 11:45 AM: <u>Phone and Virtual Interviews</u></p> <p>2:15 PM – 3:00 PM: <u>Interviewing with Confidence</u></p>	<p>9</p> <p>In-Person 2040 Ardmore Blvd. Pittsburgh, PA 15221</p> <p>9:30 AM-10:45 AM</p> <p><u>The process on How To Apply For Civil Service Jobs - Hints & Tips</u></p> <p>Remote</p> <p>11:00 AM – 11:45 AM: <u>Common Interview Questions</u></p>
<p>12</p> <p>Remote</p> <p>10:00 AM – 10:30 AM: <u>Intro. to Metrix Learning – SkillUp PA</u></p> <p>11:00 AM – 11:45 AM: <u>Get Hired, Then Get Promoted</u></p>	<p>13</p> <p>Remote</p> <p>10:00 AM – 10:30 AM: <u>Learn about Job Search Assistance & PA CareerLink® Services</u></p> <p>11:00 AM – 11:45 AM: <u>Hot Job\$ - Now Hiring</u></p> <p>12:00 PM – 12:45 PM: <u>Interviewing with Confidence</u></p>	<p>14</p> <p>Remote</p> <p>10:00 AM – 10:45 AM: <u>Résumé Basics</u></p> <p>2:15 PM – 3:00 PM: <u>Targeted Job Search Strategies</u></p>	<p>15</p> <p>Remote</p> <p>12:00 PM – 12:30 PM: <u>Goal Setting</u></p> <p>2:30 PM – 3:15 PM: <u>Phone and Virtual Interviews</u></p>	<p>16</p> <p>Remote</p> <p>11:00 AM – 12:00 PM: <u>Résumé Scanning Software** and Advanced Résumé Writing** (combined classes - for WIOA participants only)</u></p>
<p>19</p> <p>Remote</p> <p>10:00 AM – 10:30 AM: <u>Learn about Job Search Assistance & PA CareerLink® Services</u></p> <p>11:00 AM – 11:30 AM: <u>Goal Setting</u></p> <p>12:00 PM – 12:45 PM: <u>Common Interview Questions</u></p>	<p>20</p> <p>Remote</p> <p>10:00 AM – 10:45 AM: <u>Get Hired, Then Get Promoted</u></p> <p>11:00 AM – 11:45 AM: <u>Résumé Basics</u></p> <p>12:15 PM – 1:00 PM: <u>Behavioral Interview Questions</u></p>	<p>21</p> <p>Remote</p> <p>10:00 AM – 10:30 AM: <u>Learn about Job Search Assistance & PA CareerLink® Services</u></p>	<p>22</p> <p>In-Person 2040 Ardmore Blvd. Pittsburgh, PA 15221</p> <p>9:30 AM-10:45 AM</p> <p><u>The process on How To Apply For Civil Service Jobs - Hints & Tips</u></p> <p>Remote</p> <p>10:00 AM – 10:30 AM: <u>Learn about Job Search Assistance & PA CareerLink® Services</u></p> <p>11:00 AM – 11:45 AM: <u>Résumé Scanning Software**</u></p> <p>12:00 PM – 12:45 PM: <u>Advanced Résumé Writing**</u></p>	<p>23</p>
<p>26</p> <p>OFFICE CLOSED</p>	<p>27</p> <p>Remote</p> <p>11:00 AM – 11:45 AM: <u>Hot Job\$ - Now Hiring</u></p>	<p>28</p>	<p>29</p>	<p>30</p>

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

Requesting accommodations in advance helps to ensure that reasonable accommodations are available at the time service is provided.

Phone 866-317-5627; TTY 877-889-5621

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Pittsburgh and Allegheny County WIOA Programs are fully funded by federal dollars. See <https://www.partner4work.org/about/stevens-amendment/> for information.

PLEASE NOTE: ALL WORKSHOPS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

Please register on www.pacareerlink.pa.gov before attending the workshops.

Title	Special Instructions	Workshop Descriptions
Learn about Job Search Assistance & PA CareerLink® Services (AKA Information Session)	Open to the public	PA CareerLink® would like to help you in your job search. Join us to learn about how we can work together to design your employment plan, get you connected with a personal career advisor, education and training opportunities, assistance when times are tough, and access to local employers.
**Advanced Résumé Writing	Prerequisite: WIOA Participant Only Attended Résumé Basics	How do you make your Résumé stand out? Is your Résumé getting you interviews? This advanced workshop will teach you how to get your skills to stand out, including customizing your Résumé, helpful resources to build your job description, and how to add numbers to help you land the interview. **Advanced workshops are available for WIOA participants.
Behavioral Interview Questions	Open to the public	Tell me about a time you were under a lot of pressure. How did you handle it? Tell me about a goal you failed to achieve. Why do managers ask these kinds of questions? This workshop will help you to master behavioral-based questions and how to showcase your skills to influence a hiring managers decision.
ITA (Individualized Training Account) Information Session	Open to the public	Are you interested in training to help you forward your career? This information session covers the Learn About Job Search Assistance and PA CareerLink® Services workshop and the Goal Setting workshop, and it explains how a person can apply for a potential training grant; it reviews the process and ITA requirements.
NEW Hot Job\$ – Now Hiring	Open to the public	Join us to hear about job opportunities in a variety of industries and learn how you can be referred directly to employers and more...
The process on How To Apply For Civil Service Jobs - Hints & Tips	Open to the public; This is an in-person workshop	Interested in working for the government? Find out how to enhance your chances of getting an interview with helpful hints and tips. See what Civil Service and other job opportunities are available.
Get Hired, Then Get Promoted	Open to the public	Is getting hired, or getting promoted, just based on technical skills? Is getting promoted out of your hands? Not really. Join us to learn how to use your skills to get hired, then get promoted.
Goal Setting	Open to the public	Do you dream of things you would like to achieve? Sometimes we procrastinate because we don't know where to start or that your dream feels too big. This workshop talks about goal setting and gives resources and a plan to get moving on your dreams whether it be financial stability, professional aspirations, or personal ambitions.
Interviewing with Confidence: Interview Prep. and Essentials	Open to the public	This workshop combines the former Interview Prep workshop with the Interview Essentials workshop: It takes seconds to create a first impression, for better or for worse. Join us for insights leading up to – and on the day of – the interview: what research to prepare, how to plan your interview attire, what to do in the waiting room, communication techniques, and tips regarding how to follow up afterwards.
Phone and Virtual Interviews	Open to the public	In a phone interview, how do you keep someone engaged even when they can't see you? What additional items should consider when taking a virtual interview? Join us to get some tips on communicating and making a great impression on a phone interview and getting comfortable with the technology for a virtual interview.
Résumé Basics	Open to the public	Are you applying to jobs and not hearing anything back? How long should your Résumé be and how far should you go back? Are you using the right kind of Résumé? Join us to get clarity on common Résumé myths and get some professional Résumé writing tips.
**Résumé Scanning Software	Prerequisite: WIOA Participant Only Attended Résumé Basics	Did you know that your Résumé can get rejected before a pair of human eyes gets to look at it? Have you ever heard that you need to use keywords? Join us to learn about Résumé scanning software and how to customize your Résumé to get it into an employer's hands. **Advanced workshops are available for WIOA participants.
Targeted Job Search Strategies	Open to the public	Are you frustrated with your job search? Are you tired of going to the same websites everyday just to find the same jobs over and over? Did you know that there is a hidden job market? Join us for this workshop to learn targeted strategies to accelerate your job search.
Common Interview Questions	Open to the public	In this workshop, we will cover the top interview questions and how to answer them.
NEW Skill Up Pennsylvania	Open to the public	Access the Metrix Online Learning Portal by registering with or using your existing Keystone ID and password for the Pennsylvania CareerLink®
Intro. to Metrix Learning – SkillUp Pennsylvania	Open to the public	In this workshop, we discuss how to navigate and utilize the Metrix Online Learning – SkillUp Pennsylvania Portal (PA CareerLink®'s Online Learning Tool).

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