

8:30 a. m. – 4:30 p. m. Monday through Friday
 171 E. State St./Martin Luther King Jr. St., Center Ithaca, Suite 241, Ithaca, NY 14850
 Phone: (607) 272-7570 Ext. 118 TTY: (607) 272-3285, Fax: (607) 272-2835
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Monday	Tuesday	Wednesday	Thursday	Friday
	<i>Spring!</i>	1 Metrix Overview 10:00 - 11:00 a.m.	2 Professional Opportunity Developers 9:00 - 11:00 a.m.	3 Meet the Employer Information Sessions: ICSD Bus Transportation 9:00 - 10:30 a.m. <hr/> Cornell University 1:00 - 3:00 p.m.
6	7	8	9	10
13 Job Fair Prep Workshop 1:00 - 2:00 p.m.	14	15 Metrix Overview 10:00 - 11:00 a.m.	16 Conquering the Interview Workshop 9:00 - 11:00 a.m.	17 Ithaca College Meet the Employer Information Session 9:00 - 10:30 a.m.
20	21	22	23 World of Skills Job Fair At Hotel Ithaca 9:00 a.m. - Noon	24
27 Dunkin Donuts Open Interviews 9 a.m. – 2 p.m.	28	29 Dunkin Donuts Open Interviews 9 a.m. – 2 p.m.	30 Professional Opportunity Developers 9:00 - 11:00 a.m.	

All workshops are offered at no cost to you and will be held at the Career Center unless otherwise indicated. However, space is limited and registration is required. Please call (607) 272-7570 ext.118, or register at the front desk. Tompkins Workforce is an Equal Opportunity Employer/Employment Service.

View all New York State Career Center Events at: www.labor.ny.gov then Individuals/Job Seekers/Career Events

APRIL 2015 WORKSHOP DESCRIPTIONS

Professional Opportunity Developers Group Meeting: Thursday, April 2nd and April 30th, 9:00 - 11:00 a.m.
Network with people who previously held executive level or highly technical positions.

Ithaca City School District Bus Transportation Meet the Employer Information Session: Friday, April 3rd, 9:00 - 10:30 a.m.

Representatives from the Ithaca City School District Bus Garage will present information on several bus driver openings they currently have available. A CDL is NOT required prior to hire. Come to this informative session to learn more about the requirements and advantages of being a bus driver.

Cornell University Meet the Employer Information Session: Friday, April 3rd, 1:00 - 3:00 p.m.

A Cornell Human Resources representative will discuss job search tips, application process, and overall information about working at Cornell University.

Metrix E-Learning Information Sessions: Wednesdays, April 1st and 15th at 10:00 - 11:00 a.m.

Metrix E-Learning is an online skills and job-related training program that contains over **6,000 Courses**.

Courses range in topics from accounting, leadership, healthcare, and computer programming, etc.

Once registered, customers have accounts with unlimited access for 90 days.

Please note:

This workshop requires a mid-level competency with computers.

If you want to learn basic computer skills, please speak with a counselor at the Resource Desk.

World of Skills- Job Fair Prep Session: Monday, April 13th at 1:00 - 2:00 p.m.

This workshop is suited for anyone that has never been to a Job Fair and planning to attend the [World of Skills Job Fair](#). We will provide information on what to expect and how to describe your skills effectively.

Conquering the Interview Workshop: Thursday, April 16th at 9:00 - 11:00 a.m.

Preparing for your job interview can be a challenge. This course will help you to overcome this challenge by teaching you how to: research and prepare prior to an interview, what to expect during an interview, how to follow up after an interview, and how to avoid common problems.

Ithaca College Meet the Employer Information Session: Friday, April 17th at 9:00 - 10:30 a.m.

Come meet an Ithaca College Human Resource Representative, who will share their application process and the benefits of working at Ithaca College.

World of Skills Job Fair at Hotel Ithaca: Thursday, April 23rd at Hotel Ithaca, 9:00 a.m. - Noon

Over 40 Employers will be at the Fair. Come and learn about various agencies and about potential opportunities for employment.

Dunkin Donuts Open Interviews: Monday, April 27th and Wednesday, April 29th at 9:00 a.m. – 2 p.m.

Representatives from Dunkin Donuts will be at TWFNY to conduct open interviews for their new restaurant at 406 College Avenue in Ithaca.

