

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, Fax: (607) 272-2835
 E-mail: firststop@tompkins-co.org

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 CBORD Open Interviews 9:30- 11:30 a.m.	4 CORNELL Meet the Employer 1:00- 2:30 p.m.
7	8 METRIX Overview 10:00- 11:00 a.m.	9	10 Professional Opportunity Developers 9:00 – 11:00 a.m.	11 Office Closed 
14	15	16 METRIX Overview 1:00- 2:00 p.m.	17 Older Worker Workshop 10:00 a.m.- 12:00 NOON	18
21 Civil Service Workshop 10:00- 11:00 a.m.	22	23	24 Office Closed HAPPY THANKSGIVING	25
28	29 Conquering the Interview Workshop 9:00 – 11:00 a.m.	30		

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.

November 2016 WORKSHOP DESCRIPTIONS

CBORD Open Interviews: Thursday, November 3rd from 9:30- 11:30 a.m.

A representative from CBORD will be at Tompkins Workforce NY. Interviews will be conducted on a first come- first served basis. Applicants should bring a paper copy of their resume to the event.

Cornell University Meet the Employer Session: Friday, November 4th from 1:00– 2:30 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: Tuesday, November 8th from 10:00- 11:00 a.m. and Wednesday, November 16th from 1:00- 2:00 p.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 6 months.

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.

Professional Opportunity Developers Group Meetings: Thursday, November 10th from 9:00 – 11:00 a.m.

Network with people who previously held executive level or highly technical positions.

Job Search Tips for Older Workers: Thursday, November 17th from 10:00 a.m.- 12:00 noon.

Is age discrimination real? Have you ever been called “over qualified”? Are older adults being stereotyped? Discuss these topics and more in a forum for job seekers who are considered “older.” Topics will include myths about the older worker, changes in job search methods, realities of the current job market, and ways to deal with them.

Civil Service Workshop: Monday, November 21st from 10:00- 11:00 a.m.

Learn how to look up exam and vacancy information for various forms of government. Will look at the application process and provide an understanding of navigating the process.

Conquering the Interview Workshop: Tuesday, November 29th from 9:00- 11:00 a.m.

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

