

**Space may be limited; please call ahead to reserve your seat!**

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <b>Civil Service Workshop</b> 1:00 – 2:00 pm	2 <b>TOMPKINS COUNTY JOB FAIR</b> Held at The Space @ Greenstar (SEE BACK)	3 <b>Cornell Meet the Employer</b> 1:00 – 2:30 pm
6	7	8 <b>Resume Review</b> 10:00 am – 12:00 pm	9	10 <b>My Next Move (For Veterans Only)</b> 1:00 – 2:00 pm
13 <b>Training Options</b> 10:00 am – 12:00 pm	14	15 <b>Template Resumes 101</b> 10:30 am – 12:00 pm	16	17
20 <b>Training Options</b> 10:00 am – 12:00 pm	21	22 <b>Tips for Job Hunters Over 50</b> 10:00 am – 12:00 pm  <b>The Racker Center Open recruitment</b> 1:00 pm – 4:00 pm ( <i>first come first serve for recruitment information</i> )  <b>WISE Choice!</b> 3:00 – 4:30 pm	23 <b>Conquering the Interview Workshop</b> 1:00 – 3:00 pm	24
27 <b>Memorial Day</b>  <b>Office Closed</b>	28	29	30 <b>Understanding Your Online Presence</b> 2:00 – 3:00 pm	31

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](http://www.labor.ny.gov) then Individuals/Job Seekers/Career Events

## **WORKSHOP DESCRIPTIONS**

### **Civil Service Workshop: Wednesday, May 1<sup>st</sup>, from 1:00 – 2:00 pm**

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

### **Tompkins County Job Fair: Thursday, May 2<sup>nd</sup> to be held at The Space @ Greenstar, 700 W. Buffalo St., Ithaca, NY 9:00 – 9:30 am open to Veterans ONLY, 9:30 am – 12:00 pm open to the public.**

List of businesses: BorgWarner, Cayuga Medical Associates, City of Ithaca, Conifer Realty LLC, Cornell, Finger Lakes Reuse Inc., GrammaTech, Hilton Garden Inn & Kilpatrick's Publick House, Hotel Ithaca, Ithaca Marriott Downtown on the Commons, Janitronics, Kendal at Ithaca, Lakeview Health Services Inc., NYS Office of Children & Family Services, Oak Hill Manor, Tompkins Community Action Inc., Unity House of Cayuga County Inc., Walmart, Wegmans, YMCA of Ithaca & Tompkins Co., more to come!

### **Cornell University Meet the Employer Session: Friday, May 3<sup>rd</sup>, from 1:00 – 2:30 pm**

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

### **Training Options: Monday, May 13<sup>th</sup> or Monday, May 20<sup>th</sup>, from 10:00 am – 12:00 pm**

This orientation will cover the information needed to possibly obtain funding for training for eligible job seekers. If eligible, we have up to \$5,000 that we could put towards training in your lifetime. We will cover eligibility, training program information, and career research along with employment goals. **Please bring a resume and valid identification card (ie.drivers license or photo id)**

### **Resume Review Workshop: Wednesday, May 8<sup>th</sup>, from 10:00 am – 12:00 pm**

RESUME PEER REVIEW. Bring a paper copy of your finished resume to be reviewed by your peers and staff. You'll be amazed at all the positive suggestions you'll leave with

### **My Next Move Workshop: (For Veterans Only) Friday, May 10<sup>th</sup>, from 1:00 - 2:00 pm**

This workshop is to provide veterans and eligible veteran spouses information on how to use the available resources designated to veterans to attaining employment, eliminate any possible barriers, and apply previous military occupational skills towards civilian careers

### **Template Resumes 101: Wednesday, May 15<sup>th</sup>, from 10:30 am – 12:00 pm**

Everyone should have a resume. Don't know where to start? Learn the important dos and don'ts of resume writing, when and why to use a chronological or functional resume, and how to turn your resume into a "sales brochure." Information about how to prepare cover letters will also be included

### **Tips for Job Hunters Over 50: Wednesday, May 22<sup>nd</sup>, from 10:00 am – 12:00 pm**

Mature Workers face challenges in the job search market, such as age discrimination. Have you ever been called "overqualified"? Do you feel you are being stereotyped? Discussion topics will include myths and stereotypes about the older worker, ways to overcome them and changes in job search methods and materials

### **The Racker Center: Wednesday, May 22<sup>nd</sup>, from 1:00 – 4:00 pm (first come first serve for recruitment information)**

Racker will be at Tompkins Workforce for a recruitment and information session. They are currently hiring for community support professionals, direct support professionals, RN, dietician and LCSW

### **WISE Choice!: Wednesday, May 22<sup>nd</sup>, from 3:00 – 4:30 pm**

For people who are age 18 through 64 and receive Social Security Disability benefits. Work Incentives Seminar Event (WISE) webinars can help you and your family members learn about the Ticket to Work Program and available Work Incentives through accessible learning opportunities. Topics are announced 2 weeks in advance

### **Conquering the Interview Workshop: Thursday, May 23<sup>rd</sup>, from 1:00 – 3:00 pm**

Preparing for your job interview can be a challenge. This workshop 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

### **Understanding Your Online Presence: Thursday, May 30<sup>th</sup>, from 2:00 – 3:00 pm**

This workshop covers some topics relating to understanding your online presence and the potential negative and positive impacts it may have on your job search. This workshop assumes the attendee is familiar with the internet but may still be beneficial to less prolific internet users who wish to understand what types of information may exist about them online