

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Professional Opportunity Developers: Current Trends in Job Searching 9:00 – 11:00 a.m.	3 Therm : Meet the Employer 9:30 – 10:30 a.m.
6	7 METRIX Overview 11:00 a.m. – NOON	8	9 Bridging the Gap 9:00 – 11:00 a.m.	10 Cornell Meet the Employer 1:00 – 2:30 p.m.
13 Conquering the Interview Workshop 1:00 – 3:00 p.m.	14	15	16 Professional Opportunity Developers: Valuable Websites and Job Search Tools 9:00 – 11:00 a.m.	17
20	21	22	23 Office Closed Happy Thanksgiving	24
27 METRIX Overview 10:00 – 11:00 a.m.	28	29 Civil Service Workshop 10:00 – 11:00 a.m.	30 Professional Opportunity Developers: Interviewing 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.

November 2017 WORKSHOP DESCRIPTIONS

Professional Opportunity Developers Group Meetings: Network with people who previously held executive level or highly technical positions. **Thursday, November 2nd, from 9:00 – 11:00 a.m.:** **Current Trends in Job Searching**: facilitated by Jackie Mouillesseaux-Grube. Join our staff and your professional peers to discuss new trends that may impact your job search as you move forward. Staff will share current news articles and invite discussion amongst participants.

Thursday, November 16th, from 9:00 – 11:00 a.m.: **Valuable Websites and Job Search Tools**, facilitated by Jackie Mouillesseaux-Grube. “How do I know what employers are out there?” “Which businesses are growing and which ones are slowing down?” This workshop will call your attention to a number of websites and layers of information you can use to help inform your job search.

Thursday, November 30th, from 9:00 – 11:00 a.m.: **Interviewing**, facilitated by Derek Chase. Interview preparation will be covered, as well as “Do’s and Don’ts” and interview questions. Emphasis will be on what works and what can be altered to improve your chances of moving on to the next stage of the interview or hiring process.

Therm: Meet the Employer: Friday, November 3rd from 9:30 – 10:30 a.m. Therm is having a recruiting event at Tompkins Workforce NY. Machine Operator positions are available for 2nd shift. Various openings exist in the Mill, Lathe, Grind, Polish, CNC, EDM and Weld manufacturing cells. Must pass a physical examination and drug testing. Background checks are also performed. Experience is appreciated but not required. If you would like to learn more about these openings and what it is like to work for Therm, Inc., please sign up and attend this upcoming Meet the Employer session. You will have an opportunity to complete an application and talk with Therm’s Human Resource Representative. Call TWFNY 272-7570, ext. 112 (in Center Ithaca) to sign up for this event!

Metrix E-Learning Information Sessions: Tuesday, November 7th from 11:00 a.m. – noon and Monday, November 27th from 10:00 – 11:00 a.m. Metrix E-Learning is an online skills and job-related training program that contains over **20,000 courses and assessments**. 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.**

Bridging the Gap: Thursday, November 9th from 9:00 – 11:00 a.m. Thinking about going to school for a certificate/ degree? Want to improve your skills or learn a new skill? Discover what’s available locally, who to talk to and how to begin. This workshop will cover short and long- term training, degree programs, certificates and funding sources, as well as labor market information to help you make informed career decisions. Join us to learn about “Bridging the Gap” that stands between you and your career goals.

Cornell University Meet the Employer Session: Friday, November 10th from 1:00 – 2:30 p.m. A CU Human Resources representative will discuss job search tips, application process and general info about working at Cornell University.

Conquering the Interview Workshop: Monday, November 13th from 1:00 – 3:00 p.m. Preparing for your job interview can be a challenge. This workshop will help you to overcome this challenge by explaining how to research and prepare for an interview, what to expect, how to avoid common problems, and how to follow up afterwards.

Civil Service Workshop: Wednesday, November 29th from 10:00 – 11:00 a.m. Learn how to look up exam and vacancy information for various forms of government. We’ll look at the application process and provide an understanding of navigating the process.