



**PLEASE CALL TO SIGN UP FOR  
WORKSHOPS, GROUPS,  
& BTOP SESSIONS**

Job Seekers are encouraged to contact the Career Center prior to attending Recruitment Events and Workshops to check for any time and/or date changes. Recruitment times and/or dates may occasionally be adjusted to meet employer needs.

**ALBION LOCATION  
CENTER EVENTS**

**July  
2017**

**Orleans Center for  
Workforce Development  
458 West Ave. Albion, NY  
585-589-5335**

**Hours of Operation  
Monday-Friday  
8:30 to 5:00**



| Monday  | Tuesday  | Wednesday   | Thursday  | Friday                                  |
|---|--|---|---|---|
| 3   | 4  | 5   | 6   | 7                                       |
| 8:30am – Noon United Healthcare<br>12:30pm – 3pm BlueCross/BlueShield   | <b>CLOSED<br/>INDEPENDENCE DAY</b>   | 2pm Veteran Job Search Essentials (Please call to pre-register)   | 10am – 1pm<br>BlueCross/BlueShield of Western NY  |   |
| 10  | 11   | 12  | 13  | 14                                      |
| BTOP Computer Wksp<br>Word Basic/Intermediate<br>10am – 1pm AND 1pm – 4pm<br><br>8:30am – Noon United Healthcare<br>12:30pm – 3pm BlueCross/BlueShield<br>1:30pm Resume Critique Group<br>(Please call to pre-register) | 9am – Noon Fidelis Care<br>(Please call ahead for time/date changes)   | 2pm Veteran Job Search Essentials<br>(Please call to pre-register)<br><br><b>11am - 12pm<br/>IMAGINE RECRUITMENT</b><br><br>12:30pm – 3:00pm BlueCross/BlueShield<br><br>12:30-3:00pm ARC of G/O Outreach | 10am – 1pm<br>BlueCross/BlueShield of Western NY  | <b>2pm – 3pm<br/>ADECCO RECRUITMENT</b> |
| 17  | 18   | 19  | 20  | 21                                      |
| 1:30pm Resume Critique Group<br>(Please call to pre-register)<br><br>8:30am - Noon<br>United Healthcare<br>12:30pm – 3pm BlueCross/BlueShield   | 8:30am – 12:30pm ARC of G/O Outreach<br><br>9am – Noon Fidelis Care<br>(Please call ahead for time/date changes)   | 10am – 1pm<br>BlueCross/BlueShield of Western NY<br><br>2pm Veteran Job Search Essentials<br>(Please call to pre-register)  | 10am – 1pm<br>BlueCross/BlueShield of Western NY<br><br>2:30pm Navigating the Civil Service<br>System Wksp<br><br><b>2:30pm – 3:30pm<br/>COASTAL STAFFING RECRUITMENT</b> |   |
| 24  | 25   | 26  | 27  | 28                                      |
| 1:30pm Resume Critique Group<br>(Please call to pre-register)<br><br>8:30am - Noon<br>United Healthcare<br>12:30pm – 3pm<br>BlueCross/BlueShield  | 9am – Noon Fidelis Care<br>(Please call ahead for time/date changes)<br><br>8:30am – 12:30pm ARC of G/O Outreach<br><br>9am – Noon SCORE (By sch'd appt. only) | 2pm Veteran Job Search Essentials (Please call to pre-register)<br><br>8:30am – 12:30pm<br>ARC of Genesee Orleans Outreach<br><br>12:30pm – 1:30pm<br>FLH- Crafting Your Cover Letter Wksp                | 10am – 1pm<br>BlueCross/BlueShield of Western NY  |   |
| 31  |  |   |   |   |
| 1:30pm Resume Critique Group<br>(Please call to pre-register)<br><br>8:30am – Noon United Healthcare<br><br>BTOP<br>EXCEL BASIC/INTERMEDIATE<br>10am-1pm AND 1pm-4pm<br><br>12:30– 3pm BlueCross/BlueShield<br>WNY      |  |   |   |   |

[www.labor.ny.gov](http://www.labor.ny.gov) [www.glowworks.org](http://www.glowworks.org)

The NYS Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

## WORKSHOP DESCRIPTIONS

### Resume Critique Workshop

Bring in your Resume to have it critiqued. The focus is on improving your current resume by identifying skills, highlighting professional/personal qualifications and experience, and spotting potential mistakes before you send it out.

*(A Working Resume is required to participate.)*

### Veteran Job Search Essentials

The Veterans Job Search Essentials Workshop is basically an informational session that covers 10 essential points a veteran needs to pay attention to when looking for work. It covers: 1. EMAIL ACCOUNT 2. INTERNET ACCESS 3. COMPUTER BASICS 4. THE “BIG” WEBSITES 5. EFFECTIVE RESUME 6. QUICK “ATS” RESUME 7. ELEVATOR SPEECH 8. INTERVIEWING 9. THE “T” LETTER and 10. MARKETING YOURSELF.

Each topic is discussed briefly, however, time is spent on those areas attendees appear weak in. Each veteran will receive an emailed copy of the material post workshop for later use.

*(Must register in advance to participate)*

### Navigating the Civil Service System

Explore the opportunities in civil service available to people with all levels of education and experience. Learn how to find the jobs that match your career goals and how to apply. You will receive a list of upcoming exams, information on where to find resources to prepare for exams and much more.

### The Power of JobZone

Learn to utilize the power of JobZone. Topics covered include: effective job search strategies, organize and manage work search activities and contacts, and uploading a resume to the NYS database.

## ADDITIONAL TRAINING, JOB SEARCH, AND RELATED ASSISTANCE

### BTOP Express FREE Computer Trainings

Internet Basic & Intermediate, Microsoft Word Basic & Intermediate, Microsoft Excel Basic & Intermediate, Intro to Twitter, LinkedIn & more....

### Recruitments

Use of staffing agencies can be one of the quickest and most effective ways to get a job and be back to work fast! Request our list of Staffing Agencies to register with them today, **AND**, be sure to check our Center Events Calendar regularly to see which agencies will be here to hire! Orleans Center for Workforce Development partners with many staffing agencies to allow them to find great employees, and for our customers to find **GREAT** jobs! Recruitment events are your chance for a guaranteed face-to-face interview to show employers what you have to offer them.

### SCORE (Counselors to America's Small Business)

Professional, experienced small business counseling available at **NO COST** to help you plan, structure, create, and grow your business. Counselors are available **BY APPOINTMENT ONLY**. If interested, please call 585-589-5335, or ask for assistance at the Front Counter of this Center.

### FLH – Crafting your Cover Letter Workshop

Learn the importance of writing cover letters when applying for jobs, what a cover letter is, and get some tips for writing cover letters. After the 30 minute workshop, the Employment Specialist will be available in the Resource Room to assist in writing cover letters.