



## STAFF TRAINING SESSION #3 - *Agenda*

September 10, 2008 4:00 – 4:30 p.m.

*repeated*

September 11, 2008 8:30 a.m. – 9:00 a.m.

- **Occupation of the Week** **4:00 – 4:05 p.m.**
  
  - **Resource of the Week**
  
  - **Focused Topic: VOS Virtual Recruiter – Job Seekers** **4:05 – 4:30 p.m.**
    - Create a Resume
    - Search for Jobs
    - Activate Virtual Recruiter
  
  - **Wrap-up**
  
  - **Next Week Topic: VOS Virtual Recruiter – Employers**
    - Post a Job Order
    - Search for Resumes
    - Activate Virtual Recruiter
    - Labor Exchange – Candidate Referrals
    - Wednesday September 17, 2008 4:00 – 4:30 p.m.
    - Thursday September 18, 2008 8:30 – 9:00 a.m.
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- <https://www.longbeachvos.org>
  - <http://www.pacificgatewayworkforce.com>
  - <http://www.longbeach.gov/cd/workforce/learninglab/>