

JOBSEEKER PRODUCT BOX

7/16/08

	IN-HOUSE SERVICES	PARTNER/COMMUNITY SERVICES	WEBSITE TUTORIALS/INFORMATION
ASSESSMENTS	SMART Application and Job Readiness Questionnaire		www.proveit.com http://online.onetcenter.org
CAREER EXPLORATION	<ul style="list-style-type: none"> Assessing Your Skills, Experience, and Interests Workshop (Corona Only) 		http://online.onetcenter.org www.careerinfonet.org http://www.bls.gov/opub/ooq/ooqhome.htm http://www.CareerVoyages.gov www.bls.gov/oco/home.htm www.jobhuntersbible.com www.qcflernfree.org http://careerplanning.about.com/
RESUME PREPARATION	<ul style="list-style-type: none"> WinWay Resume Software Ultimate Job Search Workshop Creating An Efficient Resume and Cover Letter (Corona Only) Individual/Group Resume Critique and Assistance 	<ul style="list-style-type: none"> County of Riverside Human Resources Website: http://www.rc-hr.com/JobFindingResources/tabid/1216/Default.aspx 	http://www.Careeronestop.org www.damnngood.com http://www.rockportinstitute.com/resumes.html http://www.eresumes.com/index.html http://www.quintcareers.com http://jobsearch.about.com/
INTERVIEW SKILLS	<ul style="list-style-type: none"> WinWay Resume Software Ultimate Job Search Workshop The Interview Skills and Thank you Letter Workshop (Corona Only) Mock Interview Workshop (Corona Only) Individual/Group Interview Skills Techniques 		http://www.jobinterviewtoptips.com/ www.jobhuntersbible.com http://www.quintcareers.com http://jobsearch.about.com/
JOB SEARCH	<ul style="list-style-type: none"> Ultimate Job Search Workshop 	<ul style="list-style-type: none"> Job Skills Preparation Workshop@Goodwill in 	www.careerinfonet.org www.bwcourses.com

SKILLS	<ul style="list-style-type: none"> Assessing Your Skills, Experience, and interests Workshop (Corona Only) Individual/Group Job Search Skills Techniques 	Corona	<ul style="list-style-type: none"> Networking Skills Presentation Skills http://u.about.com www.wannalearn.com www.jobhuntersbible.com http://www.quintcareers.com www.worksmart.ca.gov http://jobsearch.about.com/
Job Clubs	<ul style="list-style-type: none"> Experience Unlimited . Job Club for Professionals . (Currently located in Corona) 	<ul style="list-style-type: none"> Goodwill Vocational Job Club . Corona Area 	
Disability Awareness	<ul style="list-style-type: none"> Navigator Program Social Security/Disability Workshop 		http://www.Careeronestop.org www.careerinfonet.org
Ex-Offender Services	<ul style="list-style-type: none"> Re-Entry Workshop 		
EMPLOYABILITY CHECKUP	<ul style="list-style-type: none"> Assessing Your Skills, Experience, and Interests Workshop (Corona Only) 		www.careerinfonet.org
SOFT SKILLS			
LABOR MARKET INFORMATION	<ul style="list-style-type: none"> Individual/Group Assistance 		http://online.onetcenter.org www.careerinfonet.org www.careervoyages.gov www.bls.gov www.labormarketinfo.edd.ca.gov/ www.dol.gov www.doleta.gov
APPRENTICESHIP PROGRAMS			www.calapprenticeship.org www.careervoyages.gov
SMALL BUSINESS OPERATION			www.sba.gov <ul style="list-style-type: none"> Small Business Administration

			www.bwcourses.com http://u.about.com
BASIC SKILLS TRAINING		<ul style="list-style-type: none"> Local Adult Education Schools 	www.wannalearn.com ; <ul style="list-style-type: none"> Mathematics . Algebra, Calculus, Geometry Critical Thinking Skills English . Grammar, Spelling, Writing Study Skills www.algebrahelp.com <ul style="list-style-type: none"> Algebra Concepts and Worksheets www.themathpage.com <ul style="list-style-type: none"> Arithmetic Algebra Trigonometry PreCalculus and Calculus www.themathworksheet.com <ul style="list-style-type: none"> Math Lessons and Review Sheets www.GEDPractice.com <ul style="list-style-type: none"> Practice tests for the GED http://www.Free-ed.net <ul style="list-style-type: none"> GED and College Preparation www.alison.com <ul style="list-style-type: none"> Study Skills http://u.about.com <ul style="list-style-type: none"> Homework help . Math and English www.sparknotes.com <ul style="list-style-type: none"> Tips and Charts
COMPUTER LITERACY SKILLS	<ul style="list-style-type: none"> Computer Basics Workshop Internet Workshop 	<ul style="list-style-type: none"> Employment Training Panel (ETP): (www.etp.ca.gov) Local Adult Education Schools Community Colleges California State Colleges California Universities 	www.proveit.com Tutorials on Prove IT! <ul style="list-style-type: none"> Access Excel Word Internet Explorer Office XP Office Integrator Outlook Powerpoint

<p>COMPUTER LITERACY SKILLS (Conq)</p>		<ul style="list-style-type: none"> • California University Extension Courses • Private Vocational Schools 	<ul style="list-style-type: none"> • Windows • Peachtree • Accounting • Quickbooks Pro www.alison.com <ul style="list-style-type: none"> • MS Office Tutorials • Access • Excel • Word • Outlook • Powerpoint • Internet Exporer • Touch Typing Skills • Learn How to Use the Inter net % Citizen+ www.techtutorials.net <ul style="list-style-type: none"> • A variety of Computer tutorials www.bwcourses.com . Business Week <ul style="list-style-type: none"> • Podcast • Desktop Publishing • Building a Web Page/Web Site • Web Programming Basics • Setting up a Wireless Home Network http://u.about.com <ul style="list-style-type: none"> • Computers and Technology www.educationonlineforcomputers.com http://www.free-ed.net <ul style="list-style-type: none"> • Information Technology www.Learnthenet.com <ul style="list-style-type: none"> • Internet Basics/The Web at a Glance Manual www.gcflearnfree.org
<p>ADDITIONAL EDUCATIONAL/ SKILL UPGRADE OR VOCATIONAL OPPORTUNITIES</p>	<ul style="list-style-type: none"> • On-the-Job Training • Customized Training • Community College Education Center (CCEAC) . (Riverside Community 	<ul style="list-style-type: none"> • Employment Training Panel (www.etp.ca.gov) • Local Adult Education Schools • Community Colleges 	<ul style="list-style-type: none"> http://free-ed.net <ul style="list-style-type: none"> • Accounting/Bookkeeping • Quicken • Building and Construction • Electronics

	College only)	<ul style="list-style-type: none"> • California State Colleges • California Universities • California University Extension Courses • Private Vocational Schools 	<ul style="list-style-type: none"> • Healthcare www.businessspanish.com • Spanish lessons to help you succeed on the job. http://www.careerinformet.org http://nces.ed.gov • School, College and Library Finder
FINANCIAL ASSISTANCE	<ul style="list-style-type: none"> • Individual Training Accounts (ITAs)(http://etpl.edd.ca.gov) • Trade Adjustment Act (TAA) • Educational Alternatives & Finance Workshop 		http://www.edd.ca.gov/Jobs_and_Training/Information_Notices.htm Reference WSIN08-1 Information Bulletin on Federal Training and Education Tax Credits.
RESOURCES FOR STAFF			http://www.careeronestop.org http://www.careeronestop.org/usersupport/onlinecoach.asp www.managementhelp.org http://www.thegladiator.info/ <ul style="list-style-type: none"> • Survival Tactic for those in a Job or Career Transition http://www.careermagiccoach.com/resources.html www.careeronestop.org/CompetencyModel www.workforce3one.org www.robinryan.com/articles.htm http://www.quintcareers.com www.informriverside.org http://www.about.com/careers/ http://humanresources.about.com/