

December 2018 ~ Workshops

1010 Harrison Avenue ♦ Boston, MA 02119 ♦ (617) 541-1400 ♦ MassHireBostonCareerCtr.org

Monday	Tuesday	Wednesday	Thursday	Friday
3 1:30- 2:30 Avoiding the Black Hole	4 9:30-10:30 Job Search Strategies 12:00-1:00 LinkedIn	5 9 :15-11 :15 Assessments for Education and Training 10:00-11:00 AACA Information Session 11:30-1:00 Assessments for Employment	6 10:00-12:00 *Application Lab 2:30-3:30 Effective Networking	7 9:30-10:30 Resume and Cover Letter Writing Presentation 10 :00-12 :00 *Resume Review/Mock Interview 10:30-12:30 *Resume/Cover Letter Lab
10 1:30-2:30 Impress the Employer	11 9:30-10:30 Job Search Strategies 12:00-1:00 LinkedIn 1 :00-4:00 *SkillSmart for Encore Jobs	12 9 :15-11 :15 Assessments for Education and Training 10:00-11:00 Career Collaborative Info Session 11:30-1:00 Assessments for Employment	13 10:00-12:00 *Application Lab 2:30-3:30 Effective Networking	14 9:30-10:30 Resume and Cover Letter Writing Presentation 10:30-12:30 *Resume/Cover Letter Lab
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31 1:30- 2:30 Avoiding the Black Hole			Hours of Operation Monday, Thursday and Friday 9:00am-5:00pm Tuesday: 9:00am-7:00pm Wednesday 9:00am-2:30pm *Computers are turned off 15 minutes prior to closing	

MassHire Boston Career Center

Hours of Operation

Monday, Thursday and Friday 9:00am-5:00pm
Tuesday: 9:00am-7:00pm
Wednesday: 9:00am-2:30pm

JOB MATCH

*Assessments for Employment (Pre-Registration Required)

This is a self-help focus group, where Career Center Staff assist customers to assess reading, math, and gathering information abilities, enhance marketable skills, and gather useful labor market information.

Employer Events & Job Fairs

These events provide an opportunity for you to interview and/or meet our employer partners here at the career center. They are emailed and posted in the Resource Room. Please follow the instructions on the individual flyer to participate in an Employer event.

*Online Application Lab (Pre-Registration Required)

Our staff will assist you with identifying and applying to open jobs the career center is working with employers to fill. You are encouraged to bring your resume saved on a USB drive.

*Resume and Cover Letter Writing Lab (Pre-Registration Required)

Ask questions, receive assistance and guidance from our skilled staff, while you work independently on your resume or cover letter. *Please bring a USB drive if you have one.*

*Resume Review & Mock Interview (Pre-Registration Required)

Resume Review: We will review your resume and provide you with helpful tips that will make your resume stand out.

Mock Interview: As with every skill you've learned you have to learn the technique and then practice. A mock interview will help you perfect your technique.

CAREER SERVICES AND REFERRALS

Assessment for Employment

Use Career Ready 101 Assessment to evaluate the skill areas needed by most occupations.

Meet with a Career Advisor after the Assessment to find out how you can receive one on one personalized assistance with your job search. Individualized Service includes Transportation Assistance. To prepare you for your interview, professional clothing attire is provided. An Individual Employment plan is created and Job Search Assistance provided. To qualify for this service you must meet eligibility guidelines.

Assessment for Education and Training

Do you need training to find employment? Funds are available to pay for training by an approved training provider. To qualify, jobseeker must be tested in reading and math. To qualify for this service you must meet eligibility guidelines.

ABE/ESOL/ HiSet Advisor

Are you looking to get your GED/HiSET or Adult Diploma? Are you a non-native English speaker looking to improve your English speaking, reading, and/or writing skills? Then come set up a time to meet with the Education Advisor who will assess your skills and make recommendations about resources in the Greater Boston area.

WIOA Shared Partners

Career Advisors are assigned to assess the needs of customers from Massachusetts Commission for the Blind, Massachusetts Rehabilitation Commission, Department of Transitional Assistance, Adult Community Learning Services, and the Senior Community Service Employment Program.

JOB SEARCH

Avoiding the Black Hole

This workshop will help you identify ways to avoid the pitfalls of online job applications, and to increase your chances of getting an interview.

Effective Networking

Learn some networking strategies to help you tap into the "hidden" job market.

Email Creation Assistance

Don't have an email address? Career Center Staff will assist you with creating your own personal email.

Job Search Strategies

This workshop shows customer how to perform a job searches online and off line, and how to find suitable job postings. This workshop will have an informative presentation to help you be prepared to take the next steps to finding a job.

Impress the Employer

MassHire Boston Business Account Reps want to share with you the best way to impress employers.

LinkedIn

Online networking sites have become very popular. This workshop will help you to become familiar with LinkedIn, an online professional networking site, by discussing its' features and how it can help you expand your networking connections.

Resume and Cover Letter Writing Presentation

This workshop will help you understand what employers look for in a resume. It covers the layout, content, and how the words you use can increase your chances of getting an interview. This workshop will also cover the three parts of a cover letter and simplify cover letter writing

Email List

At MassHire Boston Career Center, we communicate with our customers via email. We send out information about upcoming Employment opportunities, Training and Education opportunities and any other special events that may be happening here. **To be added to our list, please sign-up with the front desk.**