



# JOBS One-Stop HIRING EVENT



Pickaway County JOBS One-Stop, in partnership with Pickaway-Ross Career & Technology Center (PRCTC), will offer free workshops designed to prepare participants for the **February 9th Hiring Event**.

## WORKSHOPS FOR FEB 9TH HIRING EVENT

**Tuesday January 5th**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Resume Class**  
9AM – 3PM

**Tuesday January 12th**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Labor Market Statistics Class**  
9AM – 12PM

**Friday January 15th**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Job Seeking Online Class**  
9AM – 3PM

**Tuesday January 19th**  
Darbyville Technology Center  
16697 West Street  
Williamsport, Ohio 43164  
Located in Darbyville  
**Resume Class**  
9AM – 3PM

**Wednesday January 20th**  
Darbyville Technology Center  
16697 West Street  
Williamsport, Ohio 43164  
Located in Darbyville  
**Interview Class**  
9AM – 3PM

**Thursday January 21st**  
Darbyville Technology Center  
16697 West Street  
Williamsport, Ohio 43164  
Located in Darbyville  
**Mock Interview Class**  
9AM – 3PM

**Friday January 22nd**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Resume Class**  
9AM – 3PM

**Monday January 25th**  
Village Chapel UM Church  
30 Circleville Avenue  
Ashville, Ohio 43103  
**Resume Class**  
9AM – 3PM

**Tuesday January 26th**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Resume Class**  
9AM – 3PM

**Wednesday January 27th**  
Village Chapel UM Church  
30 Circleville Avenue  
Ashville, Ohio 43103  
**Interview Class**  
9AM – 3PM

**Friday January 29th**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Interview Class**  
9AM – 3PM

**Monday February 1st**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Resume Class**  
9AM – 3PM

**Tuesday February 2nd**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Interview Class**  
9AM – 3PM

**Wednesday February 3rd**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Mock Interview Class**  
9AM – 3PM

**Friday February 5th**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Resume Class**  
9AM – 3PM

**Monday February 8th**  
JOBS One-Stop  
160 Island Road  
Circleville, Ohio 43113  
**Resume Class**  
9AM – 3PM

**Call to pre-register for the Workshops:**  
**(740) 420-7339, Ext. 321**

### • No eligibility requirements • No age restrictions • No cost

**RESUME CLASS**  
Learn to create a professional resume using the pickawayjobs.com website. Each student will receive the Pocket Book of Job Search Data & Tips. Participants will leave with their resume stored on a USB drive for future use. Students will fill out a job application and learn how to complete it without error.

**INTERVIEW CLASS**  
Participants will learn interview skills such as: How to answer those difficult questions; what “not to say” in an interview; how to dress for success, and how to leave a lasting impression. Each student will receive the Quick Job Interview Guide, which teaches how to excel at the most important stage of the job search – the interview.

**MOCK INTERVIEW CLASS**  
Students will participate in a mock interview which will help build their confidence in the interview process. Students will be rated on their appearance, attire, posture, and attitude.

**JOB SEEKING ONLINE CLASS**  
This class will teach participants how to use the internet and search for job postings, apply online, and attach a resume. Students will receive the Quick Job Search Guide, which is a fast track to a more successful job search.

**LABOR MARKET STATISTICS CLASS**  
A review of labor market reports and data sources which includes employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources and careers. This class will help students decide on a career path and determine what careers are in demand.



**HIRING EVENT**  
2-9-2010 • 9am to 12 noon  
Held at: AMVETS, 818 Tarlton Rd.,  
Circleville, OH 43113