

- All workshops are available on a **first-come, first-served** basis to **registered NOVA Job Center members**.
- Sign in at the front desk **30 minutes prior** to the scheduled start of the workshop.
- Plan to arrive **15 minutes prior** to start of all workshops, classes, and appointments. *Late arrivals will be rescheduled.*
- Workshops with an **asterisk (*)** have **prerequisites**; review the workshop description page for details.

M	T	W	Th	F
	1 Ask the Career Advisor 11:00 a.m – 12:00 noon Job Search Tips for the Mature Worker 1:00 p.m. – 3:00 p.m.	2 Ace the Interview 9:00 a.m. – 12:00 noon Am I Marketable? 1:30 p.m – 3:00 p.m.	3 What Are My Training Options? 9:00 a.m – 10:00 a.m.	4 Developing Your LinkedIn Profile 10:00 a.m – 11:30 a.m. Job Center closes early 3:30 p.m.
7 Am I Marketable? 9:00 a.m – 10:30 a.m.	8 Resumé Facts 2:00 p.m. – 4:00 p.m.	9 Ace the Interview 1:30 p.m. – 4:30 p.m.	10	11 What Are My Training Options? 3:00 p.m – 4:00 p.m.
14 Using LinkedIn in Your Job Search 10:00 a.m – 11:30 a.m. Am I Marketable? 2:00 p.m – 3:30 p.m.	15 Job Center closed Opens at 1:00 p.m. Resumé Facts 1:30 p.m. – 3:30 p.m.	16 What Are My Training Options? 10:00 a.m – 11:00 a.m. Ace the Interview 1:30 p.m. – 4:30 p.m.	17	18
21 Ask the Career Advisor 9:00 a.m – 10:00 a.m.	22 Am I Marketable? 1:30 p.m – 3:00 p.m.	23 What Are My Training Options? 1:30 p.m – 2:30 p.m.	24 Resumé Facts 10:00 a.m. – 12:00 noon	25 Ace the Interview 9:00 a.m. – 12:00 noon Developing Your LinkedIn Profile 1:30 p.m – 3:00 p.m.
28 Managing Change 9:30 a.m – 12:00 noon Using LinkedIn in Your Job Search 1:30 p.m – 3:00 p.m.	29 Am I Marketable? 2:00 p.m – 3:30 p.m.	30 Generating Job Leads 9:00 a.m – 12:00 noon Beyond the Resumé 1:30 p.m – 4:30 p.m.	31	
Career Advising Appointments & Advice Line: novaworks.org/seeker/advising				

1777 Borel Place, Suite 500 • San Mateo, CA 94402 • 650-581-0058 • TTY: 711 (CA Relay Service)

NOVA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Step 1 Attend Power Up Your Job Search Registration. Bring documents to this appointment.



Step 2 When Registration is complete, meet with a Career Advisor to develop a customized job search plan.

The first step in the process to become a NOVA Job Center member is to attend the Power Up Your Job Search Registration session. This is a 2 hour session offered every Tuesday and Thursday. Call (650) 581-0058 to RSVP

CAREER ADVISOR SERVICES

► Career Advising

One-on-one job search assistance. To schedule an appointment with a Career Advisor, **complete our online form**, goo.gl/7QixWP OR call (650) 581-0058

► Ask the Career Advisor

Have a question for an advisor but don't think you need a 1-on-1 meeting? This group session is your opportunity to drop-in and have your questions answered.

► Advice Line

Have a quick question for an advisor and can't get to the NOVA Job Center? **Complete our online form**, goo.gl/5d71pW OR call (650) 581-0058

1 FOCUS

Managing Change

An interactive workshop to help you move through the stress and uncertainty created by job loss created by job loss. Learn how to work through your emotions, launch an effective job search, and explore what's next for you.

Am I Marketable?

This class will assist you in determining your marketability for the position you are targeting. You will use online tools to define current trends including availability of positions, required skills, and salary data.

What Are My Training Options?

Learn about the training options that are available to you to increase your skills, confidence, and marketability.

2 RESUME

Resume Facts

Learn the answers to the most common resume questions including: what goes on the resume, do I need to customize my resume, what are the best ways to organize my information, and is a cover letter necessary?

Resume Critique

Have a career advisor review your resume and provide you with information, ideas, and assistance to make your resume most effective. *This service is offered during career advising appointments.*

Beyond the Resume: Demonstrating Value

More than ever before, employers expect job seekers to demonstrate their skills. Learn about 5 ways you can demonstrate your value. After taking the workshop, you will be prepared to develop a targeted portfolio and present your skills.

3 JOB SEARCH

Generating Job Leads (Networking)

The more exposure you and your resume have during the job search, the more likely you are to find a job. Learn about the visible and hidden job market and the best ways to tap into your network.

Job Search Tips for the Mature Worker

Mature job seekers frequently have concerns that their age or years of experience may create obstacles in their job search. Learn how to identify age-friendly employers, age-neutralize your resumé, and answer tough interview questions.

Developing Your LinkedIn Profile

Learn the basics of LinkedIn including setting up your profile, managing your account settings, and adding connections.

Using LinkedIn in Your Job Search

Learn how to use LinkedIn as a job search tool including finding people, using groups, and locating job postings.

4 INTERVIEW

Ace the Interview

The most simple interview questions can be the most difficult to answer. Learn how to handle questions about your salary requirements, your weaknesses, and your strengths. Discover effective, proven techniques to prepare you for tough job interviews.

Interview Preparation

Have an interview coming up? Receive valuable feedback through a mock interview session from a career advisor. *This service is offered during career advising appointments.*