

WorkSource Workshops continued from inside...

Job Seeker Services—Russian

Designed for those whose primary languages are Russian, Romanian or Ukrainian. Learn the best ways to approach your job search.

Wed., Nov. 8, 11 a.m.-1 p.m. Parkland/Spanaway Pierce County Library

LinkedIn Help Session

Learn how to expand your network, search for LinkedIn-advertised jobs and do company research. Attendees must have a current LinkedIn profile. Need help setting up an account? Ask a librarian for help.

Tues., Oct. 17, 11 a.m.-1 p.m. Fife Pierce County Library
 Tues., Dec. 12, 11 a.m.-1 p.m. Graham Pierce County Library

Plan Your Job Search

Learn techniques for finding work, how to create a job-search plan and strategies for contacting employers. Other topics include planning your next career move, using social media and ways to maximize your chances to find work faster.

Fri., Nov. 17, 11 a.m.-1 p.m. Key Center Pierce County Library

Prepare for Job Interviews

Learn the benefits of pre-interview prep and how to respond to tough questions in the most positive way possible.

Tues., Nov. 7, 11 a.m.-1 p.m. Bonney Lake Pierce County Library

Resumes and Cover Letters

Learn how resumes and cover letters convey to a potential employer who you are, what you know and what you have to offer. Explore different resume formats to best display your skills, knowledge and abilities.

Thurs., Nov. 16, 2-4:15 p.m. Lakewood Pierce County Library

Stress Management

Is the job search dragging you down? This interactive session addresses how stress impacts you during the job search and how to manage it, including: defining stress and how it's impacting our lives, job seeker depression, anxiety, self-confidence in the job search, PTSD and self-care.

Fri., Oct. 20, 2-4 p.m. Orting Pierce County Library
 Fri., Nov. 17, 2-4 p.m. Key Center Pierce County Library

PIERCE COUNTY LIBRARY SYSTEM

Administrative Center and Library
 3005 112th St. E., Tacoma 98446-2215 • 253-548-3300

Anderson Island Pierce County Library
 Anderson Island Community Club
 11319 Yoman Road 98303 • 253-548-3536

Bonney Lake Pierce County Library
 18501 90th St. E. 98391 • 253-548-3308

Buckley Pierce County Library
 123 S. River Ave. 98321 • 253-548-3310 or 360-829-0300

DuPont Pierce County Library
 1540 Wilmington Drive 98327 • 253-548-3326

Eatonville Pierce County Library
 205 Center St. W. 98328 • 253-548-3311 or 360-832-6011

Fife Pierce County Library
 6622 20th St. E. 98424 • 253-548-3323

Gig Harbor Pierce County Library
 4424 Point Fosdick Drive N.W. 98335 • 253-548-3305

Graham Pierce County Library
 9202 224th St. E. 98338 • 253-548-3322

Key Center Pierce County Library
 8905 KPN, Lakebay 98349 • 253-548-3309

Lakewood Pierce County Library
 6300 Wildaire Road S.W. 98499 • 253-548-3302

Milton/Edgewood Pierce County Library
 900 Meridian E., Suite 29, Milton 98354 • 253-548-3325

Orting Pierce County Library
 202 Washington Ave. S. 98360 • 253-548-3312

Parkland/Spanaway Pierce County Library
 13718 Pacific Ave. S., Tacoma 98444 • 253-548-3304

South Hill Pierce County Library
 15420 Meridian E. 98375 • 253-548-3303

Steilacoom Pierce County Library
 2950 Steilacoom Blvd. 98388 • 253-548-3313

Summit Pierce County Library
 5107 112th St. E., Tacoma 98446 • 253-548-3321

Sumner Pierce County Library
 1116 Fryar Ave. 98390 • 253-548-3306

Tillicum Pierce County Library
 14916 Washington Ave. S.W., Lakewood 98498 • 253-548-3314

University Place Pierce County Library
 3609 Market Place W., Suite 100 98466 • 253-548-3307



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WHAT YOU'VE
LEARNED.



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WorkForce Central receives funding to provide employment and training services through the Department of Labor, Employment and Training Administration, and other federal, state and local resources.

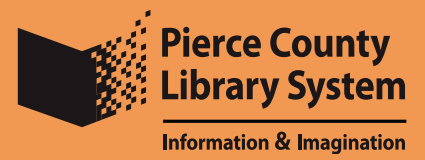
Get connected with employment experts.
 Get training, skills and information.
 Get hired.

gethired.pcls.us



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To request this document in an alternate format, call 253-548-3431 or Washington Relay TTY 711. 9/17 (SM)



FREE

GET HIRED

Job Help from Pierce County Library System

gethired.pcls.us

The library partners with WorkForce Central and WorkSource Washington to help you get hired, whether you're looking for your first job or a better one. Email gethired@piercecountylibrary.org for more information.

Registration for **GET HIRED** classes is required at piercecountylibrary.org/calendar. gethired.pcls.us

MICROSOFT CERTIFICATION PROGRAM

Earn your free Microsoft certification with our three-step program. Learn more and enroll at gethired.pcls.us.

Three Steps to Certification

1. Enroll—Fill out a survey, including a skills assessment, to receive a personal learning plan.
2. Learn—Work through your learning plan and attend a Microsoft Certification Practice session.
3. Certify—Earn a voucher to take an exam for free.

Microsoft Certification Practice

Get hands-on practice with Microsoft 2013, take a practice exam and have your questions answered by knowledgeable staff in preparation for your Microsoft certification. You must be enrolled in the Microsoft Certification Program to participate.

Sat., Oct. 7, 10 a.m.-noon	Administrative Center and Library
Wed., Oct. 18, 6-8 p.m.	South Hill Pierce County Library
Sat., Nov. 4, 10 a.m.-noon	Administrative Center and Library
Mon., Nov. 6, 6-8 p.m.	University Place Pierce County Library
Sat., Dec. 2, 2-4 p.m.	Administrative Center and Library
Tues., Dec. 12, 6-8 p.m.	Gig Harbor Pierce County Library

IC3 DIGITAL LITERACY CERTIFICATION

Earn Industry Recognized Certification, to prepare you to succeed in any environment that requires the use of computers, devices or the internet. Certification covers computer fundamentals, popular word processing, spreadsheets and presentation applications. IC3 has three exams: Computing Fundamentals, Living Online and Key Applications.

IC3 Orientation

Get acquainted with the IC3 Digital Literacy certification. Receive access to free learning materials and online resources. Participants will receive UI Job Search credit.

Tues., Oct. 10, 9 a.m.-noon	Parkland/Spanaway Pierce County Library
Tues., Nov. 7, 9 a.m.-noon	Parkland/Spanaway Pierce County Library

IC3 Practice

Take a practice exam, and have your questions answered by knowledgeable staff in preparation for your IC3 Digital Literacy Certification. You must have attended an IC3 Orientation to participate.

Tues., Oct. 17, 10 a.m.-noon	Parkland/Spanaway Pierce County Library
Tues., Oct. 24, 10 a.m.-noon	Parkland/Spanaway Pierce County Library
Tues., Oct. 31, 10 a.m.-noon	Parkland/Spanaway Pierce County Library
Tues., Nov. 14, 10 a.m.-noon	Parkland/Spanaway Pierce County Library
Tues., Nov. 21, 10 a.m.-noon	Parkland/Spanaway Pierce County Library
Tues., Nov. 28, 10 a.m.-noon	Parkland/Spanaway Pierce County Library

CERTIFICATION EXAMS

Free testing for those who have completed IC3 and/or Microsoft Certification Program. All exams are held at Administrative Center and Library.

Sat., Oct. 21, 2-3 p.m.
Sat., Oct. 21, 3:15-4:15 p.m.
Wed., Oct. 25, 6-7 p.m.
Wed., Oct. 25, 7:30-8:30 p.m.
Sat., Oct. 28, 10-11 a.m.
Sat., Oct. 28, 11:30 a.m.-12:30 p.m.
Wed., Nov. 15, 6-7 p.m.
Wed., Nov. 15, 7:30-8:30 p.m.
Sat., Nov. 18, 2-3 p.m.
Sat., Nov. 18, 3:15-4:15 p.m.
Sat., Dec. 9, 10-11 a.m.
Sat., Dec. 9, 11:30 a.m.-12:30 p.m.
Sat., Dec. 16, 10-11 a.m.
Sat., Dec. 16, 11:30 a.m.-12:30 p.m.
Wed., Dec. 27, 6-7 p.m.
Wed., Dec. 27, 7:30-8:30 p.m.

Learn more about free technology certification at techcert.pcls.us

JOB CLUB

This casual-yet-informative group meets every second and fourth Friday to share employment tips. Receive support in your job search and learn from other job seekers. Coffee provided. Job Club meets at South Hill Pierce County Library.

Fri., Oct. 13, 1-3 p.m.
Fri., Oct. 27, 1-3 p.m.
Fri., Nov. 10, 1-3 p.m.
Fri., Dec. 8, 1-3 p.m.
Fri., Dec. 22, 1-3 p.m.

New! CONNECT WITH MDC Metropolitan Development Council

Get connected with MDC programs and learn how you might be eligible for support for housing, healthcare, education and employment.

Wednesdays, 3-5 p.m.	Lakewood Pierce County Library
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DROP-IN HELP WITH WORKSOURCE

WorkSource employment experts help with your specific questions about all things employment-related—resumes, LinkedIn, job coaching and interview prep.

Mondays, 10 a.m.-noon & 2-4 p.m.	Parkland/Spanaway Pierce County Library
Mondays, 10 a.m.-noon & 2-4 p.m.	University Place Pierce County Library
Tuesdays, 10 a.m.-noon & 2-4 p.m.	Lakewood Pierce County Library

WORKSOURCE WORKSHOPS

Earn a UI job search credit for most of these classes.

Effective Applications and Resumes

Get tips for creating effective applications, resumes and cover letters while learning how to navigate those sometimes sticky situations in the application process.

Fri., Oct. 20, 11:30 a.m.-1:30 p.m.	Orting Pierce County Library
Wed., Nov. 1, 11 a.m.-1 p.m.	South Hill Pierce County Library
Wed., Dec. 20, 11 a.m.-1 p.m.	Sumner Pierce County Library

Email: Professional Communication*

Learn about the best practices of professional communication, different email features and safety. Explore free online resources.

Wed., Oct. 4, 2-4 p.m.	University Place Pierce County Library
Wed., Dec. 6, 2-4 p.m.	Lakewood Pierce County Library

Get Hired Help

Has your job search process stalled? Want to learn more tech skills? Need to write your resume? Arrive by 3 p.m. to be guaranteed help by library and WorkSource staff for your tech and job related questions. (Not eligible for UI job search credit.)

Tues., Oct. 17, 2-4 p.m.	Fife Pierce County Library
Tues., Nov. 7, 2-4 p.m.	Bonney Lake Pierce County Library
Wed., Nov. 8, 2-4 p.m.	Parkland/Spanaway Pierce County Library
Tues., Dec. 12, 2-4 p.m.	Graham Pierce County Library

Interviewing Techniques

Learn valuable interviewing tips and have the chance to practice answers to frequently asked—and sometimes difficult—questions in a supportive, realistic environment.

Thurs., Dec. 14, 1-3:15 p.m.	Lakewood Pierce County Library
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Job Hunting for Mature Workers

Concerned that age is impacting your job search? Address issues such as over-qualification or career changes.

Wed., Oct. 4, 11 a.m.-1 p.m.	University Place Pierce County Library
Wed., Dec. 6, 11 a.m.-1 p.m.	Lakewood Pierce County Library

Job Search Strategies

Learn a variety of job-search methods to increase your chances at finding the perfect job. Find out about strategies to locate job openings, like networking, informational interviews and using the internet.

Thurs., Oct. 19, 2-4:15 p.m.	Lakewood Pierce County Library
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Job Seeker's Guide to the Cloud*

Learn how cloud technologies such as Google Drive, Microsoft OneDrive and Dropbox can assist you in your job search.

Wed., Nov. 1, 2-4 p.m.	South Hill Pierce County Library
Wed., Dec. 20, 2-4 p.m.	Sumner Pierce County Library

WorkSource Workshops continued on back...

*Taught by library staff

ONLINE RESOURCES for Your Job Search gethired.pcls.us



Get your resume reviewed. Practice for your interview with online coaches.



Video training on countless topics. Certificate of completion provided.



More than 1,000 online courses. Microsoft certification is an employer-recognized skill.



Practice tests for school and careers, as well as great resume tools.



Hundreds of continuing education classes facilitated by trained instructors.



Research careers and training opportunities.