

795 Woodlane Road
Westampton, NJ 08060
(609) 518-3900

Hours of Operation:
8:30 AM - 4:30 PM
Monday - Friday

**To File a New
Unemployment Claim
(856) 507-2340**
**If your Social Security
Number Ends In:**

0 1 2 3 Call Monday
4 5 6 Call Tuesday
7 8 9 Call Wednesday

All Numbers Can Call :
Thursday & Friday
8:30 am – 2:00 pm
Closed Sat. & Sun.

Unemployment Phone #
To claim weekly benefits
(609) 518-3923
<http://www.njuifile.net>

**To register for an RCBC
Info Session**
Call (856) 222-9311
ext. 2340

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1 9:30 Top Notch Resume - I 11:00 Certified Production Technician Info Session - RCBC-Mt. Laurel 1:30 Effective Communication 3:00 Transportation, Logistics & Distribution Info Session RCBC - Willingboro	2 2:00 LinkedIn 101	3 JOB CENTER OPEN LIMITED SERVICES 9am-2pm 3:00 Certified Production Technician Info Session - RCBC- Mt. Laurel 6:00 Advanced Manufacturing Info Session - RCBC - Mt. Laurel	4	5
6	7 10:00 BCIT Career Exploration 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	8 9:30 Top Notch Resume - II 1:30 Effective Communication 2:30 Career Pathways-Top Industries in NJ 3:00 Pharmacy Technician Info Session RCBC - Mt. Laurel	9 11:00 Advanced Manufacturing Info Session RCBC - Mt. Laurel 2:00 Volunteering: A Door to Employment 3:00 Certified Production Technician Info Session RCBC - Mt. Laurel	10 1:30 Acing the Job Interview I 3:00 Transportation, Logistics and Distribution Info Session RCBC - Mt. Laurel	11 10:00 Master Art of Networking 11:00 Tuition Waiver Seminar	12
13	14 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	15 9:30 Top Notch Resume - I 1:30 Effective Communication 3:00 Advanced Manufacturing Info Session RCBC - Mt. Laurel 6:00 Transportation, Logistics & Distribution Info Session RCBC - Willingboro	16 2:00 LinkedIn 101 6:00 Certified Production Technician Info Session RCBC - Mt. Laurel	17 1:30 Acing the Job Interview I 3:00 Certified Production Technician Info Session RCBC - Mt. Laurel	18	19
20	21 10:30 Path to Employment-Starting Your Job Search 2:30 TABE Math Tutorial	22 9:30 Top Notch Resume - II 1:30 Effective Communication 3:00 Programmable Logic Controller Info Session RCBC - Mt. Laurel 6:00 Advanced Manufacturing Info Session RCBC - Mt. Laurel	23 2:00 Volunteering: A Door to Employment	24 11:00 Programmable Logic Controller Info Session RCBC - Mt. Laurel 1:30 Mock Interview *MUST REGISTER*	25 10:00 Master Art of Networking 11:00 Tuition Waiver Seminar	26
27	28 MEMORIAL DAY HOLIDAY OBSERVED JOB CENTER CLOSED	29 9:30 Top Notch Resume - I 1:30 Effective Communication	30 2:00 LinkedIn 101	31 3:00 Advanced Manufacturing Info Session RCBC - Mt. Laurel 6:00 Programmable Logic Controller Info Session RCBC - Mt. Laurel	SAVE THE DATE ALLIED HEALTH INDUSTRY CAREER FAIR JUNE 2018	

TUITION WAIVER– A program which enables eligible unemployed customers to enroll, tuition free, in courses of instruction at New Jersey public colleges and universities.

TOP NOTCH RESUME– I– The use of branding, marketing yourself, and the importance of having a competent resume is discussed. Participants will see the advantages and disadvantages of different resume formats.

TOP NOTCH RESUME– II– Participants will see the advantages of targeting custom resumes for a specific employer, job openings and/or industry. Topics will also include creating cover letters and the importance of professional references.

PATH TO EMPLOYMENT- STARTING YOUR JOB SEARCH– An in-depth orientation that includes a discussion of the emotional impact of job loss, and setting effective career goals. Traditional work search methods and how to develop job search plans are also discussed.

VOLUNTEERING: A DOOR TO EMPLOYMENT– Review the benefits of volunteering including potential networking opportunities. The use of volunteer work to explore new careers & develop new skills. How to include volunteer work on your resume. Research volunteer opportunities.

TABE MATH TUTORIAL— A brush-up on Math skills for those customers who will be sitting for the Test of Adult Basic Education (TABE).

ACING THE JOB INTERVIEW – An overview of the interview process, including how to prepare for the interview; and what to expect during each phase of the interview process. How to follow up after the conclusion of the interview is also reviewed.

LINKEDIN 101 – Learn the basics of using LinkedIn. Find out how to register and build a profile on the site. Job search and building your network through groups will be reviewed. How to modify privacy and account settings will also be discussed.

MASTER THE ART OF NETWORKING – An overview of current strategies for effective networking. Topics include use of professional associations, developing an elevator speech, and how to develop your network using social media.

BCIT CAREER EXPLORATION— An overview of the training opportunities available at the Burlington County Institute of Technology. Held the 2nd Monday of every month.

CAREER PATHWAYS– TOP INDUSTRIES IN NJ— An overview of the transition from education into and through the workforce, focusing on the seven targeted industries as determined by the NJ Department of Labor and Workforce Development. Held the 2nd Tuesday of every month.

INFORMATION SESSIONS (Advanced Manufacturing, Transportation, Logistics & Distribution, Pharmacy Technician, Certified Production Technician, Programmable Logic Controller)— A presentation on career training programs available through the Rowan College at Burlington County Workforce Development Institute. Additional information and flyers available in the Job Center. To register for an Information Session, call (856) 222-9311 ext. 2340.

