



# Hampton Community Employment Center

1911 Saville Row  
Hampton, Virginia 23669  
(757) 951-4200

## Hours of Operation

Monday & Wednesday 8:30am – 4:30pm  
Tuesday & Thursday 8:30am – 6:00pm  
Friday 8:30am – 1:00pm

### SEPTEMBER 2017

Our business is changing lives.... Helping people to help themselves through the power of work.

Monday	Tuesday	Wednesday	Thursday	Friday	
<p>Join <b>COX</b> for a Hands-On Workshop <b>September 14 @ 10:00am – 1:00pm</b></p> <p>Learn how to <b>SEARCH</b> for jobs on the Cox career site, <b>BUILD</b> a profile, <b>SUBMIT</b> an application for open positions and <b>RECEIVE</b> résumé support from Cox representatives.</p>				<p><b>1 LIMITED SLOTS</b> DROP-IN RÉSUMÉ REVIEW 10:00am – 12:00pm</p> 	
<p><b>4 OFFICE CLOSED</b></p> 	<p><b>5 One on One Computer Assistance</b> 4:00pm-6:00pm</p>	<p><b>6 MEET THE EMPLOYER</b></p>  <p>Tidewater Home Care PCAs, CNAs, NAs 10:00am-1:00pm</p>	<p><b>7 HIRING EVENT</b> Courtyard Norfolk Downtown and Residence Inn Marriott 520 Plume Street, Norfolk, VA 10:00am - 1:00pm</p>	<p><b>8 KEYBOARDING WORKSHOP</b> Learn typing skills, increase your speed. 10:00am - 12:00pm</p> 	
<p><b>11 WORKSHOP My Résumé</b></p>  <p>10:00am – 12:00pm</p>	<p><b>12 HIRING EVENT</b> <b>IBEX Global</b> IT Service Management Co. Customer Service Rep Positions 1:00pm - 2:00pm</p>	<p><b>13 MEET THE EMPLOYER</b></p>  <p>Cooks, Servers 10:00am - 1:00pm</p>	<p><b>14 MEET THE EMPLOYER</b></p>  <p>Customer Service Rep 10:00am - 1:00pm</p>	<p><b>15</b></p> 	
<p><b>18 WORKSHOP My Skills</b></p>  <p>2:00pm – 4:00pm</p>	<p><b>19 Please sign up in advance</b></p>  <p>WORKSHOP 10:00am – 1:00pm</p>	<p><b>HIRING EVENT</b></p>  <p>Customer Service 9:00am-11:00am</p>	<p><b>20 MEET THE EMPLOYER</b></p>  <p>Tidewater Home Care PCAs, CNAs, NAs 10:00am-1:00pm</p>	<p><b>21 WORKSHOP</b></p>  <p>BASIC BUDGETING 10:00am 11:30am</p>	<p><b>22 LIMITED SLOTS</b> DROP-IN RÉSUMÉ REVIEW 10:00am – 12:00pm</p> 
<p><b>25 WORKSHOP My Image</b></p>  <p>10:00am – 12:00pm</p>	<p><b>26 KEYBOARDING WORKSHOP</b></p>  <p>Learn typing skills Increase your speed. 10:00am – 12:00pm</p>	<p><b>27 MEET THE EMPLOYER</b></p>  <p>Cashiers, Cooks, Shift Supervisors 10:00am-1:00pm</p>	<p><b>28 DROP-IN RÉSUMÉ REVIEW</b> Bring your questions and your résumé for review 4:00pm-6:00pm</p>	<p><b>29 CAREER EXPLORATION</b> Get a guided tour of the VA Wizard Online Career Assessment Tool 10:00am – 12:00pm</p>	

## ADA Compliance

In compliance with the Americans with Disabilities Act, Goodwill will make available reasonable accommodations for persons with disabilities who wish to participate in workshops open to the general public. Notification of seven business days prior to the event will be needed to make arrangements to provide reasonable accommodations. Contact the Employment Center with your request. Please include the requested accommodation and your contact (757) 951-4200

## Connect with us today!

[www.goodwillvirginia.org](http://www.goodwillvirginia.org)  
[employmentcenter@goodwillvirginia.org](mailto:employmentcenter@goodwillvirginia.org)

### Hospitality Careers Training Program

Learn the skills necessary for obtaining various positions in hotels, such as Room Attendant & Houseman



**Are you ready for a new occupation?  
Want to gain a marketable skill?**

Goodwill CCVA will be offering a 2-week Hospitality Job Training Program to prepare you for work in entry-level hospitality jobs.

Positions range from Guest Room Attendant, Maintenance Worker, Front Desk Representative and Restaurant Server.

No cost to participate!  
Free credentialing opportunities!

**Call (757) 759-4931**

\*Training is hosted in the Va Beach area

### Want to Earn a Credential?

**HVAC Technician**

**Electrical Trades**

**Manufacturing Trades**

**Facilities Maintenance Technician**

**Cyber Security**

**Certified Welder**



The Peninsula's Community College

**Call 757-865-3122 for information**

### **FREE 1-on-1 Job Search Assistance!**

Working with an Employment Specialist can increase your chances of finding employment. We will work with you to develop a job search strategy that includes locating employment opportunities, interview tips, workshops, and more!

**Schedule your appointment today!**

### Employment Center Services

#### JOB LEADS

Current Job leads, Job Fairs

#### CAREER PLANNING

Assessment Tools, Case Management

#### WORKSHOPS

Varied topics: résumé writing, interviewing skills, money matters, company presentations & more

#### ELECTRONIC SERVICES

Computers, Copier, Fax, Internet, & Email

#### EX-OFFENDER OUTREACH

Re-Entry Employment Workshop

#### SPECIALIZED TRAINING

Customer Service  
Hospitality  
Onsite GED & ELL

**\*10 Page maximum copies allowed/fax for employment/training purposes only.**

**RICHMOND CEC**  
6301 Midlothian Turnpike  
Richmond, VA 23225  
(804) 521-4918

**MECHANICSVILLE CEC**  
7147 Brandy Run Drive  
Mechanicsville, VA 23111  
(804) 417-6721

**NORTHSIDE CEC**  
2606-B Chamberlayne Avenue  
Richmond, VA 23222  
(804) 823-2787

**PETERSBURG CEC**  
65 Crater Circle  
Petersburg, VA 23805  
(804) 451-1773

Note: Hours vary by location; call the center nearest you for more details on upcoming events!