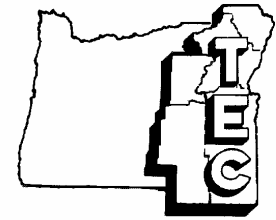


April 2005

Training & Employment Consortium
 190 East Lane
 Ontario, OR 97914
 541-889-7864



CORRECTIONS Job search classes are held at the TEC Office (behind the Dollar Store, next to K Mart) *An Equal Opportunity Employer/Program*

Sun	Mon	Tue	Wed	Thu	Fri	Sa
					8-8:15 Job Search 1 8:15-9 Answering Tough Interview Questions	2
3	8-8:15 Job Search 4 8:15-9 From Parole to Payroll—Finding a Job video	8-8:15 Job Search 5 8:15-9 Employer Expectations	8-8:15 Job Search 6 8:15-9 Spelling and Communication	8-8:15 Job Search 7 8:15-9 Setting Goals	8-8:15 Job Search 8 8:15-9 Reviewing Skills and Career Choices	9
10	8-8:15 Job Search 11 8:15-9 From Parole to Payroll—Resumes and Applications video	8-8:15 Job Search 12 8:15-9 Resume writing workshop	8-8:15 Job Search 13 8:15-9 Spelling for applications and resumes	8-8:15 Job Search 14 8:15-9 Resume review and corrections. Reference worksheet	8-8:15 Job Search 15 8:15-9 Review—open discussion INCOME TAX DAY	16
17	8-8:15 Job Search 18 8:15-9 Understanding your pay stub, W-4 & Withholdings— guest	8-8:15 Job Search 19 8:15-9 8 Easy Ways to Lose a Job & How to Head in the Right Direction v	8-8:15 Job Search 20 8:15-9 Spell Check!	8-8:15 Job Search 21 8:15-9 Interviewing—First Impressions (#3)	8-8:15 Job Search 22 8:15-9 Practice Interview Questions	23
24	8-8:15 Job Search 25 8:15-9 Your Job Survival Kit video	8-8:15 Job Search 26 8:15-9 What about Education, GED, College? - guest	8-8:15 Job Search 27 8:15-9 Spelling—What difference does it make?	8-8:15 Job Search 28 8:15-9 Application Do's and Don'ts	8-8:15 Job Search 29 8:15-9 Creating a "Master Application" and "Pocket Resume"	30