



Comprehensive Access Point (CAP): December 2018 Calendar

99 Kissling Street, Third Floor San Francisco, CA 94103 | (415) 575-4570 | M – Thu 9-5, Fri 9-1, First Wed 9-7

Monday	Tuesday	Wednesday	Thursday	Friday
3 9am – 3 pm 5 Keys Charter School 9:30 – 4:30 - Job Prep Sessions 10am – CAP/WIOA Orientation 10:15am – City College 11am – 1pm DEI / Resume Critique (Toolworks)	4 10am – CAP/WIOA Orientation 11am - 1pm Salvation Army Hiring Event	5 9am – 3pm 5 Keys Charter School 9:30 – 4:30 - Job Prep Sessions 10am – CAP/WIOA Orientation 1pm – 3pm Manpower Event	6 10am – CAP/WIOA Orientation 10:30am - 1pm ABM (SFO) Hiring Event	7 No CAP Orientation Center CLOSED @ 1PM 9:30 – 12:30 LinkedIn Learning 10am – 12pm Goodwill– Hiring Event
10 9am – 3pm 5 Keys Charter School 9:30 – 3pm - Ramp-to-Retail 10am – CAP/WIOA Orientation 10:15am – City College 11am – 1pm DEI / Resume Critique (Toolworks)	11 10am – CAP/WIOA Orientation 10:00 am – 3pm - Ramp-to-Retail 11am - 1pm Acrobat Hiring Event	12 9am – 3pm 5 Keys Charter School 9:30 – 3pm - Ramp-to-Retail 10am – CAP/WIOA Orientation 11am - 1pm People Ready Hiring Event	13 9:30 – 3pm - Ramp-to-Retail 10am – CAP/WIOA Orientation 11am - 1pm Target Hiring Event	14 No CAP Orientation Center CLOSED @ 1PM
17 9am – 3pm 5 Keys Charter School 9:30 – 3pm - Ramp-to-Retail 10am – CAP/WIOA Orientation 10:15am – City College 11am – 1pm DEI / Resume Critique (Toolworks)	18 10:00 am – 3pm - Ramp-to-Retail 10am – CAP/WIOA Orientation 10am – 11am Clean City Orientation	19 9am – 3pm 5 Keys Charter School 9:30 – 3pm - Ramp-to-Retail 10am – CAP/WIOA Orientation 11am - 1pm Community Housing Partnership (CHP)	20 9:30 – 3pm - Ramp-to-Retail 11am-1pm Flagship Janitorial Services Hiring Event	21 9:30 – 1pm - Ramp-to-Retail 9:30 – 12:30 LinkedIn Learning 10am – 12pm Goodwill– Hiring Event No CAP Orientation Center CLOSED @ 1PM
24 5 Keys Charter School (CLOSED) 10am – CAP/WIOA Orientation CAP Center CLOSED @ 3PM	25 CAP CLOSED Christmas Day	26 5 Keys Charter School (CLOSED) 10am – CAP/WIOA Orientation	27 10am – CAP/WIOA Orientation 11am-1pm Allied Universal Guard Service Hiring	28 No CAP Orientation Center CLOSED @ 1PM
31 5 Keys Charter School (CLOSED) 10am – CAP/WIOA Orientation CAP Center CLOSED @ 3pm	Daily Services Need Assistance with Employment Come to a CAP Center Orientation Monday thru Thursday 10am – 10:30am Human Services Agency (HSA) Information Sessions Monday thru Thursday 9:30am – 4:30pm, Friday 9:30am - 12pm			



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Goodwill Workshops

CAP/ WIOA Orientation: Obtain a CAP Card, enabling individuals to use all SF Neighborhood Career Centers. Get information on the free services, training programs, and employer networking at the Goodwill Center (CAP) and request a Career Advisor for one-on-one coaching and assistance in getting hired.

Job Prep Sessions: *Need some one-on-one help?* Sign up for a prep session for focused assistance with your resume, cover letter, online applications, interview prep or time management challenges! You choose! Sign up at the front desk, or call (415) 575-4570.

Resumes: Please sign up for two sessions --Session 1 and Session 2 (on different days).

For all sessions EXCEPT RESUME: You must bring a sample **job posting** and **resume** in your email or flashdrive.

Ramp-to-Retail: Want to work in retail? Our training guarantees you an employer interview and job placement help when you're job-ready. **Advance intake appointment required.** Call **(415) 575-4552** for information and to enroll.

Computer Basics Workshop: Want to use Google Maps on your phone but don't know how? Not sure how to attach your resume to an email? Hop on the online highway via our Computer Basics series!

LinkedIn Learning: Free online learning – over 9,000 courses. Pre-register for this one hour lab to receive your LinkedIn Learning License and begin taking classes. To register for the Orientation, Call **415-575-4570** or register online at <https://goo.gl/forms/Qu43X5KUDJSgUDck2>.

Employer Hiring Events: Attend frequently scheduled employer events to get direct access to employers and learn about the companies and job opportunities they offer. You will have an opportunity to ask any and all of your questions. Often, employers will be conducting on-the-spot job interviews. Bring your resume and look sharp.

Partner Services

Human Services Agency (HSA): Receive information about financial assistance, food, and housing support, and employment and training opportunities.

Disability Employment Initiative (DEI/Resume ToolWorks) Orientation: Education, training and employment opportunities for adults with disabilities.

City College Orientation: Representatives on-site to answer questions regarding Admissions, Programs, Finances, and other Support Services.

Five Keys Charter School: Provides educational programs and services including: high school diploma, GED, ESL, and college access to transitional youth and adults.

Registration required for all training workshops. Attend a CAP orientation or call 575-4570 for more information!
Hearing impaired (TTY) call 711 - **REQUESTS FOR ACCOMMODATIONS MUST BE RECEIVED 10 DAYS IN ADVANCE**