

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 9a–1030a Intro to Services (TR1) 10:30a–1130a Interviewing Clinic for Returning Citizens (TR2) 11a-12p ResCare Academy (CL) 1:30p–2:30p Online Applications/Resume 2:30p-3:30p Resume Lab (CL)	3 9a-12p PATH Orientation (CL) 10:30a-11:30a RoadMaps to Success: Marketing Yourself (CL) 1130a-130p CASAS (CL) 2:30p-3:30p Successful Interviews (TR2) 3p-4:30p Intro to Services (TR1) 3:30p-4:30p Mock Interviewing (TR2)	4 10:30a-11:30a FCA Interviews (TR1) 9a-11a FAE&T Orientation (CL) 11a-1p CASAS (CL) 12:30p-2p Intro to Services (TR1) 2:30p – 3:30p Online Applications/Resume (CL)	5 10a-12p CASAS (CL) 12:30p-2:30p CASAS (CL) 3p-4:30p Intro to Services (TR1) 6p-7p FCA Interviews (TR2)	6 8:30a-10a Intro to Services (TR1) 1:30p-2:30p FCA Interviews (TR1)
9 9a–1030a Intro to Services (TR1) 11a-12p ResCare Academy (CL) 1:30p–2:30p Online Applications/Resume (CL) 2:30p-3:30p Resume Lab (CL)	10 9a-12p PATH Orientation (CL) 10:30a-11:30a RoadMaps to Success: Marketing Yourself (CL) 1130a-130p CASAS (CL) 2:30p-3:30p Successful Interviews (TR2) 3p-4:30p Intro to Services (TR1) 3:30p-4:30p Mock Interviewing (TR2)	11 10:30a-11:30a FCA Interviews (TR1) 9a-11a FAE&T Orientation (CL) 11a-1p CASAS (CL) 12:30p-2p Intro to Services (TR1) 2:30p – 3:30p Online Applications/Resume (CL)	12 10a-11a Financial Capacity (TR1) Responsible Spending & Money Management 12p-2p CASAS (CL) 3p-4:30p Intro to Services (TR1) 4p-6p CASAS (CL) 6p-7p FCA Interviews (TR2)	13 8:30a-10a Intro to Services (TR1) 1:30p-2:30p FCA Interviews (TR1)
16 9a–1030a Intro to Services (TR1) 11a-12p ResCare Academy (CL) 1:30p-2:30p Online Applications/Resume (CL) 2:30p-3:30p Resume Lab (CL)	17 9a-12p PATH Orientation (CL) 10:30a-11:30a RoadMaps to Success: Marketing Yourself (CL) 1130a-130p CASAS (CL) 2:30p-3:30p Successful Interviews (TR2) 3p-4:30p Intro to Services (TR1) 3:30p-4:30p Mock Interviewing (TR2)	18 10:30a-11:30a FCA Interviews (TR1) 9a-11a FAE&T Orientation (CL) 11a-1p CASAS (CL) 12:30p-2p Intro to Services (TR1) 2:30p -3:30p Online Applications/Resume (CL)	19 10a-11a Financial Capacity (TR1) Consumer Protection 10a-12p CASAS (CL) 12:30p-2:30p CASAS (CL) 3p -4:30p Intro to Services (TR1) 6p-7p FCA Interviews (TR2)	20 8:30a -10a Intro to Services (TR1)
23 9a–1030a Intro to Services (TR1) 11a-12p ResCare Academy (CL) 1:30p-2:30p Online Applications/Resume (CL) 2:30p-3:30p Resume Lab (CL)	24 9a-12p PATH Orientation (CL) 10:30a-11:30a RoadMaps to Success: Marketing Yourself (CL) 1130a-130p CASAS (CL) 2:30p-3:30p Successful Interviews (TR2) 3p-4:30p Intro to Services (TR1) 3:30p-4:30p Mock Interviewing (TR2)	25 10:30a-11:30a FCA Interviews (TR1) 9a-11a FAE&T Orientation (CL) 11a-1p CASAS (CL) 12:30p-2p Intro to Services (TR1) 2:30p -3:30p Online Applications/Resume (CL)	26 10a-11a Financial Capacity (TR1) Credit Q&A 12p-2p CASAS (CL) 3p-4:30p Intro to Services (TR1) 4p-6p CASAS (CL) 6p-7p FCA Interviews (TR2)	27 8:30a -10a Intro to Services (TR1) 1:30p-2:30p FCA Interviews (TR1)
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Career Advisor Walk-ins:

Mon, Tues, Weds & Friday - 8:30a – 4p
 Thursday – 8:30a – 6:30p

Resource Room:

Mon, Tues, Weds & Friday – 8a – 4:00p
 Thursday – 8:00a – 6:30p

(CL) - Computer Lab (TR1) - Training Room 1

(TR2) - Training Room 2

Traducción de currículum al español con cita solamente.

Llame a Maricruz Leal (313) 962-9675, Ext. 147

Spanish translation resume by appointment only.

Note: Jobseeker workshops are at no cost and open to all. Participation is first come, first served.

Introduction to Services

Brief introduction to Center's services for first-time customers and their enrollment with the system. Walk-in customers welcome. First come, first served. Seating is limited. Proof of age, residence and authorization to work in the U.S. required. MI State ID and SS Card are the preferred documents (please see sidebar for other acceptable documents).

Online Applications/Resume

Avoid pitfalls and feel comfortable navigating job boards and company websites when applying for jobs electronically. Participants must have an email address and a resume in electronic format. Tired of sending your resumes and getting no response? Learn how to create a resume that provides accurate and needed information in a recognized format. Hands-on staff assistance and computer resources provided. Be sure to attend Resume Lab time if you need extra help and time.

Assessments*

Career Cruising: Guided online, interactive assessment to identify the career that matches your interests and skills. CASAS: online test assesses English and Math skills. You will be provided with personalized feedback to help you understand – and apply – the results to your future plans.

*Note: You must have completed an orientation session and be active with one of our Detroit centers prior to participating in this workshop. Please arrive 15 mins. prior to assessment time.

Financial Capability

A series of courses which explore all aspects of personal finances • Money management • Spending plans • Credit ratios and savings • Consumer protection and identity theft • Banking basics • Debt Reduction • Insurance know-how • Fair housing and lending.

ResCare Academy

A FREE tool available 24/7 that uses the following resources to help make job seekers more attractive to employers:

ResCare GED Academy and many more

Be Sure to make the best of your job seeking experience by working with your assigned Career Coach to maximize the features in ResCare Academy

Successful Interviews

Series of tips to improve your skills during interviews. Learn techniques that will turn your natural nervousness into confidence. You only have one chance to make a good first impression! A good resume gets you in the door, but a successful interview will get you the job. Be sure to attend mock interviewing if you need practice.

FCA Interviews

Review the types of behavioral questions often included in online assessments and how to prepare for them. In reference to your FCA application.

Individual Career Advisement

Meet individually with a career advisor to discuss employment goals and potential training options, your next steps, and to review your resume for potential updates and quality improvement. Customers are asked to bring their resume. Orientation is required for customers to register for career advisement services.

Interview Clinic for Returning Citizens

This interactive presentation discusses how job seekers with a criminal past can successfully interview with tact and truthfulness while maintaining their self-esteem. Job seekers also learn how to avoid adopting negative labeling from friends, family, and especially employers.

RoadMaps to Success: Marketing Yourself (Part of PATH Orientation)

Provides activities to improve the job seekers chances of getting their foot in the door. They will learn to effectively market and sell their skills and create positive first impressions in person and on paper.

Note: If possible, we recommend that you bring a flash drive to workshops to save your work. They are available at any office supply store, drug store, etc. Inexpensive flash drives work as well as more expensive models.

Please see the list below of acceptable documents for registration.

Proof of Age

Please bring in one from the list below

- Birth Certificate
- Driver's License
- State Identification
- Official Government ID

Proof of Right to Work in the U.S.

Please bring in one from the list below

- Social Security Card
- Birth Certificate
- Alien Registration Card (I-94)
- Naturalization Certificate
- Resident Alien Card
- Passport

Proof of Michigan Residency

Please bring in one from the list below

- Driver's License/State ID
- Utility Bill (with name and address)
- Rent Receipts (with name and address)

Dislocated Worker Documents

If you have any of these documents, please bring them

- Unemployment Insurance Records
- Pay Check Stubs
- W-2 and/or tax returns
- Notice of Layoff
- DD214
- Notice of Closure of Plant, Factory, or Business



Proud partner of the
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Detroit at Work Career Centers are operated by Detroit Employment Solutions Corporation, a Michigan Works! Agency. They are located throughout the city of Detroit and provide jobseekers with a wide range of FREE employment services, including job placement, career counseling, workshops, and access to training opportunities. To learn more about how Detroit at Work can help you find your new career, please visit DetroitAtWork.com.

An equal opportunity employer/program. Supported by the State of Michigan, Talent Investment Agency.
Auxiliary aids and services available upon request to individuals with disabilities. 1-800-285-WORK. TTY: 711.