






September 2014 Tyler Schedule of Activities

Hours of Operation:
Monday through Friday, 8:00AM to 5:00PM
4100 Troup Highway, Tyler, TX 75703
Phone #: (903) 561-8131, Fax #: (903) 561-4204

DAY(S)	TIME(S)	WORKSHOPS AND DESCRIPTIONS
Monday - Friday	8:00am-5:00pm	Veteran Services -We are Honored, Privileged and Committed to Serve our Veterans.
Every Monday Open to the public	10:00am-12:00pm	Workforce Investment Act Orientation -Learn more about specialized job search assistance and possible education and training opportunities which might be available through Workforce Solutions East Texas WIA program.
First Monday each month call for Appointment only	9:00 am-10:00am	Resume Writing - Workshop participants will learn how to: Evaluate their skills and target the position the want and learn how to critique and develop an effective resume that speaks to the job description and the EMPLOYER. 
First Monday each month call for Appointment only	10:00 -11:00am	 Preparing for the Interview - Interviewing techniques have changed over the last several years. Don't miss out on your chance to sharpen your skills, be prepared to handle that interview and land the career job YOU want! This workshop covers various interviewing styles, the TOUGHEST questions asked, how to use a virtual interviewing program, and how to handle interviewing STRESS!
Every Tuesday	9:30am <i>or</i> 1:30pm	Workforce Orientation for Applicants (WOA) - BY REFERRAL ONLY; Receive program guidance and general policies of programs.
Every Tuesday	9:00am- 11:00am	Veterans Job Club
Every Wednesday Reemployment (RRES)	9:00am – 10:30am	Unemployment Orientation (must receive a letter from Unemployment Insurance)
Every Thursday Appointment only	10:30am – 1:00pm	Job Corps Orientation- By appointment only Call Longview Workforce Solutions 903-557-0866 for information 

DAILY GENERAL SERVICES

RESOURCE ROOM Monday - Friday	8:00am- 5:00pm	Self Service use of computers for on-line services such as Work In Texas (www.workintexas.com) Job Search, and Unemployment Compensation, telephone banks and various employer recruitments.
CHILDCARE Monday-Friday	8:00am-5:00pm	To request an application Call 903-526-1105
Testing	By Appointment	TESTING: <ul style="list-style-type: none"> • Work Keys Assessment – BY APPOINTMENT ONLY • TABE Testing-BY APPOINTMENT ONLY • Employment Tests – BY APPOINTMENT ONLY