

*Please consult the Waterville Public Library web site for the most complete and current information.
www.watervillelibrary.org*

Job Search Navigator Available Weekly

Job seekers can get one-to-one help with the job search process and guidance on which of the job search services and workshops to use in the Waterville area. This service is provided by Dana Hamilton and is supported by the Kennebec Valley Community Action Program. Call 207.680.2603 or stop by the Library Information Services Desk to make an appointment.

Tuesdays weekly by appointment. Registration required.

Resume Writing Lab

A resume expert is available weekly to help with developing a resume.

Weekly: Tuesdays, 10:00 a.m. -12:00 p.m. Registration not required.

Job Search Success Workshop

Could you use a boost in your job search? Attend this workshop and learn about strategies and resources to find a job, including use of the internet and networking. Share resume and interview tips. Create your own job search plan. Provided by Women, Work, & Community, this class is open to men and women of all ages and backgrounds. 2ND Wednesdays of each month: 1/14, 2/11, 3/11/, 4/8, 5/13 or 6/10/15 * 2p-4p. Registration required.

Increase Your Odds of Getting a Job Human Resources Panel

Meet with a panel of hiring experts from four local businesses and learn how to get your resume on the “YES” pile, master the phone interview, account for employment gaps, emphasize experience not age and more.

*Wednesdays: 1/28 or 5/27/15 *10:30a-11:30a. Registration requested to ensure adequate seating.*

How to Make the Most of a Job Fair Workshop

The secret to success at a job fair is preparing in advance and this workshop will help you succeed. Topics will include: what to do before the job fair; what to bring; what to wear; what to ask; what to do after to make a lasting impression. Dana Hamilton of the Kennebec Valley Community Action Program is the facilitator.

*1st Wednesdays, February 4 or June 3, 2015 * 2p-4p. Registration required.*

Job Fairs

The Waterville Public Library Business & Career Center will host job fairs on Wednesday, February 11, 2015 and on Wednesday, June 10, 2015 from 10:30a-12:30p. About 20 hiring employers are expected to be seeking new employees at each of these job fair events. Job seekers should come dressed professionally with business cards and/or copies of their resumes. The goals of these events are to bring people who need employment or a career change together with employers seeking outstanding employees.

*Wednesdays: 2/11/15 and 6/10/15 * 10:30a-12:30p. Registration not required.*

Recruiting Events

Hiring employers are often recruiting at the Waterville Public Library. Please consult the Waterville Public Library web site and Waterville Public Library Business & Career Center Facebook pages for recruiting event announcements. The web site addresses are located on page 4.

JANUARY - JUNE 2015 SCHEDULE OF EVENTS

Job Search Tips For People With A Criminal History Workshop

Do you have a criminal background? Are you having trouble finding work? Looking for tips on how to respond to those hard to answer questions? This workshop will help you become a successful job seeker. Dana Hamilton of the Kennebec Valley Community Action Program is the facilitator.

*1st Wednesdays, January 7 or April 1 or May 6, 2015 * 2p-4p. Registration required.*

Maine Department Of Labor Augusta CareerCenter/Vocational Rehabilitation Workshop

Come to this session to find out what the Maine Department of Labor's CareerCenters have to offer job seekers and employers! The MDOL CareerCenter's primary focus is to help facilitate, educate, prepare, and connect those seeking employment with employers. In eligible cases, the MDOL can provide financial assistance for training necessary to meet employment needs.

*3rd Wednesdays: 1/21, 2/18, 2/18, 4/15, 5/20, or 6/17/2015 * 2p-4p. Registration required.*

Need Free or Reduced Cost Education/Training to Get a Job?

The Maine Department of Labor assists people in their employment success. In eligible cases, the MDOL can provide financial assistance for training programs necessary to meet employment needs. A Maine State Department of Labor CareerCenter Consultant can meet with you at the Waterville Public Library to explore your eligibility. Schedule an appointment by calling Sharon Labbe at 207.624.5128 or sharon.a.labbe@maine.gov.

Weekly by appointment. Appointment required.

Job Seeking Assistance For Veterans

Veterans of the US military can get one-to-one assistance with job search activities, resume writing, and interview skills. Supported by the Maine Department of Labor. For an appointment at the Waterville Public Library, veterans should contact Peter Diplock at 207.624.5183 or Peter.D.Diplock@Maine.gov.

Weekly by appointment. Appointment required. Call today!

Career Planning Workshop

In this workshop, you will have the chance to discover your unique career interest code and practice using an online tool to gather information about possible jobs and careers. We will discuss resources for further career exploration and job search, and options for education. There will be time for questions at the end of the workshop. Provided by Women, Work, & Community, this class is open to men and women of all ages and backgrounds.

*4th Wednesdays: 2/25, 4/22, or 6/24/15 * 2p-4p. Registration required.*

How to Start a Small Business/Introduction to Self-Employment Workshop

This workshop will help you decide if self-employment is the right choice for you. We will discuss the pros and cons of owning a business, the steps needed for start-up, the elements of a business plan, and the resources available to help you succeed. Provided by Women, Work, & Community, this class is open to men and women of all ages and backgrounds.

*4th Wednesdays: 1/28, 3/25, or 5/27/15 * 2p-4p. Registration required.*

HiSET & High School Diploma Workshop

Do you need to finish your high school diploma, but not sure how to get started? This 1 hour workshop, designed to give you more information about the ways to complete your Diploma, is a great way to start! You will receive information about the HiSET (previously known as the GED) program and on the High School Diploma program in order to help you decide which direction is best

JANUARY - JUNE 2015 SCHEDULE OF EVENTS

for you! Workshop presented by Hannah Bard, Academic & Career Advisor for Mid-Maine Regional Adult Community Education. Please call 207.680.2603 or go to <http://watervillepubliclibrary.eventbrite.com> to register!
Mondays: 1/5, 2/2, 3/2, 3/23, 4/13, 5/11, 6/8/15 * 1p-2p. Registration required.

College Transitions Workshop

Are you looking to go to college, but unsure of the process? The College Transitions program at Mid-Maine Regional Adult Community Education was designed with you in mind! This 1 hour workshop will give you information about the program and the steps you'll need to follow in order to be admitted into the college of your choice. Take the steps now to get yourself back into school, it is NEVER too late! Workshop presented by Hannah Bard, an Academic & Career Advisor for Mid-Maine Regional Adult Community Education. Please call 207.680.2603 or go to <http://watervillepubliclibrary.eventbrite.com> to register!
Mondays: 1/12, 2/9, 3/9, 3/30, 4/27, 5/18, 6/15/15 * 1p-2p. Registration required.

Career & Continuing Education Information Session

Looking to brush up on your computer skills, or perhaps become a Notary Public? Mid-Maine Regional Adult Community Education is the place for you! This 1 hour information session will give you more information about the career and continuing education programs offered through Mid-Maine Regional Adult Community Education and how you can sign up for classes. Workshop presented by Hannah Bard, an Academic & Career Advisor for Mid-Maine Regional Adult Community Education. Please call 207.680.2603 or go to <http://watervillepubliclibrary.eventbrite.com> to register!
Mondays: 1/26, 2/23, 3/16, 4/6, 5/4, 6/1/15 * 1p-2p. Registration required.

Essentials of College Planning Information Session

This interactive workshop facilitated by a Maine Educational Opportunity Center counselor touches on the four steps in the college process: admissions, financial aid, career and study skills. Register for a workshop at <http://meoc.maine.edu/schedule.php> or by calling 1.800.281.3703.
Thursdays: 1/22, 2/5, 2/19, 3/5, 3/19, 4/2, 4/16, 5/14, 5/28/15 * 10:15a-12:15p. Registration required.

Job Corps Information Session

Job Corps is a FREE residential vocational training program for eligible youth ages 16-24. Training is available in the construction, medical, hospitality, and administrative fields. Job Corps also offers training in employability skills and life skills. Please join us at the Waterville Public Library to hear more about the program and to start the application process. To register: call Job Corps Admission Counselor Cathie Gavett at 207.621.2350.
Thursdays: 1/15, 2/19, 3/19, 4/16, 5/21, 6/18/15 * 10:15a-12:15p. Registration required.

Night of a 1000 Services

Many organizations provide resources and services to assist you in leading a fulfilling, financially supportive life. Join us at A Night of 1000 Services, an open house event to be held at the Waterville Public Library on Wednesday, April 29, 2015, 4:30p-6:30p. Organization representatives will be available at tables throughout the Library and a number of workshops will be offered throughout the event. Visit the Waterville Public Library web site for detailed information: www.watervillelibrary.org.
Wednesday, April 29, 2015 * 4:30p-6:30p. Registration not required.

JANUARY - JUNE 2015 SCHEDULE OF EVENTS

Computers Available

Daily. Monday-Friday: 10a-7p; Saturday: 10a-3p. Sunday: 1p-4p. Drop-in.

Location: 1st Floor, Waterville Public Library.

14 public computers available. Search for jobs online, research companies, write resumes, and more. Printing and copying services available at 10 cents per page.

Creativity Matters @ the Waterville Public Library:

- Our Town – Then & Now Class; 8 sessions, registration required, 3/1/15-5/3/15.
- Maine Open Juried Art Show, March 21, 2015 – April 25, 2015
- Maine Poetry Express Waterville, April 2, 2015, 6p
- Special Family Day at the Library, April 11, 2015, 10a-3p
- Downtown Waterville Historic Walk: May 2, 2015, 12:30-2:30p
- Carnegie Gallery art exhibits
- Historic document and artifacts displays
- Monthly Author Series
- Weekly crafts, story hours, science, and technology activities
- PechaKucha Night Waterville events

Please visit the Waterville Public Library web site and Facebook pages for complete and current calendar information.

- Waterville Public Library web site: www.watervillelibrary.org
- Waterville Public Library Business & Career Center web site: www.watervillelibrary.org/departments/business/
- Waterville Public Library Facebook: www.facebook.com/watervillelibrary
- Waterville Public Library Business & Career Center Facebook: www.facebook.com/wplbcc
- Waterville Public Library Carnegie Gallery Facebook: www.facebook.com/wplcarnegiegallery

Unless otherwise instructed in an event listing, please call 207.680.2603 or stop by the Library Information Services Desk to register for a program.

Contact Tammy Rabideau, Librarian and Business & Career Center Coordinator at business@watervillelibrary.org or 207.680.2611 for more information.