



SIGN UP FOR ONE OF OUR JOB SEARCH OR COMPUTER CLASSES TODAY!!!

Must have current iMatchSkills profile.



**1645 NE Forbes Rd.
Bend, OR 97701**

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TO SIGN UP FOR CLASSES:

- 1) Click on **iMatchSkills Register/Login**
- 2) Go to **'MY WORKSOURCE'** in your main menu
- 3) Click on **'Workshops'** button
- 4) Select default **'Find a Workshop'**
- 5) Select **'COIC/Worksource Bend'**
- 6) Select **'Class'** at bottom of page
- 7) Select **specific class and date**
- 8) Scroll down and hit **'Next'**
- 9) Verify **Class, Date and Time**
- 10) Click **'Sign Up'** at bottom

Class will then appear in your portfolio as "NEXT STEPS"

The screenshot shows the WorkSource Oregon website. At the top right, there are navigation links: "Find a WorkSource Center", "Manage My Account", "Change My Password", and "Logout". Below these are four main menu categories: "Job Search", "Resources", "Unemployment Benefits", and "Services and Programs".

Arrows from the instructions point to the following elements:

- Arrow 1 points to the "Job Search" menu.
- Arrow 2 points to the "Go to: WORKSOURCE" link.
- Arrow 3 points to the "Workshops" button, which is a blue square with a white icon of a person holding a pointer and a briefcase.
- Arrow 4 points to the "Workshops" section, which lists various locations and programs, including "Consortium", "Worksource Burns", "Worksource Hood River", "Worksource John Day", "COIC/Worksource Klamath", "Worksource La Grande", "Worksource Milton-Freewater", "Worksource North Bend", "Worksource Ontario", "Worksource CAPECO", "Worksource Pendleton", "Worksource The Dalles", "Worksource The Dalles - Oregon Employment Department", and "Pacific NW Works - Worksource Tillamook".

At the bottom of the screenshot, there are buttons for "< Back" and "Next >".

Job Search Classes

Resumes & Applications: This one-time class will focus on the preparation of applications, resumes & cover letters. Learn how to target your job and get noticed!

Interviewing - The Secrets: Information on how to properly prepare for and win in an interview. Feel confident with those hard-to-answer questions like “What are your weaknesses?”

Job Success: Understand the employer/employee relationship, employer expectations and workplace ethics. What skills are employers really looking for?

Computer Classes

Keyboarding Beginning keyboarding or to improve skills. Basic computer keyboard instruction and introduction to Ultra Key typing software. **No experience necessary.**

Intro to Computers Learn basic navigation, using the mouse, keyboard, opening applications, creating documents, saving and printing files. **Keyboarding experience required.**

File Management Create, organize and delete files and folders and arrange icons. Create shortcuts, browse and locate files and folders. **Keyboarding and Intro to Computers classes required.**

Word 1, 2 & 3 Class is divided into three parts. Includes creating a document and table. Formatting, setting margins, applying color, spell check, tabs, indents, spacing, printing, headers and footers, columns, mail merge, bullets and numbering. **Keyboarding, Intro to Computers, and File Management required.**

Excel 1, 2 & 3 Class is divided into three parts. Enter data, format, adjust columns and rows, freeze panes, hide columns and row. Creating formulas, create charts, problem-solving, create worksheets from given data, and apply formatting. **Keyboarding and Word Experience required.**

PowerPoint 1 & 2 Create basic Powerpoint presentations and run slide shows. Add formatting and animations to slides.

Write your Resume in Word! Hands on workshop. Discuss formatting, content, tips and tricks to market your resume. **MUST HAVE WORKING KNOWLEDGE OF WORD.**

Applying Online Workshop covers downloading, changing file extensions (**PDF, etc**) and other challenges in applying for jobs electronically.

Hyperlinking the Labor Market Hands on discovery of labor market tools for career planning, wage comparisons, training outcomes, and job search. Must be internet proficient.

LinkedIn Profiles Tips for creating profiles on the professional networking website, with ideas for how to make your profile more attractive to recruiters, and suggestions for making contact with other users. Must be internet proficient.

**EQUAL OPPORTUNITY
EMPLOYER/PROGRAM**