

The HACSB Resourceful Job Hunter

Happy Fall and welcome to the **November 2013** edition of the HACSB Resourceful Job Hunter. Enclosed is information pertaining to career fairs, an article on How to Prepare for Job Fairs and of course jobs!!

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How to Prepare for Job Fairs

Very few times in your life will so many potential employers be under the same roof at the same time than at a job fair. These employers are there because they need employees, but you have to do more than just show up to get a job offer. They are looking for the best people who attend; so while it is important for you to attend, you have to prepare well before you go.

Special Points of
Interests:
* Job/Career Fair

1. Make a list of the 10 questions an interviewer will potentially ask you and practice your responses, first in front of a mirror, then in front of a family member or friend. Give truthful answers because interviewers are trained to spot pat or contrived answers.
2. Prepare your resume. Think about your goals and accomplishments. If you have worked in the past, list your job descriptions and your responsibilities. List any academic achievements or recognition you have received as well. Carefully proofread your resume and bring several copies to the job fair.
3. Write a cover letter. This creates another chance to sell yourself to a prospective employer. Think about what you hope to get out of a job and explain your goals in this letter. You should also list your positive traits that make you a good employee, such as hardworking, organized, dependable and detail-oriented.
4. Know what companies will be represented at the job fair and know what they do. Learn something specific about each company and be able to communicate how your skill set will help each one. Applicants who know the most about the companies they pursue tend to receive the most offers
5. Get a job in the interim. The saying "You need a job to get a job" is often true. To many employers, being unemployed, particularly as a result of being laid off or fired, makes you damaged goods. It may be that you will have to settle for a lower quality job just to get back to work so you can prove yourself.
6. After the job fair is over, make contact with the people with whom you talked, and express interest in their companies, and tell them that you would like the opportunity to take your conversation with them further. Do this either by letter, email or telephone call and do so within 48 hours of the job fair.

Current County-Wide Job Listings...

City of Redlands

Position available:

***Utilities Maintenance Foreperson**

For more information and to apply:

<http://goo.gl/shSbi9>

Victor Treatment Centers, Inc.

(San Bernardino, CA)

Positions Available

***Parent Partner Bilingual**

To Apply:

<http://goo.gl/aOSXJX>

Volunteers of America

(San Bernardino, CA)

Positions Available

***Home Visitor**

To Apply:

<http://goo.gl/eY4tcz>

Department of Veterans Affairs

(Loma Linda, CA.)

Positions Available:

***Food Service Worker (PT)**

To apply:

<http://goo.gl/TdXnbU>

iLink Business Management

(Rancho Cucamonga, CA)

Position Available:

***Receptionist/Administrative Assist.**

For more information and to Apply:

<http://goo.gl/TbjktM>

Clear Channel Entertainment Co.

(Riverside, CA.)

Positions Available

***Receptionist**

To Apply:

<http://goo.gl/m7sX2z>

University of Riverside

Positions Available

***Personnel Assistant**

To Apply:

<http://goo.gl/9zEuik>

Public Storage

(Montclair CA.)

Positions available:

***retail Sales/Customer Service**

To Apply:

<http://goo.gl/fkotCV>

Pacific Dental Services

Position Available

***Receptionist/Administrative**

To apply:

<http://goo.gl/kXK51m>

Art Institute (Ai)

(San Bernardino, CA)

Positions Available:

***HR Generalist**

To Apply:

<http://goo.gl/RLYzI2>

California State Personnel Board

(San Bernardino, CA)

Positions available:

***Motor Vehicle Field Rep.**

To receive more information and to apply:

<http://goo.gl/LxHLe2>

Community Hospital San Bernardino

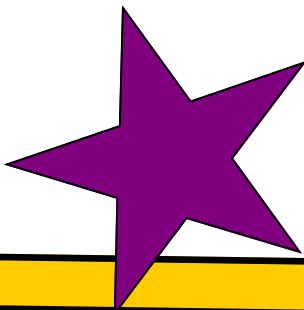
(San Bernardino, CA.)

Positions Available

***Mental Health Worker**

To Apply:

<http://goo.gl/uokwEc>



Barstow Unified School Dist.

Positions available:

***Office Assistant**

To apply, visit:

<http://goo.gl/e3vNxO>

Parsons Corporation

(Victorville, CA)

Positions available:

***Logistics Analyst I**

To apply and receive more info, visit:

<http://goo.gl/U5JiVG>

Job Listings Continued...

U-Haul

(Barstow, CA)

Positions available:

***Customer Service Rep.**

To apply and receive more info, visit:

<http://goo.gl/PVSggw>

Arrowhead Credit Union

(Victorville, CA)

Positions available:

***Teller-Member Service Rep.**

To apply and receive more info, visit:

<http://goo.gl/ksTTqX>

The Geo Group, Inc.

(Adelanto, CA.)

Position available:

***Correctional Officer**

To Apply:

<http://goo.gl/gqZN1b>

Victor

(Victorville, CA)

Positions available:

***Mental Health Rehabilitation Specialist**

To apply and receive more info, visit:

<http://goo.gl/PdCKpr>

Upcoming Job Fair



Diverse Careers, Inc. Job Fair!

When: Thursday, November 21, 2013

Where: Ontario Airport Hotel

700 North Haven Ave., Ontario, CA 91764

Time: 10:00am to 2:00pm

For more info, please visit:

<http://www.diversecareers.com/>

Please dress in professional interview attire and have résumés ready !!!

Event is FREE and open to the public!



**Housing Authority of
the County of
San Bernardino
Presents...**



**For more assistance in
applying for any of the
positions listed in this
newsletter and for job-
related workshops/
trainings, contact the
Neighborhood Network
Center Technician
below:**

***Joshua Morgan
Waterman Gardens
(909) 890-5348
jmorgan@hacsb.com**

***Jessica Lopez
Redlands/Colton
(909) 890-5324
jlopez@hacsb.com**

***Luis Guerrero
Maplewood Homes
(909) 890-5349
lguerrero2@hacsb.com**

**Featured Spotlight Agency :
County of San Bernardino
-Employment Opportunities-**

Current Positions Available:

- Case Review Specialist
- Communications Technician II
 - Child Care Provider
- Health information Management Assistant
 - Library Assistant
 - Sheriff's Cook I and II
- Automated Systems Analyst I
 - And MORE!

**To apply for any of these positions,
please visit:**

<http://www.sbcounty.gov/hr/employment/content/bulletin.pdf>

WE WANT TO HEAR FROM YOU!!

Have you obtained a job or received an interview from any opened positions featured in this monthly publication?



If so, please let us know!

Please contact: Janice B. Simmons-Rogers at:
(909) 890-5374 -OR- jsimmons@hacsb.com

Housing Authority of the County of San Bernardino

-Mission Statement-

"HACSB empowers all individuals and their families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County"



**EQUAL HOUSING
OPPORTUNITY**