

## CAREER SERVICES

We are Here to Help you Succeed

Monterey County Workforce Development Board Career Services is a part of a national effort to provide quality employment and training services to job seekers and employers. MCWDB collaborates with various county agencies and programs, schools, colleges and the business community. MCWDB provides help to people seeking employment, education, job training and other support services.



### Our Services

- ◆ Access to Resource Room/Equipment (computers, printer, fax machine)
- ◆ Assessment of skills and abilities
- ◆ Career guidance, counseling and planning
- ◆ Development of employment plans and strategies
- ◆ Individual and group counseling
- ◆ Job fair, job listings, and recruitment information
- ◆ Job search, referrals and placement assistance
- ◆ Labor market research and information
- ◆ Mentorship and leadership development services
- ◆ Networking groups
- ◆ Information and referral to partner services and community resources
- ◆ Self-service job search through the CalJOBS system: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
- ◆ Skills upgrade, classroom & on-the-job training (as needed)
- ◆ Tutoring, study skills training and instruction
- ◆ Work experience - paid and un-paid (youth)
- ◆ Workshops (Job Search, Resume, Interview, Networking)
- ◆ Youth employment services

*An individual must have authorization to work in the United State to be eligible to receive WIOA employment services.*

### Visit our Virtual Job Center Website at [www.caljobs.ca.gov](http://www.caljobs.ca.gov)

*The CalJOBS system is a user-friendly, interactive computer system designed to connect local employers and job seekers to the following valuable resources online:*

- ◆ View local job listings
- ◆ Create a resume
- ◆ Locate information on training programs and providers
- ◆ Review job market information, job requirements, salary expectations and employers hiring
- ◆ Explore a career change
- ◆ Review information on unemployment benefits
- ◆ Learn how to budget and plan for your future
- ◆ Review other benefits available

**Our Locations:** **Salinas** | Salinas Airport Business Park, 730 La Guardia St., Salinas, CA 93905 | (831) 796-3600  
**Marina** | MBEST, 3180 Imjin Rd. #157, Marina, CA 93933 | (831) 337-4320  
**Greenfield** | City of Greenfield/Civic Center, 599 El Camino Real, Greenfield, CA 93927 | (831) 856-5181