

## **WELCOME TO THE TRI-CITIES ONE-STOP CAREER CENTER, NEWARK**

Our hours are: Monday and Wednesday 9-5; Tuesday and Thursday from 12-7

Closed on Fridays

We provide a place where job seekers can engage in self-directed job search activities. Our professional service is free of charge with a dedicated commitment to your success.

To best assist you in your job search activities we ask that you adhere to the following policies and procedures:

- ❖ **Use of all Career Center resources is for job search purposes only. This includes: computers, telephones, and internet.**  
Ohlone College students may use the center to do their homework;  
Job seekers may also use the resources to research training options.
  
- ❖ **Conduct and attitude in the Center is to be business like and professional.**  
**The following will result in an immediate loss of Center privileges:**
  - Using the services and facilities for other than job, education, or training search purposes.
  - Misuse/abuse of Career Center resources.
  - Physical assault of any person in or around the Career Center.
  - Verbal abuse of staff, employers, or other customers. This includes using loud or profane language.
  - Sexual harassment.
  - Appearing to be under the influence of drugs or alcohol.
  
- ❖ Show your EASTBAY *Works* card to the receptionist when you arrive.
  
- ❖ Computer use is limited to one hour, contingent on availability.
  
- ❖ To comply with the **GREEN philosophy of this campus**, we no longer provide customer access to printers, copiers or fax machines.
  
- ❖ Cell phones and pagers must be kept SILENT while in the Center. Take your calls outside.
  
- ❖ Drinking or eating is NOT allowed in the Career Center.

- ❖ If equipment problems occur, report them immediately to Career Center staff.
- ❖ Books, videos, and other resource materials are for use in the Center only; they are not to be removed.
- ❖ Child care is not provided at this One Stop. Please do not bring your children into the center.
- ❖ In order that staff may prepare the center for the following day we ask that you leave fifteen minutes prior to closing times (4:45PM Mondays and Wednesdays; 6:45PM Tuesdays and Thursdays).

**FAILURE TO COMPLY WITH THESE POLICIES AND PROCEDURES WILL RESULT IN A LOSS OF PRIVILEGES TO USE THE CAREER CENTER.**

After reviewing the policies, a label will be placed on your EASTBAY *Works* card for your signature which indicates you have understood the policies and procedures and agreed to abide by them.

I agree to abide by these policies and procedures:

Print Your Name \_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Today's Date

Thank you for helping us to serve you better!