



better work, better life



Interview Session

For registered **NOVA Job Center** members

Adecco General Staffing is partnering with Stanford/Lucille Packard Hospitals to hire **administrative assistants** and **call center** workers for their Palo Alto, Menlo Park, Sunnyvale, and Newark locations. Full-time and part-time positions are available. Adecco provides one of the most comprehensive benefits packages in the industry to contract workers.

[View Adecco's current job descriptions on the NOVA Job Board.](#)

WHAT TO EXPECT :

Wednesday, May 31, 2017

11:00 – 11:45 a.m.

Pre-screening by NOVA career advisor for employment criteria, including:

- Customized résumé demonstrating relevant experience as based upon the job description.

12:00 noon – 2:00 p.m.

Employer presentation, including:

- Résumé review for open job opportunities
- Onsite interview on a first-come, first-served basis

Bring your customized résumé and dress in business attire.

Attendance at all employer presentations is on a first-come, first-served basis. Sign in at the NOVA Job Center front desk beginning at 10:30 a.m.



JobCenter

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NOVA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: Dial 711 for California Relay Service