

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

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Special points of interest:

- * Oswego County Workforce New York has computer labs for updating your resume and searching for jobs.
- * Many workshops are available to assist you with your job search.
- * Our staff are ready to help you!

Don't let the title be misleading. Your job search should not be on vacation! If you have ever taken a vacation it's easy to compare your job search to a summer vacation trip. Most employees value their time and devote hours to planning their vacation. Job seekers should spend as much or more time on something as important as their job search. The search will last much longer than a vacation. Let's look at where that time should be spent planning your job search.

* **Research Your Destination** – What type of work are you looking for? Most job seekers don't plan their destination. Without knowing what type of job you're looking for you could wander aimlessly, going nowhere and getting lost. Research the job market and assess your skills to narrow down the type of work you're seeking. Focus your job search on finding that type of work for at least 2 – 3 months. Then if you don't reach your destination you can change your travel plans and look for something different.

* **Assess Your Means Of Travel** – How are you going to reach your destination? Most job seekers start looking for work without considering what they need to take on their trip. Take some time to assess your skills and abilities as this is what employers want to buy. They don't care where you've worked, they want to know what you can do. Be sure to include skills on your applications and your resume. In your cover letters, make it easy for the employer to see you in the position by matching the skills that you have with those that the employer has mentioned they're looking for in their job posting.

* **Develop a Budget** – How much is your vacation going to cost? Most job searchers underestimate the time it takes to look for work. If you're receiving unemployment you can't afford to wait until the 23rd week of receiving benefits to

start your job search - you're going to run out of money. Statistics show that the average job seeker can take 4 – 6 months to land a new job. Are you prepared financially to survive that long while you find a new job? You may have to reassess how far you're willing to travel for a job or what type of work you're willing to accept.

- * **Pack Your Bags** - What do you need to take on your trip? Develop your job search tools and keep them in a portfolio. Job searching in today's market means that you need your resume in multiple formats. You will need your resume in a printed version on good bond paper and electronic formats that include an e-mail version and a text only version for on-line applications on an employer's web site. Make sure you have samples of cover letters that you can adapt to each position you're applying for. In your portfolio you should also include copies of your GED, high school diploma or any certificates for training that you have received. Be sure to contact references and have a printed list of their names and contact information available ready to present to employers when they ask.

Planning a trip can be fun but once that vacation is over all you have left are the photos and the memories. Job searching can be frustrating but with good preparation you could land a job that will provide for your family, bring in income, and be rewarding for years to come. If you need help planning your job search, stop in to the Oswego County Workforce New York One Stop Center and let the tour guides help you. **Have a Good Trip!!!**



Send Emails That Get Results

Do your emails get the attention and rapid response they deserve? Here's how to make sure people read and answer your messages while they're still fresh:

- **Grab them with your subject.** The subject line should read like a compelling newspaper headline. One technique is to use the subject line to tell people what you want up front: "Please come to the 3 p.m. meeting," for example, or "Do you have the Jones file?"

- **Limit yourself to one subject per message.** Don't overload readers with questions and data. Single-topic emails are easier to answer than lengthy essays or questionnaires.

- **Ask for action.** Tell the reader what you need him or her to do—present a report at the 3 o'clock meeting, or bring the Jones file to your office. Specify whether you want a response to your email. If it's not necessary, tell them.

- **Be consistent.** Tracking emails is easier when you keep the same subject line.



Stop chasing the money, and start chasing the passion.

~ Tony Hsieh

Advance Your Career in Every Meeting

Meetings are a fact of life for every employee. Instead of just enduring them, learn to use meetings to your advantage. Follow these tips to make an impact:

- **Be prepared.** Study the agenda or talk to the meeting leader to find out what you'll be discussing. Spend time getting up to speed so you can anticipate where the discussion will lead, and get some ideas of your own ready to present.

- **Keep things simple.** Don't try to impress people with your vocabulary, nor risk getting tangled up in long-winded sentences. Make your points quickly and succinctly, backing them up with evidence as necessary. Everyone will appreciate your efforts to keep the meeting moving forward.

- **Ask questions.** Look for opportunities to ask pertinent questions that demonstrate your expertise: "Have you considered this approach?" Don't overdo it, though. You don't want to be seen as a pest who can't stay quiet.

- **Collaborate.** Don't obsess about your own ideas. Listen to what other people have to say and build on their thoughts. Acknowledge that you're leapfrogging off someone else's contribution so no one thinks you're trying to hog the spotlight or steal the credit.

- **Volunteer.** Be willing to implement the ideas and solutions that come out of the meeting, even if they're not your own. You'll get a reputation as someone people can depend on to get things done.

Prepare Work Objectives That Work

Written work objectives can clarify employee tasks and eliminate misunderstandings over expectations and performance. You can't dash them off in a few minutes, though. Follow these tips for crafting work objectives that get the right message across:

- **Think about your department as whole.** When writing objectives for a specific job, spend time examining how the job affects your department and the people in it—and the larger organization. Make sure your objectives address those needs, regardless of what's been done in the past.

- **Think about the individual employee.** What kinds of skills and experience will a person need in order to carry out these objectives? Additional training may be necessary to fulfill those needs.

- **Consider the importance of the task.** Why is a particular objective important to the department? The organization? The individual employee? Think about the outcomes you're looking for and the value the action creates. Make sure these are clear to anyone who looks at your written objectives.

- **Include measurement in the objectives.** How will you and other people be able to tell that the objectives have been accomplished? Think about factors such as speed, quality, expense, and so on. Which factors are most important? Be as concrete as possible.

- **Share your objectives.** Get input from the employees who actually do the work. Are the objectives you've written clear and realistic? Also, get feedback from other managers and your own boss. Make sure the objectives you've developed fit your organization's goals and also make sense to the members of your workforce responsible for carrying them out.



Oswego County Workforce New York Workshop Schedule

| Mon | Tue | Wed | Thu | Fri |
|-----|-----------------------|--|---|---|
| | 1 | 2 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 11:00-1:00 Intro to Computers | 3 9:00-11:00 Ready Set Go | 4 |
| 7 | 8 | 9 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview 9:00-4:00 Word | 10 9:00-11:00 Ready Set Go 11:00-12:30 Metrix | 11 |
| 14 | 15 9:00-4:00 Excel | 16 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 11:00-1:00 Internet Job Search 1:30-3:30 Over 40 & Hired | 17 9:00-11:00 Ready Set Go 1:30-3:30 Civil Service | 18 |
| 21 | 22 | 23 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview | 24 9:00-11:00 Ready Set Go 9:00-4:00 Quickbooks 11:00-12:30 Metrix | 25 |
| 28 | 29 | 30 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 1:30-2:30 Cover Letter | 31 9:00-11:00 Ready Set Go | For information or to sign up please call – 591-9000 |

- ◆ **Are you Ready for the Job Fairs?**- This workshop will prepare you for the job you want to get. You will learn how to: dress, plan your day, what to bring, and post follow up. Please join us in this process of trying to obtain new employment.
- ◆ **Basic Word**- A 3-hour class for a beginner that needs to learn how to move around while typing or entering information. Emphasis on ability and confidence.
- ◆ **Effective Cover Letter**- So you've finally got your resume nailed down, but how's your cover letter looking? This workshop offers best practices to craft an effective, professional cover letter while avoiding the most common pitfalls that can make hiring managers groan.
- ◆ **Effective Interviewing**- Suggestions to prepare for a successful job interview and interview phases will be discussed.
- ◆ **Effective Resume Writing**- An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.
- ◆ **Internet Job Search**- Learn to locate and research employers, the advantages and disadvantages of job banks

- and upload, copy and paste your resume into online applications. **Email address & electronic resume required.**
- ◆ **Introduction to Computers**- Develop a new skill and learn the basics of using a Personal Computer. Learn about windows, the mouse, files and more. **Email address & resume requested but not required.**
- ◆ **Metrix**- An online learning system with a large catalog of courses and assessments. Customers can choose a goal job, assess their skills, and the system will then suggest courses to improve existing skills and learn new.
- ◆ **Microsoft Excel 2010**- Learn to move around spreadsheets and how to enter data. Begin with simple formulas and move on to auto-sum and functions. Skills taught include filter, formatting and charts. 9am – 4 pm
- ◆ **Microsoft Word 2010**- Learn how to work efficiently with Word to build your skills. Emphasis is placed on how to type a resume. Skills include text and paragraph formatting, spellcheck, autocorrect, managing bullets and graphics. 9am – 4 pm
- ◆ **Networking**- Not getting anywhere with your applications or resumes? More people find jobs through networking than any other way. In this workshop, learn how to set up and maximize your job search network.

- ◆ **Over 40 and Hired-** Discuss the many positive contributions made by mature experienced workers, review the hiring process as well as marketing strategies in a highly competitive job market.
- ◆ **PowerPoint 2010-** Learn how to build a presentation. Skills include changing colors and background, adding text and graphics, transitions, animations, sound and packaging the presentation to share. Half day class.
- ◆ **QuickBooks 2014-** Not just an accounting program, QuickBooks is also used by front desk, customer service and sales. Learn the basics of customer service, accounts

receivable, accounts payable, inventory and reports. 9am – 4 pm

- ◆ **Ready Set Go (to Work)-** How to look for work, the hidden job market, selecting the best resume format; combination, chronological, cover letters, discussion time for any questions.
- ◆ **Understanding the Civil Service System-** Get a better understanding of how to obtain employment with local and state governments and school districts.
- ◆ **WIOA Overview-** An introduction to the Workforce Innovation and Opportunity Act and more. Must be scheduled by a staff person; required if interested in training.

**Partner Agencies/
Workshops**

**Oswego County
Opportunities**
www.oco.org

Oswego County BOCES
www.oswegoboces.org/
adulted/index.asp

**Cayuga Community
College**
www.cayuga-cc.edu

www.indeed.com

Indeed.com is a new type of job search engine which pulls job listings from a variety of sources—such as America’s Job Bank, syracuse.com and monster.com. Click on Advanced Search to narrow your results by keyword, location and full or part-time.

200 North Second Street
Fulton NY 13069
Return Service Requested

Did You Know...

Did you know...that Oswego County’s average unemployment rate for June 2017 was 6.1%? This was an increase from the May 2017 rate of 5.8%.

Did you know...that the Public Computing Center (PCC) at the Oswego Public Library offers a free computer workshop series? Just call 342-8839 or visit the website, <http://oswego.learninglibraries.org>, to see a complete list of classes offered.

Did you know...that we are now on Facebook? To view job postings and other information go to www.facebook.com and

search for Oswego County Workforce New York.

Did you know...that you can visit www.mybenefits.ny.gov to determine eligibility for assistance programs, health insurance, and tax credits?

Did you know...that additional parking is available behind the building on Hubbard St? You can access it from Shaw Street coming from Oswego, or Ontario Street coming from Fulton. Just park in the grass on the hill.

Please see below the following recruitments and job fairs that will be taking place at the Fulton One Stop:

- ◆ 8/2 - St. Camillus: 9:00 am—12:00 pm
- ◆ 8/10 - Rapid Response Monitoring: 1:00 pm—4:00 pm
- ◆ 8/11, 8/25 - GDI Services: 9:00 am—2:00 pm
- ◆ 8/31 - Loretto: 10:00 am—1:00 pm

Visit our Facebook page for more information!

Oswego County Workforce New York is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.



Connect for Success

Oswego County Workforce New York

(315) 591-9000 phone
(315) 591-9091 TTY

(315) 591-9009 fax
(315) 591-9024 fax

WE'RE ON THE WEB AT
WWW.YOURCAREERCONNECTION.ORG