

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

New Year's Resolutions for the Job Seeker

Every January 1st provides us with an opportunity to start out new! Many people make New Year's Resolutions this time of year. If you're planning to find a new job in 2017, you might want to consider adding the following suggestions to your list of New Year's Resolutions:



◆ **Resolve to Spend More Time on Your Job Search** - Job seeking is a full time job. The more effort and time you put into your job search, the better your results will be. Read the newspaper help wanted ads, check the on-line job sites, mail out resumes, set up interviews, and most of all work on your network of contacts!

◆ **Resolve to Lose Weight** - This New Year's resolution is a great one for the job seeker too. Losing weight can help you to feel better and more confident which will make a better first impression. Employers like to hire healthy employees.

◆ **Resolve to Have a Better Attitude** - Employers want to hire job seekers with a positive attitude. Your attitude must say, "I'm a team player and I'll do whatever it takes to get the job done." A positive

attitude can help you find a job more quickly. If you believe there is a job out there you will find one.

◆ **Resolve to Explore the Job Market** - Today's job market is very competitive and you may have to be more open when seeking a new position. You may have to look outside the box to find a position that works best for you. Do you have transferable skills that are different from the normal jobs you've looked for? Do you need to review your required salary and maybe be willing to take a little less to get your foot in the door to prove you're worth more? Do you need to expand your search area? Ask yourself is relocating an option?

◆ **Resolve to Learn Something New** - If you're lacking your high school diploma or TASC, returning to school is a great New Year's resolution. If you have limited or no computer skills – take a class and bring your skills up to date. Anything new that you learn can only make you more valuable. All employers value education and skills. Ask Career Center staff for information about the Metrix learning system, free, online access to thousands of occupational skills classes.

If the New Year has you thinking about your job search, consider making some job seeker resolutions. If you need help with your job search, stop in to the Career Center and see our staff.

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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!

Test Your Ethics With These Questions

Decisions about ethics—what's the right thing to do when the situation isn't clear—are the toughest ones you'll face on the job. Ask these questions to find the right path:

- **What are the facts?** Make sure you know what's going on, who will be affected by the decision, and what you don't or can't know.
- **What are your options?** Consider several different solutions, weighing the consequences of each before choosing one.
- **Is it legal?** If the answer is no, find a different solution. Even if the answer is yes, continue investigating. Just because you can do X doesn't mean you should.
- **Can you justify it?** Imagine explaining your decision and the reasons behind it to a stranger. Would you be proud of what you did, or ashamed?



Research is to see what everybody else has seen, and to think what nobody else has thought.

~ Albert Szent-Györgi

'That's not fair!' Try a More Positive Response When You Feel Unfairly Treated at Work

Life isn't fair, and neither is work—at least sometimes. When a manager or co-worker treats you unfairly, you may feel angry, but blowing your top won't get you anywhere. Keep your cool and deal with the setback constructively by following this advice:

- **Don't jump to conclusions.** Maybe your treatment isn't really unfair. Examine the situation closely to determine how you might have contributed to the problem. Sometimes we're blind to our own behaviors, so ask a trusted friend for his or her take.
- **Stay calm and professional.** You'll earn people's respect by taking the high road. Instead of getting mad, or getting even, concentrate on doing

your job and learning from the experience—even if the lesson is only that you can't win every disagreement.

- **Look for the bright side.** Negative experiences don't have to ruin your outlook on life. Focus on what you can change, not what you can't control. Remember that you're still capable of doing good work no matter what others might think. Look back over past accomplishments to remind yourself of what you can achieve.
- **Forgive the other person.** This can be difficult, but it's an important part of the process of moving on. You'll still have to work with the other person, so learn to let go. Do what you can to avoid a repeat situation in the future, and continue treating everyone the way you want to be treated.

5 Great Ways To Enhance Your Career in 2017!

On Jan. 1, many of us resolve to get in shape, organize our home, and maybe take that vacation we've always dreamed of. How about making some resolutions that will benefit your career? Try these:

- **Meet at least one new colleague a week.** Whether it's in your own office or in the industry, networking is the best way to find a new job if your organization has a shakeup.
- **Answer your phone.** Everyone expects to reach voicemail these days. Taking calls can be more efficient, and providing a personal touch will impress people.
- **Stop something.** Identify an activity that is no longer useful and speak to your manager about eliminating it.
- **Talk to your customers.** Strive to talk to at least one customer on a regular basis. Ask what you and your company can do to serve them better.
- **Help someone inside your organization.** Look for a lower-level co-worker who could use some advice and mentoring. Helping another employee will boost the organization's productivity.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
2 Holiday	3	4 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 1:30-3:00 Civil Service	5 9:00-11:00 Ready Set Go 9:00-4:00 Word	6
9	10 9:00-4:00 Excel 1:30-2:30 Networking	11 9:00-12:00 WIOA Overview	12 9:00-11:00 Ready Set Go 12:00-1:30 Metrix 1:30-3:30 Effective Interviewing	13
16 Martin Luther King, Jr. Day	17 10:00-12:00 Intro to Computers	18 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview	19 9:00-11:00 Ready Set Go 9:00-4:00 QuickBooks	20
23	24 10:00-12:00 Internet Job Search	25 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview 3:00-4:00 Cover Letter	26 9:00-11:00 Ready Set Go 12:00-1:30 Metrix 1:30-2:30 Over 40 & Hired	27
30	31			For information or to sign up please call – 591-9000

- ◆ **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
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Did You Know...

Did you know...that Oswego County’s average unemployment rate for the month of November 2016 was 6.0%? This was an increase from the October 2016 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 you should have different versions of your resume if you’re looking for work in more than one field? Update and customize your resume for each new potential position you apply for.



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

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

1/6, 1/13, 1/20, 1/27 - GDI Services: 9:00 am—2:00 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.

