

# 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!

## Job Searching in the “Good Old Summertime”

The lazy, hazy days of summer will soon be here. It’s a time when life is more laid back and children are out of school. Nice days in our area are limited. When summer is here most Central New Yorkers want to be outside enjoying the weather, not looking for work. Job searching, however, knows no season. If you’re looking for work, you don’t want to miss an opportunity by taking the summer off. Let’s look at some tips for job searching in the good old summertime:

◆ **Job Searching & Vacation** – As tempting as it is to take a vacation during those nice days of summer, it can be fatal to your job search. The serious job seeker does something every day towards their job search. If you’re planning to go out of town, it’s important to keep up with your job search and maintain your contact with employers. While on vacation will you be able to check your e-mail and answering



machine for any messages from potential employers? You may also want to continue to check newspapers (can be checked on-line at [www.hometownnews.com](http://www.hometownnews.com)) or on-line sites that you regularly visit so as not to miss out on an opportunity that you’ve been waiting for. If you’re considering relocating to another area, you could combine your job search with a mini vacation. Schedule informational interviews with companies in the new city and then explore the area to learn about other employment possibilities.

◆ **Summer’s Slow Pace** – Summer means vacation time for many working people. It may take longer for hiring managers or

supervisors to respond to your resume or make hiring decisions. Always ask what the next step in the hiring process is and when you can expect to hear from the company.

◆ **Keep Your Job Search Organized** – With the kids home for the summer it’s important to keep your resumes and job search log nice and neat and away from “crayon fingers”! If children will be answering the phone, make sure they know how to answer properly and take messages. You can’t afford to have your teenager forget to write down the name and number of the employer who wants to schedule an interview with you.

◆ **Summer Attire** – Job searching attire never includes flip-flops and shorts. Even though it may be sweltering outside you need to appear professional, cool and collected. Whether you’re going for an interview or picking up or dropping off an application, the rule of thumb is to dress one step above what you would wear on the job. Dress slacks and a button down shirt or blouse are always more appropriate than sandals and shorts.

◆ **Seasonal Employment** – Summer is also an excellent time to find seasonal employment. Many tourist-related vendors and restaurants put on extra people for the season. It may not be your ideal job but it could put some money in your pocket and fill a gap in your work history while allowing you to continue looking for your next job. Consider volunteering in the summer. Many humanitarian projects such as Habitat for Humanity or parks step up the pace for the summer and are eager for extra hands. Volunteering helps the job seeker develop new skills and make contacts.

Summer is short in Central New York but don’t stop job searching to enjoy it! A job search is a full time job – rain, snow or sunshine. If you’re looking for work this summer stop in to the career center and let our staff help you **job search in the good old summertime!**

## Achieve Good Posture at Your Workstation

Poor posture at your workstation can lead to all sorts of physical problems. Here are the Occupational Safety & Health Administration's general recommendations for setting up a safe and comfortable computer workstation that won't strain your back, neck, arms, and shoulders:

- The top of your monitor should be at or just below eye level.
- Your head and neck should be balanced and in line with your torso.
- Your shoulders should be relaxed.
- Your elbows should be held close to the body and be supported.
- Your wrists and hands should be in line with your forearms when they are on the keyboard.
- You should have adequate room for your keyboard and mouse.
- Your feet should be flat on the floor.



**S**omeday is not a day of the week.

~ Denise Brennan-Nelson

## How to Get More Recognition at Work

You work hard. So why doesn't your boss seem to notice? If you're not getting the recognition you think you deserve at work, you might be making one or more of these common errors:

- **You wait to be recognized.** Sometimes you have to toot your own horn, at least a little. When you finish a big project, let your boss know what you've done. He or she may not realize how much effort you had to put into your results.
- **You don't participate.** Just showing up and doing your job isn't enough. You have to actively participate in your workplace. Speak up at meetings, get to know your boss and co-workers, and show that you're an enthusiastic member of the team—not just someone waiting for a paycheck.

- **You don't stand up for yourself.** You can be too "nice" by always agreeing to do favors or take on a co-worker's tasks. People will take you for granted if you don't assert your own needs. Be willing to say no when your own work or something in your personal life has to take precedence. Managers and co-workers will notice and respect you if you're honest and open about your priorities.

- **You're a lone wolf.** Don't isolate yourself in your cubicle all day. If you don't interact with your co-workers and managers, they won't realize how much you're doing and what you've accomplished. Make a point of saying hello to people, asking about their work, and sharing news about what they're doing. Otherwise they won't include you in news and activities.

## Don't Be This Bad Employee at Work

To get ahead at work, you have to get along with your co-workers and managers. Don't sabotage your career with these basic workplace mistakes:

- **Chronic tardiness.** Oversleeping once in a blue moon is one thing, but if you're always showing up 15 minutes late or more, others will find you unreliable. Get enough sleep, and invest in a loud alarm clock.
- **Faking illness for a day off.** If your employer doesn't have a paid time off policy, at least be honest about why you're not coming to work. If your manager finds out you've lied, your job may be at risk.

- **Using bad language.** Your workplace may be friendly and informal, but swearing and cursing can turn people off. It makes you look childish and unprofessional, and it could suggest that you have a bad temper that people will want to avoid. Train yourself to use more appropriate language instead.

- **Gossiping.** Talking about co-workers behind their backs can earn you a reputation for being untrustworthy. It calls your judgment into question by suggesting that you have trouble keeping secrets and understanding what information is appropriate to share. Learn to keep your own counsel. If you have a real issue, talk to the person directly or to your manager.



## Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
3	4 <b>Independence Day</b>	5 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 11:00-1:00 Intro to Computers 1:00-2:00 Over 40 & Hired	6 9:00-11:00 Ready Set Go 11:00-12:30 Metrix	7
10 9:00-10:00 Are you Ready for the Job Fairs?	11	12 9:00-12:00 WIOA Overview	13 9:00-11:00 Ready Set Go 1:30-2:30 Civil Service	14
17	18 9:00-4:00 Word	19 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 11:00-1:00 Internet Job Search	20 9:00-11:00 Ready Set Go 9:00-4:00 Quickbooks 11:00-12:30 Metrix 1:30-2:30 Effective Cover Letter	21
24	25	26 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview	27 9:00-11:00 Ready Set Go 9:00-4:00 Excel	28
31				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/  
adulthood/index.asp

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

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**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 May 2017 was 5.8%? This was a decrease from the April 2017 rate of 6.1%.

**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](http://www.facebook.com) and

search for Oswego County Workforce New York.

**Did you know...**that you can visit [www.mybenefits.ny.gov](http://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:

- ◆ 7/3, 7/10, 7/17, 7/24, 7/31 - CiTi: 9:00 am—11:00 am
- ◆ 7/7, 7/14, 7/21, 7/28 - 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.



*Connect for Success*

Oswego County Workforce New York

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

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

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WE'RE ON THE WEB AT  
[WWW.YOURCAREERCONNECTION.ORG](http://WWW.YOURCAREERCONNECTION.ORG)