

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Spooked By the Thought of Job Searching?

Volume 17, Issue 10

October 2017

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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!

Fall is here and Halloween is fast approaching. Do you enjoy trick or treating but the thought of job searching scares you to death? The “treat” part of job searching is when you get the job! However, there are some “tricks” to job searching so let’s review those.

- ◆ **Haunted By a Lack of Skills?** If you’re an unemployed job seeker, now is the time to add new skills to your resume. Take a computer class or learn a new trade. Jobs don’t last forever so the trick to remaining employed is to keep your skills current. Then if your job is eliminated, you can take your existing skills and move on to your next employer. If you don’t have a high school diploma or GED, you need to get it in order to remain competitive in the job market.
- ◆ **Look Like a Witch?** Before you frighten potential employers away, check your appearance. The trick to an appropriate job search look is not to overdress or underdress. Neat and clean will never be out of style. Jeans with holes in them, t-shirts and sneakers may be appropriate for trick or treating but not for job searching. Neatly styled hair and no perfumes or after shaves will be the trick to getting the employer to ask you to join their team.
- ◆ **Frightened by the Job Market?** Has the lack of job openings got you scared to death? You should be searching for work using a variety of methods. Search on-line job sites, look through classified ads, talk to everyone you know and tell them that you’re looking for work. Applying directly with employers, even if it is on their website, is still one of the best methods of

finding work. The trick to not being frightened by what’s available is being realistic about what type of work you’re looking for and the rate of pay jobs are offering.

- ◆ **Is Your Resume Scary Looking?** Your sister-in-law may be a good typist, but she’s probably not the best choice to help you put together a resume. Let the professionals help you develop a winning resume. Employers may scan hundreds of resumes for just one job opening, so the format is crucial. The trick to a resume that gets results is to highlight your skills and make it easy for employers to picture you in their open position.
- ◆ **Terrified at the Thought of an Interview?** Trick or treating comes once a year, but when is the last time you had an interview? The tricks to a successful interview are preparation and practice. Know as much as you can about the company you’re interviewing with and the position available. Check out their website, talk to current employees and think about the questions the employer might ask. Then practice, practice, practice. Let the staff at the Career Center run through a mock interview and give you some feedback.

HAPPY HALLOWEEN

Job Searching can be a very scary time. Treat yourself to some professional help and let the staff at the Oswego County Workforce New York One Stop Center help you learn the tricks to a successful job search.

Safeguard Your Organization's Information

Every organization has its trade secrets or proprietary information. Protecting sensitive information is easy to overlook, though. Take these precautions to protect your organization's secrets:

- Be discreet about talking about your organization's information in public places like restaurants or airplanes.
- Always know who might be listening in, whether you're on the phone or in a teleconference.
- Protect identification badges, office keys, and passwords as securely as your own personal property.
- Use passwords on your computer to prohibit unauthorized users from accessing your data. Change your passwords frequently.
- Be careful when sending confidential or personal information through email.



Defeat is not the worst of failures. Not to have tried is the true failure.

~ **George Edward Woodberry**

Remove Roadblocks to Success

The road to success has many obstacles. Don't add to them. Avoid these common methods of self-sabotage at work—and in life:

• **Negative outlook.** Anticipating obstacles can be helpful, but obsessing about everything that could go wrong isn't. Just look past the problems and visualize positive results (and map out the steps you need to take to reach your objectives).

• **Bad habits.** Take a close look at how you spend your time. Do you procrastinate? Are you frequently late? Do you rush through projects and produce sloppy work? Eliminate these bad practices by identifying how you're undermining your efforts and then committing yourself to improvement—without excuses.

• **Lack of belief in yourself.** Do you dwell on your flaws too much? You may believe you need an advanced degree, a higher IQ, or washboard abs to be worthy of success. Change what you can, but give yourself a break in other areas so you don't squelch your self-confidence.

Ensure Success on Your Next Big Project

You've been put in charge of a major project at work, and you know that many potential pitfalls stand between you and its success. If you can anticipate them, you'll be better able to get the job done—and show people that you can be trusted with responsibility and authority. Here's what to do:

• **Get real support from the top.** For every major project, some people and departments will be reluctant to share information or change how they do things. Before you get started, make sure upper management is behind you. If you sense that they're not really committed to the project, slow down and find out what kind of initiative they would be more enthusiastic about.

• **Gather input from all relevant stakeholders.** No one likes to be uprooted or shoved around without consent, and a project that calls for major change will run into

problems if the people involved feel like you haven't taken their needs into account. Remember to address the interests of three major groups: the people who will implement the plan, everyone who will be affected by it, and those who have to pay for it.

• **Decide on details up front.** You'll bog down quickly if you're constantly changing the specs of a project. People won't act with urgency if they don't know exactly what they're trying to do, and how. Your input from stakeholders will help you define the project's requirements.

• **Keep expectations realistic.** Tell people how your initiative will benefit them, but don't oversell it. Let them know as accurately as possible what the project will accomplish, and when, but caution them not to expect the sun, moon, and stars on the first day it's implemented.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
2	3	4 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview 9:00-4:00 Word	5 9:00-11:00 Ready Set Go	6
9	10	11 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 1:00-3:00 Intro to Computers 1:30-2:30 Effective Cover Letter	12 9:00-11:00 Ready Set Go 9:00-4:00 Excel 11:00-12:30 Metrix	13
16	17 9:00-12:00 PowerPoint	18 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview 1:00-3:00 Internet Job Search	19 9:00-11:00 Ready Set Go 9:00-4:00 Quickbooks	20
23	24	25 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 1:30-3:30 Civil Service	26 9:00-11:00 Ready Set Go 11:00-12:30 Metrix 1:30-3:30 Over 40 & Hired	27
30				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 2016**- 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 2016**- 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 2016-** 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.

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Fulton NY 13069
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Did You Know...

Did you know...that Oswego County’s average unemployment rate for August 2017 was 5.8%? This was a decrease from the July 2017 rate of 6.0%.

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:

- ◆ **10/4 Bryant & Stratton: 8:30 am—11:00 am**
- ◆ **10/5 Bellevue University: 9:00 am—12:00 pm**
- ◆ **10/6, 10/13, 10/20, 10/27 - 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.



Connect for Success

Oswego County Workforce New York

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(315) 591-9009 fax
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WE'RE ON THE WEB AT
WWW.YOURCAREERCONNECTION.ORG