

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Back to School, Back to Work

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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!

Now that September is here and the kids are back to school, it's time to get back to your job search so that you can get back to work!

- **Back to Peace and Quiet** - Job searching takes some focus. To focus you may need some peace and quiet. Now that the kids are back in school, hopefully it's a little quieter around the house. This quiet time can be the opportunity to focus on yourself and your job search.
- **Back to Organization** - During the summer months we tend to get a little lax about our organizational skills. You've got the kids all organized to return to school and now you need to organize your job search. Keep clean printed copies as well as an electronic version of your resume ready to go. Develop a job search log that includes when, where and who you've talked with to expand your network and develop job leads. Also track where you've sent resumes and what applications you've completed.
- **Back to the Wall?** - Summer is so short in Central New York that during the summer months we tend to slack off. Can you blame us? But now your back is to the wall and you really need to get serious about finding a job. The pressure of not having a job can sometimes be a positive motivator. Use that motivation to conduct a job search that will get you the results you're looking for. You don't have to take the first job that comes along, but be realistic about what's out there. You're more employable when you're employed, so you may want to consider a job that is a little less than your ideal position. You can always move on to another position once you're working.

- **Back to a Professional Appearance** - Our summer time attire is usually not appropriate for job searching. You bought the kids back to school clothes, how about yourself? A new interview outfit might give you the boost you need to get your job search back on track. Maybe even a new portfolio or folder is in order so you can arrive at the interview with your resume and personal information all nice and neat. Is it time for a haircut? At the very least it's time to leave the sandals at the beach and get back into real shoes.
- **Back to School/Back to Work** - Now that the kids are back in school maybe you also need to think about learning something new. You don't necessarily have to put your job search on hold to return to school. Can you add some additional skills by taking a course?



Maybe you need to update computer skills or learn a new software program. When you return to work, volunteer for any training which may allow you to learn new things. Adding additional skills is always a good thing.

September is traditionally a time when we think of back to school. It's also a great time to focus on your job search. With many students, both high school and college, returning to classes it can be a good time to hit the job market. Keep in mind that Christmas is also right around the corner! If you need help getting your job search back on track so that you can get back to work be sure to visit us at Oswego County Workforce New York.

Plan to Move up in Your Career

If you want to advance in your career, a plan is essential. Here's how to build forward momentum:

- **Make a five-year plan.** What do you want to be doing in five years? What do you want to accomplish in that period of time?
- **Set your own goals.** Don't try to live up to someone else's expectations. It's your career—follow it your way.
- **Build your contact list.** Make connections inside and outside your organization. The more contacts you have, the more diverse your future career options will be.
- **Take on responsibility.** When you see an opportunity to volunteer for more responsibility, do it. Your boss will appreciate it, and you'll develop more authority at the office.
- **Look for challenges.** When you get bored with what you're doing, look for something new. Learn new skills. Dipping into new territory can open up the future—sometimes in unexpected ways.



Nothing in the world is worth having or worth doing unless it means effort, pain, difficulty . . . I have never in my life envied a human being who led an easy life. I have envied a great many people who led difficult lives and led them well.

~ Theodore Roosevelt

Avoid These Errors When Seeking Promotion

Looking to get promoted? Guard against these mistakes:

- **Poor time management.** No matter how much you ultimately get done, if you don't plan your day you'll be seen as reacting to events, not proactively leading people toward long-term success.
- **Minimal effort.** You may be tempted to do just what's required of you, no more and no less. By not taking any chances, your success rate can look pretty good. But in order to be noticed, you have to go beyond basic expectations. Show some initiative to demonstrate your commitment to the organization's success.
- **Not learning anything new.** You may think you learned everything you need to know during your first year on the job, but your industry and organization are changing whether you like it or not. Take classes, read widely, and talk to experts to stay on top of what's new and exciting.
- **Constant complaining.** Your organization may have problems that ought to be addressed, but getting a reputation as a chronic complainer, no matter how valid your criticisms may be, will only make upper management question your commitment to success. Try to quietly influence what you can, and voice a positive attitude every chance you get.

Become an Expert to Succeed in Your Job

One way to rise quickly in any profession is to become known as an expert. People turn to experts when they don't have the time or resources to master the skills or information they need. Becoming an expert isn't quick, but you can get started by following these steps:

- **Educate yourself.** Look for seminars to attend. Read everything on the subject you can get your hands on—at least one article or book chapter a day. In just a few months, you'll know more than most people around you.
- **Find a mentor.** Identify something with the knowledge and skills you'd like to master. Learn as much from that person as you can.
- **Help your peers.** Try to do something every day to help the people around you succeed. Don't show off; just lend your expertise to people who can use it.
- **Consult with colleagues.** Ask your colleagues what they think you do best. Your natural skills may not be obvious to you.
- **Define your niche.** Select an area of expertise where you can excel, something related to your industry that you can get excited about.



Oswego County Workforce New York Workshop Schedule

| Mon | Tue | Wed | Thu | Fri |
|--|----------------------------|---|--|------------------------------------|
| For information or to sign up please call – 591-9000 | | | | 1 |
| 4 LABOR DAY | 5 | 6 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview | 7 9:00-11:00 Ready Set Go | 8 |
| 11 | 12 | 13 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 9:00-4:00 Word 1:30-2:30 Effective Cover Letter | 14 9:00-11:00 Ready Set Go 11:00-12:30 Metrix | 15 |
| 18 | 19 | 20 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview 1:30-3:00 Over 40 & Hired | 21 9:00-11:00 Ready Set Go 9:00-4:00 Excel 1:30-3:30 Civil Service | 22 |
| 25 | 26 9:00-4:00 Quickbooks | 27 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview | 28 9:00-11:00 Ready Set Go 11:00-12:30 Metrix 1:00-3:00 Internet Job Search | 29 1:00-3:00 Intro to Computers |

- ◆ **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.

200 North Second Street
Fulton NY 13069
Return Service Requested

Did You Know...

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

- ◆ 9/1, 9/8, 9/15, 9/22, 9/29 - GDI Services: 9:00 am—2:00 pm

Visit our Facebook page for more information!



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

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

