

# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

## SPOTLIGHT ON: Ticket 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!*

### Did you know Oswego County Workforce New York is an Employment Network under the Ticket-to-Work program?

#### What is the Ticket to Work Program?

The goal of the Ticket to Work program is to increase opportunities and choices for Social Security disability beneficiaries to obtain vocational rehabilitation, employment and other support services from approved providers.

#### What is an Employment Network?

An Employment Network (EN) can be a private or governmental agency that has been approved by the Social Security Administration as having the right expertise to assist Social Security disability beneficiaries in returning to work.

Many of New York's One-Stop Career Centers have become Employment Networks, in an effort to provide meaningful employment supports to our customers who receive Social Security disability benefits.

### Why work with a One-Stop EN?

Our One-Stop Career Center offers a variety of services for our Ticket customers. Some of our services include:

- ◆ **Career Counseling**
- ◆ **Resume Development**
- ◆ **Individual Job Development**
- ◆ **Long-term Follow-Up Supports**
- ◆ **Rights & Responsibilities under the ADA**
- ◆ **SSA Disability Benefits Advisement**

When the beneficiary assigns their Ticket to a participating One-Stop EN, they get expanded services, and individualized attention as we develop a plan specific to their needs. Additionally, they will continue to receive follow-up services from us for a number of years in most cases, to be sure their transition back to work is a success.

If you are on SSI/SSDI looking to try work and are interested in this service, please contact Lisa Cashel or Kim Sizemore. They are Oswego County One-Stop Disability Resource Coordinators.

## Get Up to Speed in Your Career

When you're just starting out on your career, you may wonder what it takes to be successful. The field you're in doesn't matter. You'll succeed in any job by following these basics:

• **Be dependable.** Do what you say you're going to do. Keep your commitments. Let people know they can rely on you to do your job, whatever it takes.

• **Spotlight your abilities.** Show people what you're capable of, but don't brag about it. Let your work speak for you.

• **Listen and Learn.** Listening is a chance to learn from other people. Train yourself to listen more than you speak.

• **Focus on your goals.** Know what you want to achieve—on the job, in your career, and throughout your life. Keep your eyes on these goals, and you'll make better decisions.

• **Hone your interpersonal skills.** No matter where you work or how far you rise, you'll have to deal with people. Learn how to persuade, motivate, and show respect.

• **Build your network.** Wherever you go, try to meet people who can help you in your career—and whom you can help yourself. Stay in contact with them, and show that you value them as people, not just resources.

## Show Your Integrity

Talking about integrity is easy, but how do you build it within yourself?

Your most powerful asset at work is your integrity. Talking about integrity is easy, but how do you build it within yourself? It takes three steps:

- \* **Identify your values.** How do you judge the rightness and wrongness of actions?
- \* **Act in accordance with your values.** Remind yourself that these values are important to your sense of identity.
- \* **Communicate your values.** Don't lecture, but let people know how your values influence your actions.



Keep your dreams alive. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination, and dedication. Remember all things are possible for those who believe.

—Gail Devers

## Thinking about Going Back To School?

Just starting out in your career? Some basic tips can give you the credibility you need to earn the trust of your bosses and co-workers. Keep this advice in mind:

- **Arrive consistently.** Yes, sometimes the traffic is bad or the train runs late. Train yourself to arrive at work within a specific window so people don't have to guess when you're coming in—or whether you're coming in at all.
- **Dress appropriately.** Take note of how your co-workers dress, and follow their lead. You don't want to be too formal, but sloppy clothes and poor personal hygiene can mark you as unserious or unprofessional.
- **Introduce yourself effectively.** Practice a quick introduction—no more than 30 seconds—so you can make a good first impression on the people you meet. Remember to look people in the eye and give a nice warm handshake.
- **Remember names.** Make an effort to keep people's names in your mind.

You'll impress them and show that you're paying attention. The best way is to repeat their names a few times when you first meet to lock the name in your head.

- **Stay organized.** If you're scrambling to find things on your desk, or always late for meetings, you'll look scatter-minded and undependable. Set up a system for tracking information and managing your time so you're always on top of things.
- **Use email professionally.** Keep in mind that your email at work belongs to your employer, not to you. Write every email as if it might be read aloud in court. You don't want a flippant remark or a bad joke coming back to haunt you.
- **Share the credit generously.** Collaborate with your co-workers as much as possible, and let your boss and other people know how they've helped you. No one wants to work with someone who hogs all the accolades, but people are happy to cooperate with a co-worker who's generous with the credit for a job well done.

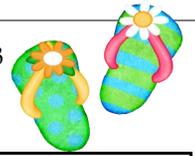
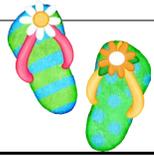


## Ask these questions when you interview for a job

A successful career starts with getting a job that matches your skills, experience, and personality. To ensure you get that job, though, you have to ace the interview—and that doesn't mean just answering questions, but asking a few of your own to show that you're engaged and enthusiastic. Here are a few good questions to prepare when the hiring manager asks, "Do you have any questions for me?"

- ⇒ "Who would be an ideal candidate for this job? How do I compare?"
- ⇒ "What are the main challenges of this position?"

- ⇒ "How has this position evolved?"
- ⇒ "How would you describe this organization's culture?"
- ⇒ "Who are your major competitors? What makes this organization better?"
- ⇒ "What soft skills does this position call for?"
- ⇒ "What type of person succeeds here?"
- ⇒ "What do you like most about working for this organization?"
- ⇒ "What steps have to be completed before you can make an offer?"



## Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
		1 9:00-11:00 Effective Interviewing WIOA Overview	2 9:00-11:00 Ready Set Go	3
6	7 1:00-3:00 Intro to Computers	8 9:00-11:00 Eff. Resume Writing WIOA Overview	9 9:00-11:00 Ready Set Go 11:00-12:30 Metrix	10
13	14 1:00-3:00 Internet Job Search	15 9:00-11:00 Effective Interviewing 9:00-4:00 Word WIOA Overview	16 9:00-11:00 Ready Set Go 2:30-3:30 Cover Letter	17
20	21	22 9:00-11:00 Eff. Resume Writing WIOA Overview 1:30-3:30 Civil Service	23 9:00-11:00 Ready Set Go 9:00-4:00 Excel 11:00-12:30 Metrix 1:30-3:30 Over 40 & Hired	24
27	28 9:00-4:00 QuickBooks	29 9:00-11:00 Effective Interviewing WIOA Overview	30 9:00-11:00 Ready Set Go	31 For more information or to sign up, please call – 315-591-9000

- ◆ **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 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.
- ◆ **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.
- ◆ **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.

- ◆ **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.
- ◆ **Ready Set Go (to Work)** - How to look for work, the hidden job market, selecting the best resume format, 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.

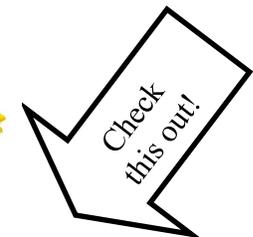
- ◆ **WIOA Overview** - An introduction to the Workforce Innovation and Opportunity Act and more. Must be scheduled by a staff person; required if interested in training.
- ◆ **WISE Workshop** - These sessions will assist SSDI and SSI beneficiaries in knowing how working will affect benefits payments and medical insurance coverage.



### Did You Know...

- ◆ **Did you know...**that Oswego County's average unemployment rate for June 2018 was 5.4%? This was an increase from the May 2018 rate of 5.0%.
- ◆ **Did you know...**that the Public Computing Center (PCC) at the Oswego Public Library offers a free computer workshop series? Just call (315) 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 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 position.



### Partner Agencies/ Workshops

**Oswego County  
Opportunities**  
[www.oco.org](http://www.oco.org)

**Oswego County BOCES**  
[www.oswegoboces.org/  
adulted/index.asp](http://www.oswegoboces.org/adulted/index.asp)

**Cayuga Community  
College**  
[www.cayuga-cc.edu](http://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](http://syracuse.com) and [monster.com](http://monster.com). Click on Advanced Search to narrow your results by keyword, location and full or part-time.



Put us to work for you

*Connect for Success*

200 North Second Street  
Fulton, NY 13069

(315) 591-9000 phone  
(315) 591-9247 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)

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We are hosting the following recruitments:

GDI Services      9:00-2:00      August 3, 10, 17, 24, & 31

Please call or see the front desk attendant for more information.

Cayuga Works Career Center is hosting a Mini-Job Fair on August 8 at 11:00am-1:00pm at 199 Franklin St, Auburn, NY

Local employers need YOU to help fill job openings in the following occupations: Transportation, Health Care, & Manufacturing/Trades

\* If you're interested in training or a scholarship, see your caseworker or call Michelle at (315) 591-9055 or email her at [michelle.smith@oswegocounty.com](mailto:michelle.smith@oswegocounty.com)

Friend us on Facebook: *Oswego County Workforce New York Youth (Ages 16—24)* Facebook: *Oswego County Youthworks*

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