

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

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Inside this issue:

SPOTLIGHT ON: Partner Agencies	1
What's on Your Resume?	1
Measures Achievements with an Inventory	2
JOBS IN DEMAND: CDLA & CDL-B	2
Believe in Yourself ...	2
Workshop Calendar	3
Workshop Descriptions	3
Workshop Descriptions cont.	4
Did You Know....	4

**Merry
Christmas**

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!

SPOTLIGHT ON: Partner Agencies

Oswego County Workforce New York is comprised of partner agencies which seek to assist our customers in finding employment. Our partners offer job seekers a variety of assistance depending on program guidelines and eligibility requirements. Individuals with disabilities can also obtain assistance with some of our partner agencies.

The NYS Department of Labor, Division of Employment and Workforce Solutions strives to assist both the employer and the job seeker. Employment workshops, career counseling, NYS job bank listings, resume development, and job matching are just some of the services offered.

Oswego County Division of Employment and Training can offer the job seeker a variety of services to help with their job search and possibly training for qualified individuals. Computer classes, resume development and skill upgrading are also available for job seekers. Specialized services are also provided to local businesses and individuals with disabilities.

CiTi/Oswego County BOCES and Cayuga Community College, Fulton Extension Site offer a wide variety of certificate and degree programs for individuals interested in increasing their skills.

ACCES-VR (formerly VESID) is an office of the New York State Education Department that provides Vocational Rehabilitation (VR) services to eligible individuals to prepare them for employment.

Career Employment Services of Oswego Industries assists persons with disabilities and/or other work limiting conditions in finding and securing employment. Job placement, coaching, and retention services are included.

Oswego County Opportunities (OCO) can help you in a variety of ways from assistance for the homeless to transportation. Education and health services are also available through this agency.

Speak to a staff person to see how we can best assist you!

What's on Your Resume?

Creating a resume can be a daunting task. Deciding what is or isn't important enough to be on a resume for a particular job can add to the confusion.

Did you know that for each different type of job you are applying for, you should have a different resume?

You may possess skills that you don't even know you have. Almost any training or education taught you something which can be used to help sell yourself to a potential employer.

Oswego County Workforce New York offers a Resume Writing workshop and has staff that will review your resume. Our staff can also type up a resume for you (with an appropriate amount of time to do so).

Here are some points to consider while creating your resume:

- ⇒ What type of job are you applying for?
- ⇒ What skills/qualifications do you have that fit that job?
- ⇒ What skills/qualifications do you have from other jobs that are transferable?
- ⇒ What is your work experience?
- ⇒ What are your personal strengths?
- ⇒ What training and/or education do you possess that is suitable for the position?

There are many types of resumes you can create. The Internet and Microsoft Word offer many templates that can help you write a resume, but deciding which template to use can be frustrating. Our staff can help you decide which one would be best for you.

Stop by Oswego County Workforce New York and speak to one of our knowledgeable staff members today!

Measure Achievements with an Inventory

We all sometimes fall into the habit of undervaluing ourselves and our achievements. When it happens to you, try conducting a "Success Inventory." Make four lists of your positive accomplishments (don't include any valiant tried-but-failed attempts):

- ◆ **Education:** Classes you completed, degrees earned, and professional certifications.
- ◆ **Professional positions:** Every major job you've ever held, along with the responsibilities and authority you had.
- ◆ **Projects:** Every project you've been involved in that met with success because of your contributions, large or small.
- ◆ **Accomplishments:** Note every career achievement, along with its importance to your organization, the community, your family, and yourself.

The inventory will help you get back on the track of thinking objectively about your strengths and potential.



"Every job is a self-portrait of the person who does it. Autograph your work with EXCELLENCE"
- Author Unknown

JOBS IN DEMAND: CDL-A & CDL-B Truck & Bus Drivers

There are many opportunities in Oswego County and the surrounding counties for truck drivers. To become a truck driver, a commercial driver license (CDL) is a must. The two most common types are CDL-A and CDL-B.

A CDL-A allows the holder to operate many different large vehicles such as tractor trailers, livestock carriers, and flatbeds. This type of license also requires the driver to be able to maintain logs of working hours, vehicle service, or repair status following applicable state and federal regulations. These trucks have capacities greater than 3 tons to transport and deliver products, livestock, or other materials.

CDL-B drivers may operate buses, box trucks, delivery and dump trucks. This type of license also requires drivers to maintain records such as vehicle logs, records of cargo, or billing statements in accordance with company regulations. However, these trucks have capacities

of under 3 tons that transport materials to and from specified destinations such as railroad stations, plants, residences, offices, or within industrial yards.

Employers also look for drivers who have specific endorsements. An endorsement is a type of "add on" to a current license allowing the holder to drive different vehicles. Examples of just a few endorsements are, farm vehicles, hazardous materials, passenger transport, and tow truck. Drivers who have these endorsements are more desirable to employers.

Oswego County Workforce New York has funding available to offer scholarships to customers who need assistance paying for educational programs. Schooling to obtain the knowledge to be able to pursue a CDL-A or CDL-B license are among these programs. Please call 315-591-9000 for an appointment to discuss our scholarship for this or some other type of training.

Believe in yourself: How to develop your confidence

Confidence doesn't come naturally to everyone. Even the most successful people have struggled with it in their careers. The good news is that you can develop it, just like any muscle or character trait, if you're willing to work hard. The better news is that these tips can help you strengthen your confidence. Here's what to try:

- **Don't compare yourself against others.** Focus on your own achievements and ambitions, not anyone else's. Other people will always be more successful than you at different stages of your life and career, and obsessing about them will only send your confidence plunging. Concentrate on identifying and improving your own unique strengths and skills.
- **Track your success.** Keep a log of your accomplishments, large and small. Recording victories daily will make you

feel more successful, and looking over your progress will boost your self-esteem. In addition, reviewing your achievements should give you some good ideas for what to work on next.

- **Practice being assertive.** Take an active role in pursuing success, no matter how anxious you feel. Start by visualizing situations where you feel nervous, and picture yourself being assertive. Make these scenarios as vivid as you can so you'll be ready for them in real life. Check your body language in a mirror, and practice good posture and a self-assured expression. Then go out and take a few chances, starting with low-risk situations. Once you've survived those, you can move on to bigger personal challenges. You may be surprised by how well practice makes perfect.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
3	4 9:00-4:00 Word	5 9:00-11:00 Effective Interviewing WIOA Overview 1:00-3:00 Open Lab	6 9:00-11:00 Ready Set Go 11:00-12:30 Metrix	7 9:00-11:00 Intro to Computers
10	11 9:00-4:00 Excel 1:30-3:30 Effective Interviewing	12 9:00-11:00 Effective Resume WIOA Overview 1:30-3:00 Over 40 & Hired	13 9:00-11:00 Ready Set Go 9:00-11:00 Internet Job Search 1:00-3:00 Open Lab 1:30-2:30 Cover Letter	14
17	18 1:30-3:30 Effective Resume	19 WIOA Overview 1:00-3:00 Open lab	20 9:00-4:00 QuickBooks 11:00-12:00 WISE 11:00-12:30 Metrix	21
24	25 OFFICE IS CLOSED 	26 WIOA Overview	27 9:00-11:00 Ready Set Go 1:00-3:00 Open Lab 1:30-3:30 Civil Service	28
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** - Information on WIOA training scholarships. By appt only.
- ◆ **WISE Workshop** - Sessions to assist SSDI and SSI beneficiaries in knowing how working will affect benefits and medical insurance coverage.

**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



Did You Know...

- ◆ **Did you know...**that Oswego County's average unemployment rate for October 2018 was 4.0%? This was an decrease from the September 2018 rate of 4.2%.
- ◆ **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 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 prepare for an interview by researching the company? By doing some research ahead of time, you'll be better prepared and able to ask questions about the company.
- ◆ **Did you know...**that we have staff to help you in your job search if you receive SSI/SSDI? Attend one of our WISE workshops or stop in and see Lisa.

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.





Connect for Success

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

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

WE'RE ON THE WEB AT
WWW.YOURCAREERCONNECTION.ORG

We are hosting the following recruitments:

Mini Job Fair December 6, 2018 10:00am-1:30pm

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

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

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.