

# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

## SPOTLIGHT ON: Youth Services

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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!*

Oswego County Youth Works offers year-round services to eligible individuals who are age 16-24. For those who qualify, Youth Works can provide the following:

- ◆ Vocation/Skills Training
- ◆ On-The-Job Training/Work Experience
- ◆ Career Exploration
- ◆ Resume, Interview, and Computer Workshops
- ◆ Driver's Education, assistance with fees for permit/license/ID card
- ◆ Financial Literacy
- ◆ Adult Mentoring
- ◆ Volunteer Experience
- ◆ Work/Interview Clothing Allowances

The purpose of Youth Works is to assist young adults in achieving academic and employment success. Youth Works can help young adults build positive, local references while discovering their skills and abilities. Participants gain valuable, hands-on, work experience or the credentials they need for their desired job. Scholarship opportunities are available qualified individuals. Each young adult participates in an assessment to examine skill levels and goals. An individual service plan is then developed to outline the steps needed to achieve those goals.

If you are 16-24 years old and would like to see how Youth Works can help you achieve your goals, call 315-591-9000 for more information.

## Skill Up Oswego County 2!

Oswego County residents who want free access to online learning courses will have the opportunity again this year through "Skill Up Oswego County 2", an initiative sponsored by Oswego County Workforce New York (OCWNY), the Oswego County Workforce Development Board, the Oswego County Poverty Reduction Task Force and NY Wired for Education. From May 1 through July 31, 2018, any Oswego County resident can join the Metrix E-Learning System, which provides courses that teach skills employers are looking for-like the Microsoft programs, OSHA prep and customer service. This offer will only last for a limited time, so county residents looking to upgrade their current skills or learn new ones to improve their employment opportunities are encouraged to sign up today. You can register at [Oswego.skillupamerica.org](http://Oswego.skillupamerica.org)

"The "Skill Up Oswego County"

initiative is a great way for people to expand their knowledge and abilities in areas that appeal to employers in the current job market," said Legislator Roy Reehil, District 5, chairman of the Oswego County Anti-Poverty Task Force. "Whether they are unemployed or underemployed, people who use this learning system can earn certificates to verify their skill set to their present or potential employers."

The initiative provides a free license both the SkillSoft and Provet programs for six months. These programs have a catalog of over 4,000 courses and assessments that includes IT and software lessons, as well as those for project management, human resources, banking, customer service, retail, hospitality, and communication skills.

"The Metrix online learning system can be used to help people learn new skills, earn certificates or prepare for certifications," said

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## Skill Up Oswego County! continued

### Before you look for a job, “google” yourself

These days employers are searching the internet to get information about potential candidates before they hire. To an employer, it's just one more way of eliminating problems before they welcome workers into their world. As a matter of fact, according to a survey of 100 executive recruiters, 77% of recruiters reported using search engines in an attempt to find information on candidates. Of those who used search engines, 35% have eliminated a candidate because of information that was uncovered online.

Here are a few tips for improving your online image:

- \* **Be careful.** When you're posting a comment and/or picture online, think before you act. Would you really want someone who has the power to hire you see what you've posted? Remember, anything someone finds out about you on the internet can be used to determine your character.
- \* **Search for information about yourself.** Search for your name on various websites such as Google, Bing, and Yahoo. Then once a month, check those same sites to see if anything comes up about you.
- \* **Tell the truth if you are questioned about something online.** You don't want to be pegged as dishonest.



Christine Weaver, Director of Employment and Training at the Oswego County Workforce New York American Job Center. "It is accessible around the clock to anyone with high speed internet access. People can work at their own pace through a variety of courses that teach both technical and soft skills."

Participants receive digital badges (certificates) as they complete each training session, and can link directly to [www.indeed.com](http://www.indeed.com) to search current local job openings.

"We are excited to work with Oswego County Workforce New York and their partners in this nationally innovative

workforce solution. This will assist employers, job seekers, and potentially address issues of poverty," said Brian Lee, CEO of NY Wired for Education.

For more information about the "Skill Up Oswego County 2" initiative or the Metrix learning system, County residents can go directly to the site at [Oswego.skillupamerica.org](http://Oswego.skillupamerica.org). Informational sessions are also being held at the Oswego County Workforce New York office. To sign up call (315) 591-9000 or e-mail [msmith@oswegocounty.com](mailto:msmith@oswegocounty.com). Oswego County residents can also stop in at the office at 200 N. Second Street, Fulton, Monday – Friday between 8:30am-4:30pm.

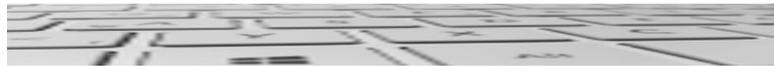
### Skill Up Oswego County

*Enhance your skills and obtain industry recognized credentials by taking courses on-line!*

Clerical - Communications - Customer Service - Financial - Hospitality - Human Resources - Information Technology - Leadership - Management - Microsoft Office - Project Management - Retail Sales - Warehouse - *More Than 4,000 to choose from!*

Oswego County Residents can sign up for a FREE account:

<http://oswego.skillupamerica.org>



For additional information, please contact Oswego County Workforce New York at (315)591-9000 or email [michelle.smith@oswegocounty.com](mailto:michelle.smith@oswegocounty.com)

## Summer Youth Employment Program

Our Summer Youth Employment Program (SYEP) provides paid work and job readiness training to help selected young people (income eligible, 14-24 years of age) develop work interests, skills, and abilities. Participants earn money, build a resume, get professional references and reinforce positive work habits and attitudes. Eligible youth may be offered paid employment at minimum wage (\$10.40/hour) for up to 30 hours per week from early July to the end of August.

Request for Proposal (RFP) forms are sent out to potential worksites to try to provide a variety of sites throughout the county. Placements are scarce, however, in some areas of the county. The worksites include local school districts, community based organizations and Oswego County Conservation Corps (OC3) crews. Job opportunities include clerical trainee,

custodial trainee, recreational program helper, OC3 crew member and more.

SYEP is usually a six-week program with some flexibility based on the worksite's needs. This year's SYEP program is scheduled to run from July – August 2018, although there are some worksites which request workers to start earlier than the official start date.

Youth are encouraged to contact our office as soon as possible to schedule their work readiness and payroll orientation meeting. SYEP eligibility is determined per TANF 200% income guidelines (e.g. a family of 4 can earn up to \$50,200 annually).

Youth may contact Oswego County Youth Works at 315-591-9000. The Oswego County Youth Works team looks forward to providing this valuable opportunity to young people throughout our community!



## Oswego County Workforce New York Workshop Schedule

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

- ◆ **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.

**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.

**Did You Know...**

- ◆ **Did you know...**that Oswego County’s average unemployment rate for March 2018 was 7.4? This was an decrease from the February 2018 rate of 8.2%.
- ◆ **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 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.
- ◆ **Did you know...**that we are still holding Summer Youth Program orientations?



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

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

Summer Youth Works Applications are now being accepted.

Upcoming Job Fairs:

- ◇ Career Expo - June 5, 2018 11:00am-3:00pm at the SRC Arena  
NYS Job Fair, NYS Fairgrounds
- ◇ June 8, 2018 2:00pm-7:00pm
- ◇ June 9, 2018 9:00am-1:00pm

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*

For more information regarding items in this newsletter, please call or see the front desk attendant.

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