

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Local Employers Need YOU to Help Them Fill Job Openings!

Volume 18, Issue 3

March 2018

Inside this issue:

Local Employers Need YOU to Help Them Fill Job Openings	1
Help! I need a job!	1, 2
Boost Your Career with Transferrable Skills	2
Manage Your Time Better to Get Ahead in Your Career	2
Workshop Calendar	3
Workshop Descriptions	3
Did You Know....	4

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!

Are you interested in starting a new career? Local employers are looking for individuals who are interested in Health Care, Manufacturing/Trades, and Transportation.

Health Care:

- ◇ Certified Nurse Assistant (CNA)
- ◇ Certified Medical Assistant
- ◇ Direct Support Professional (DSP)
- ◇ Dental Assistant

Manufacturing Trades:

- ◇ Heating/Air Conditioning (HVAC)
- ◇ Electrical Maintenance Mechanic

Transportation:

- ◇ CDL A Tractor Trailer Driver
- ◇ CDL B Heavy/Dump Truck Driver
- ◇ Heavy Equipment Op & Maintenance

If you don't already have the skills, local providers have training and a scholarship may be available to help you pay!

Inquire today to become part of these exciting careers!

See your Case Manager for more information or contact Michelle at (315) 591-9055 or michelle.smith@oswegocounty.com



HELP! I need a job!

These words are often spoken by people who enter the Career Center. Oswego County Workforce New York has staff who can help you find that needed job. For new customers, an appointment is not necessary. Walk-ins are welcome during our business hours of 8:30am – 4:30pm. After completing a registration form, new customers meet with a staff person to determine how we can best help.

Our Career Center has computers, printers, copiers and faxes available for use by our registered customers. Simply sign in at the reception desk to use this equipment for your employment related needs.

Are you unsure if you have the skills necessary to obtain your dream job? Do you have difficulty discussing your skills during an interview? Do you need to figure out how your skills will transfer to a different career? The Career Center offers a variety of

workshops and classes to assist you with both your job search and upgrading your skills. Our workshops vary from creating an effective resume to learning the basics of a computer to understanding the complexities of a spreadsheet. For a complete list of workshops currently available, see the calendar located on page 3 of this newsletter.

Metrix (an online learning system) is also available to those that are registered for our services. Metrix can help customers to upgrade existing skills and learn new skills to improve their marketability to prospective employers. The system includes many courses in areas such as manufacturing, healthcare, information technology and customer service. Once approved, licenses are available for six months and customers can take as many courses during that time as they would like.

(continued page 2)

Help! I need a job!

Continued from page 1

If a degree or certificate is needed to achieve your employment goal in an occupation which is in-demand in the local labor market, training may be available. If you qualify, on-the-job training, scholarships, and other services are also available. All you have to do is see one of our knowledgeable staff members for more information.

Our partner agencies are here to assist individuals in obtaining employment. Onsite partner agencies include New York State Department of Labor, Oswego County Employment and Training, ACCES-VR and Career Employment Services (a division of Oswego Industries). While the agencies at the Career Center have varying eligibility requirements, we all strive to help you with your job search. Stop in to see how we can help you!



“Trust yourself. You know more than you think you do.”

~ Benjamin Spock

Boost Your Career with Transferable Skills

After years of honing your top-level professional skills, you may feel trapped in your job because you're not confident that you're qualified to do anything else. In fact, many job skills are transferable, if you know what to emphasize when exploring career opportunities in your organization or elsewhere. Here are some tips for identifying skills that can apply to almost any professional pursuit:

- **Cast a wide net.** Think beyond the workplace. Hobbies, sports, and volunteer activities can build a set of skills that apply to a wide range of jobs. Don't discount experiences like coordinating a book group or coaching a child's soccer team.

- **Analyze your accomplishments.** Look back over your career and list your major accomplishments. Then isolate the specific skills that helped you achieve them—not just technical know-how, but strengths like leading a team or generating creative solutions.

- **Brainstorm with colleagues.** Ask co-workers, trusted friends, mentors, and even your own manager what you're best at. Their perspective may pick up some talents you haven't thought about.

- **Highlight the right skills.** The most easily transferable habits are commonly thought of as “soft skills.” You'll want to demonstrate your abilities with examples that focus on such areas as teamwork, leadership, critical thinking, communication, and creativity. Managers are always looking for these strengths, and are usually willing to train employees in the technical skills they need.



Manage Your Time Better to Get Ahead in Your Career

One vital key to your career success is the ability to manage your time efficiently. Wasting time tells managers you can't be trusted with priorities, which will interfere with your plans for advancement. Keep these basic tips in mind to get the most from every minute:

- **Plan your day.** Rank your most important tasks every day in order of importance. Move through your list methodically, allocating sufficient time to do a good job on each priority.

- **Ask for help.** Don't be afraid to tap co-workers and managers when you legitimately need assistance. Don't ask anyone to do your job for you, but do solicit advice and short-term help when you're actively working on

organizational priorities.

- **Review your responsibilities.** Don't treat your job description as a list engraved in stone. Check regularly with your manager to confirm that you're working on the right tasks today, and examine your own career goals from time to time to be sure you're focused on your own changing needs.

- **Organize your workspace.** Straighten up your desk or work area at least once a day to be sure you can find everything you need quickly. Go through your computer files and email, putting items in the right place or deleting them when they're no longer needed. Your ability to find information fast will put you ahead of others fumbling through irrelevant material.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
	For more information or to sign up, please call – 315-591-9000		1 9:00-11:00 Ready Set Go	2
5 11:00-1:00 Open Lab	6	7 9:00-11:00 Effective Interviewing WIOA Overview	8 9:00-11:00 Ready Set Go 11:00-12:30 Metrix 1:00-3:00 Intro to Computers	9
12 11:00-1:00 Open Lab	13 9:00-4:00 Word	14 9:00-11:00 Eff. Resume Writing WIOA Overview	15 9:00-11:00 Ready Set Go 9:00-4:00 QuickBooks 1:30-3:30 Over 40 & Hired	16
19 11:00-1:00 Open Lab	20	21 9:00-11:00 Effective Interviewing WIOA Overview	22 9:00-11:00 Ready Set Go 9:00-4:00 Excel 11:00-12:30 Metrix 1:30-2:30 Cover Letter	23
26 11:00-1:00 Open Lab	27	28 9:00-11:00 Eff. Resume Writing WIOA Overview	29 9:00-11:00 Ready Set Go 1:00-3:00 Internet Job Search 1:30-3:30 Civil Service	30

- ◆ **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
- ◆ **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.
- ◆ **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

Did you know...that Oswego County’s average unemployment rate for December 2017 was 6.8%? This was an increase from the November 2017 rate of 6.4%.

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 you should prepare for an interview by researching the company, making extra copies of your resume and references, and practicing your answers to common interview questions?



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

Free Tax Preparation is available in the Career Center every Tuesday from January 30—April 10th **except March 13** from 4:30-7:30pm

A representative from CiTi will be here on Tuesdays from 10:00-12:00pm

We will be hosting the following recruitments and job fairs right here at the Fulton One Stop:

⇒ To Be Announced

Here are some other upcoming recruitments and job fairs:

⇒ DOL Mini Job Fair-March 1, 2018, 10:00am-1pm, CCC Fulton Campus

Please 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.