

# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

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## Inside this issue:

SPOTLIGHT ON: Youth Summer	1
Mix It Up In May!	1
Local Employers Need You!	2
Summer Youth Information	2
Mix It Up In May! continued	2
Workshop Calendar	3
Workshop Descriptions	3
Workshop Descriptions cont.	4
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!*

## SPOTLIGHT ON: Youth Summer Services

Are you age 14-24? Do you want a summer job? Youth Works is looking for youth who are interested in summer job opportunities.

This program is open to youth who meet the following Eligibility Guidelines:

- Resident of Oswego County
- AND
- *At least one of the following:*
  - Low household income
  - TANF (Public Assistance)
  - SNAP (Food Stamps)
  - Medicaid
  - HEAP
  - Foster Care

### IMPORTANT!!!

*All applicants* must also attend a work readiness and payroll enrollment workshop!

### Job opportunities are limited.

Call now for more information and to reserve your seat!

Youth Works (315) 591-9000

More information can be found on page 2 of this newsletter.



## Mix It Up In May!

Job searching has gone electronic, have you? Job searching in 2018 definitely includes using a computer. If you're using a computer, great, if not you need to start. For a job search with a positive outcome, how about **Mixing It Up In May?** Let's look at some tips for using electronic means to job search as well as the old standbys:

- **Search On-Line Databases** – The 2018 job seeker should be searching sites such as [www.indeed.com](http://www.indeed.com), [www.ajb.org](http://www.ajb.org), or [www.simplyhired.com](http://www.simplyhired.com). The best use of on-line databases is to get an idea of what types of jobs may be available in your area. Is it worth posting your resume on these websites? Definitely. On-line sites such as these have the ability to create a resume for you and upload it right as you apply.
- **E-Mail** – Many employers are asking for resumes to be e-mailed. We recommend setting up a separate e-mail account that

you use only for your job search. Use a free on-line e-mail site such as Yahoo mail or Google mail. Make sure you create an email address that is job appropriate. If you don't have a computer at home, using an Internet based e-mail account allows you the freedom to check your e-mail anywhere you can get online such as a library or the Career Center.

- **Visit Employer Websites** – Use the Yahoo yellow pages or a search engine to locate employers you may be interested in applying to and visit their website. Many employers now have websites where you can apply on-line or view job postings. While you're there, research the company to become familiar with their services, products and mission statement. This information may be helpful in an interview.

Continued on Page 2

## Local Employers Need YOU to Help Them Fill Job Openings!

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 (CMA)
- ◇ 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 call Michelle at (315) 591-9055 or email her at michelle.smith@oswegocounty.com



## Summer Youth Information

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 their own money, build a resume, get professional references and reinforce positive work habits and attitudes. Eligible youth may be offered paid employment at the current 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). Orientation sessions to complete applications, review eligibility, promote financial literacy and provide a comprehensive overview of training expectations are starting soon.

Youth may contact Oswego County Youth Works at 315-591-9000. Appropriate candidates will be scheduled for an upcoming workshop and orientation.

The Oswego County Youth Works team looks forward to providing this valuable opportunity to young people throughout our community!

## Mix It Up In May continued...

Don't forget tried and true job search methods:

- **Newspapers** – Many employers still list their job openings in the local papers. Don't just look at certain job categories such as "general," search all the listings to consider potential employers. The Sunday paper help wanted ads are still the best with the most opportunities. It also still stands that if it sounds too good to be true it probably is. Nobody ever got rich stuffing envelopes!

- **Yellow Pages** – Looking for places to apply? Consider letting your fingers do the talking. If a business is large enough to advertise in the telephone book they probably have more than one employee and could be a potential employer. You can also access the yellow pages on the Internet and search by categories to get a listing of potential employers.

- **Direct Employer Contact** - Sitting home all day in front of the computer is

comfortable but you still need to get out and talk to potential employers. Sometimes, contacting an employer that hasn't listed an opening in the newspaper results in an offer of employment. It's much harder to say no to a face at the door than it is an e-mail or fax that has come in.

- **Networking Is #1** – Networking is still the #1 way that employers find new hires. Job seeking is about who you know. You can increase who you know by getting out there. Talk to everyone you know and tell them you're looking for work. When you hear about a potential job, you need to respond quickly because word spreads quickly! Most employers would rather hire someone they know (or is known by a current employee) than a stranger off the street.

With the variety of ways that people find jobs it's hard to describe them all. The job seeker who wants to get hired quickly uses a variety of methods. The more effort you put into your job search the better the results will be. So job seekers

**Mix It Up In May!**



### Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
	1	2 WIOA Overview 9:00-11:00 Effective Interviewing	3 9:00-11:00 Ready Set Go	4
7 11:00-1:00 Open Lab	8 9:00-4:00 Word	9 WIOA Overview 9:00-11:00 Eff. Resume Writing	10 9:00-11:00 Ready Set Go 11:00-12:30 Metrix	11
14	15 10:00-12:00 Intro to Computers	16 WIOA Overview 9:00-11:00 Effective Interviewing 9:00-4:00 Excel	17 9:00-11:00 Ready Set Go 1:30-2:30 Cover Letter	18
21 11:00-1:00 Open Lab	22 10:00-12:00 Internet Job Search	23 WIOA Overview 9:00-11:00 Eff. Resume Writing 1:30-3:30 Over 40 & Hired	24 9:00-11:00 Ready Set Go 9:00-4:00 QuickBooks 11:00-12:30 Metrix	25
28 <b>HOLIDAY</b>	29	30 WIOA Overview 9:00-11:00 Effective Interviewing	31 9:00-11:00 Ready Set Go 1:30-3:30 Civil Service	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.

**Partner Agencies/  
Workshops**

**Oswego County  
Opportunities**  
www.oco.org

**Oswego County BOCES**  
www.oswegoboces.org/  
adulted/index.asp

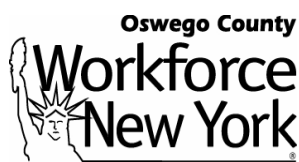
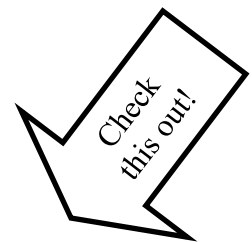
**Cayuga Community  
College**  
www.cayuga-cc.edu



**Did You Know...**

- ◆ **Did you know...**that Oswego County's average unemployment rate for February 2018 was 8.2? This was an increase from the January 2018 rate of 8.1%.
- ◆ **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](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 will start holding Summer Youth Program orientations in May?

**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

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

Summer Youth Works Applications are now being accepted.

We are hosting the following recruitments:

May 17th	11:00am-2:00pm	Rapid Response Monitoring Equip.
May 18th	9:00am-2:00pm	GDI Services
May 25th	9:00am-2:00pm	GDI Services

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](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.