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Did You Know...



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!*

LOVE IS IN THE AIR

February is the month for **love**. Even though we don't usually associate the word **love** with looking for work, you'll be surprised how much a part of job seeking it is. Let's review some of the places where **love** is beneficial when looking for work:

- ♥ **Love Your Job** – If you've got a job but you're considering looking for a new one, you may want to reconsider. Many times when switching jobs you end up taking a pay cut because you're starting over with a new employer and have no longevity. We sometimes get disappointed with our jobs because we're bored or frustrated and we think we need to find something new. Before you start job searching you may want to have a heart to heart talk with your boss. Can you take on new tasks? Could you swap job duties with a coworker or move to a whole new position within your company?
- ♥ **Love Yourself!** – Employers want to hire confidence. When you feel good about yourself it's much easier to appear confident. Buy or borrow a new interview outfit that you love and feel comfortable in. Assess your skills and review all your positive traits so that you know what you have to offer an employer. Make sure your resume is top notch. Let our staff help you by typing or reviewing your resume and produce it on our resume paper. All of these areas can help give you confidence.
- ♥ **Love Your Family & Friends** – Looking for work can be an

emotional experience, so it's crucial to have the support of your friends and family. Ask them to be your cheering section. Ask them to keep their ears and eyes open for job openings.

Networking is still the best way to find a job. When looking for work, you can use all the help you can get and what better place to get it from than your friends and family?

- ♥ **Love to Work** – Many job seekers are looking for work because they quit their last job in the hopes of finding something better. Before looking for your next job, take the time to assess your skills and research the type of work you'd like. You don't want to get a new position and decide you're not happy with it. You also don't want to be labeled as a job hopper. If given the chance, most people would love to be independently wealthy and never have to work another day. Unless you've hit the lottery, never having to work isn't very realistic. So if you're going to have to work for 8 or 10 or 12 hours a day, find something that you love to do.

Looking for work is a tough job! With a little **love**, it can be less traumatic. With **love**, we can maintain a positive attitude and job seeking with the right attitude is important. If you need help with your job search, stop in to the Oswego County Workforce New York Career Center—we'd **LOVE** to help you!!



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Plan For Uncertainty When Planning Your Career

Keep Your Career On Track No Matter How Busy You Get

When your job gets busy, you may feel tempted to put your career planning on the back burner for a while. Resist the urge. Here's how to keep your career front and center even when you're distracted by the demands of your job:

- **Continue stepping up.** You've succeeded so far because you've actively sought out interesting and important projects. Keep taking them on as much as your schedule allows. You'll accomplish more for your organization and yourself.
- **Keep learning.** Look for development activities wherever you are. These can include reading, peer discussion groups, webinars, and being mentored and coached.
- **Live your life.** Carve out time for your family and friends in advance so you've committed yourself. Ideally, you'll refresh and recharge; at a minimum, you'll have a non-work topic to discuss when you're back on the job.

You may love your job today, but you can't assume it will be around tomorrow. These days job security is uncertain, and smart people are prepared for changes in their career path at a moment's notice. Follow this advice for staying on track no matter who or what tries to shove you aside:

- **Analyze your career documents.** Is your résumé current? Does it spell out what you've done to add measurable value, instead of just listing your various job titles over the years? Be sure that your references are up to date and that you have some good stories to tell about how your work has contributed to your organization's success.
- **Network.** Devote some time every week to making connections within your industry. The more people who know what you're capable of, the better positioned you are for any sudden transitions.
- **Become active.** Join relevant professional and trade associations, and

take a leadership role wherever you can: serve on committees, help with marketing efforts, etc. Don't just show up for meetings and sit there.

- **Market your expertise.** Write articles for trade websites to get your name around. Volunteer to speak to trade associations, as well as schools or local community groups about your profession and industry. The more visibility you have, the better for your long-term prospects.
- **Develop new skills.** Sign up for courses and seminars on any skills that might help you do your job better and advance in your career. A commitment to improvement appeals to potential employers who like to see initiative.
- **Contribute more.** Look for ways to help your organization, your co-workers and fellow managers, and your networking contacts. A reputation for pitching in wherever you're needed will reap benefits throughout your career.

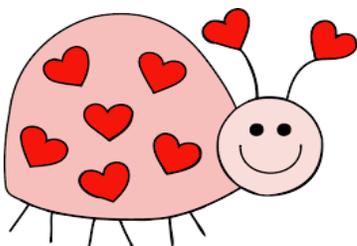
Career Growth Starts With Creative Change

Doing the same thing day after day is easy. Change calls for a fresh approach, new perspectives—a different way of thinking. And it can be hard. When you need to shake up your world a bit, try these strategies for motivating change in yourself:

- **Start small.** A minor change can often spur a greater change down the line. If nothing else, small changes can help you get into the habit of trying new things. Take a different route to work, talk to a coworker you don't know well, or start the day with a different task.
- **Focus on opportunities, not obstacles.** Change is easier when

it's connected to something important. Don't obsess over how difficult a new task is—concentrate on what it will help you accomplish. Mastering a new software package may be a chore, for instance, but it will be less painful if you remember how it will help you work more efficiently in the future.

- **Track your progress.** From time to time, take a look at how far you've come already in your career and your life. You've changed more than you realize, and recognizing your success will spur you on to further progress.





Oswego County Workforce New York Workshop Descriptions



Workshop Descriptions:

EFFECTIVE COVER LETTER-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 research employers, 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.

MICROSOFT EXCEL-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 formatting, spellcheck, managing bullets and graphics.

OVER 40 & 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 used by front desk, customer service and sales. Learn the basics of 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.

SOCIAL MEDIA-This workshop will go through some social media platforms and how they can be used to enhance your job search process through privacy tools, online presence, company research and creating your personal online network.

UNDERSTANDING THE CIVIL SERVICE SYSTEM-Get a better understanding of how to obtain employment with local and state governments and school districts.

For assistance with any of these topics, call us at 315-591-9000
or email us at ocwny@oswegocounty.com

Did You Know...

Did you know...that Oswego County’s average unemployment rate for December 2020 was **6.9%**? This was an increase from the November 2020 rate of **5.8%**.

Did you know...that we are on LinkedIn? To view job postings and other information go to www.linkedin.com and search for Oswego County Workforce New York.

Did you know...that we are 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 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 have staff to help you in your job search if you receive SSI/SSDI? Stop in and see Lisa to learn more.

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.

Partner Agencies/Websites

Oswego County Opportunities
www.oco.org

Oswego County BOCES
www.citiboces.org

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.



To see our most recent events and recruitments follow us on Social Media!

-  • Oswego County Workforce New York
• Oswego County Youth Works (Ages 16-24)
-  • Oswego County Workforce New York
-  • Oswego County Workforce New York

Please call us 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 Mary at (315) 591-9026 or email her at mary.ferry@oswegocounty.com

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