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March 2021



Help! I Need A Job!



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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!*

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. Please note that due to social distancing guidelines

currently in place, some workshops are being held virtually.

Metrix (an online learning system) is also available to individuals who 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 as they would like during that time period.

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. See one of our knowledgeable staff members for more information.

Our partner agencies also assist individuals in obtaining employment. Partner agencies include New York State Department of Labor, Oswego County Employment and Training, and ACCES-VR. While the agencies at the Career Center have varying eligibility requirements, we all strive to help you with your job search. Due to COVID-19 restrictions, some of our partner agencies are currently working remotely.

Start Your New Job Right

Start Success By Acing The Job Interview

The first step to achieving success in any job is getting the job in the first place. Much of that depends on how you perform in the interview. These tips from Monster.com can help:

- **Master body language.** Nonverbal communication can tell an interviewer a lot about you. Project confidence by standing straight, making eye contact, and offering a firm handshake.
- **Dress appropriately.** Ask about the potential employer's dress code so you don't show up looking wrong for the culture. It's usually better to be a little overdressed than risk looking sloppy.
- **Listen closely.** The interviewer's description of the job and the organization can help you position yourself effectively. Listening also shows that you're interested in what others have to say.
- **Limit your talking.** Don't drone on when you speak. Answer questions succinctly without straying off the subject or going into too much detail. Do some research before the interview so you don't have to ask too many questions and can focus on asking questions that show you've done your homework.
- **Don't be desperate.** You may really want this job, but don't let it show. Desperation is rarely an attractive trait.

Your first day at a new job, whether you're new to the organization or just shifting to a different team, can set the tone for the length of your tenure. Here's how to get started on the right foot:

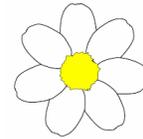
- **Do your homework.** Research the company, your department, and the job before you start. You'll impress your new boss and coworkers if you walk in with a solid grasp of what's going on.
- **Get enough sleep.** Start a good sleep schedule well in advance of the big day to ensure you're rested and ready for work.
- **Arrive on time.** Double-check where you're supposed to be and what time you're expected to start. If you're going to a new workplace, test your route and give yourself extra time to arrive as scheduled.
- **Dress appropriately.** Get a sense of the workplace dress code during your interview, and ask your supervisor what's acceptable. Choose a wardrobe that's comfortable but professional.

- **Learn the layout.** Your manager will probably show you around, but make an extra effort to remember what you see so you don't have to repeat the same questions time and again. You'll impress people by being a quick study.

- **Master people's names.** Focus on remembering the names of all your new coworkers. You'll gain a reputation for thoughtfulness and attention to detail.

- **Bring your lunch.** Maybe the boss will take you out to lunch on your first day (in which case you can save your sandwich for tomorrow), but don't count on it. Stay in the workplace and eat in the lunchroom (not at your desk) so you get a chance to meet more people on your first day.

- **Be friendly.** Put a smile on your face and show people that you're glad to be there. Ask questions and express sincere interest in your new coworkers. They'll notice your effort.



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 coworkers, 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.



March 2021



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9 9:30-11:00 Intro to Computers	10 10:00-11:00 Metrix (Virtual)	11	12
15	16	17	18 2:00-3:30 Effective Interviewing (Virtual)	19
22	23 9:30-11:00 Internet Job Search	24 10:00-12:00 Effective Resume Writing (Virtual)	25 1:00-2:30 Social Media (Virtual)	26
29	30	31	<u>NOTE: All Virtual classes will be held via Microsoft Teams</u>	For more information or to sign up, please call – 315-591-9000

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.

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 we are on Twitter? 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.

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 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.