

Volume 21, Issue 5

May 2021

Inside this issue:

Spring 2021 Outdoor Job Fair

Recognize Burnout Before it Flares

Develop Your Career with this Step-by-Step Advice

Try this Uncommon Career Advice

Workshop Calendar

Workshop Descriptions

Workshop Descriptions cont.

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!*



Spring 2021 Outdoor Job Fair

Wednesday | May 12th | 1:00 - 4:00pm

Oswego County Workforce NY Career Center

200 North 2nd Street, Fulton, NY

Participating Companies and Training Providers Include:

- ARISE
- BROADWELL HOSPITALITY GROUP
- CLEAN TEC
- CONNEXTCARE
- CONTEMPORARY PERSONNEL
- FIRST CHOICE STAFFING
- FRESH FOOD GROUP
- HEALTHWAY
- HUHTAMAKI
- MACKENZIE-CHILDS
- MCINTOSH BOX & PALLET
- MCLANE NORTHEAST
- NOVELIS
- OSWEGO COUNTY OPPORTUNITIES
- OSWEGO HEALTH
- OSWEGO INDUSTRIES
- OVER THE TOP ROOFING
- PAGE TRUCKING
- PATHFINDER BANK
- PESTMASTER
- STAFFWORKS
- STAFKINGS
- THE GARDENS/MORNINGSTAR
- CCC
- CiTi BOCES
- NTS
- OCC
- OCM BOCES

Get in Touch

Oswego County Workforce NY Career Center
200 North 2nd Street, Fulton, NY 13069

For any questions call (315) 591-9000
or (315) 591-9247 TTY

Event Will Be Held Rain or Shine

Come Get Hired! Bring Your Resume!

- ✓ Many local businesses and training programs will be attending.
- ✓ Social distancing will need to be maintained.
- ✓ Face masks will need to be worn at all times.

**200 NORTH SECOND STREET
FULTON, NY 13069
www.ocwny.org**



**PHONE 315-591-9000
TTY 315-591-9247
FAX 315-591-9009
FAX 315-591-9024**

Recognize Burnout Before it Flares

Do you feel constantly tired and irritated by work? You may be burning out. The symptoms of burnout are as varied as those who suffer it. Some people get angry, some become quiet and introverted, while others overeat or abuse drugs and alcohol.

If your job is stressful, find out if you're headed for job burnout. Some common feelings associated with burnout are:

- You feel unable to be effective at work.
- The workplace demands more than you are able to give.
- Nothing you do seems good enough.
- You are anxious and dread going to work.
- You are always tired, even when you get enough sleep.
- You're bored most or all of the time.
- You feel guilty.
- You feel hopeless, powerless, and frustrated.

Here are some of the best defenses against burnout:

- **Take care of yourself.** Eat a healthy, balanced diet, and get enough rest and exercise.
- **Make balance a priority.** Have a rich life outside of work, as well as activities and people who bring you satisfaction outside of the office.
- **Reach out for help.** Build a strong support system, and make sure you're not with people who spend time complaining.
- **Come up with solutions.** If you sense a problem, follow through on all possible remedies you develop.



Develop Your Career with this Step-by-Step Advice

If you want to develop your skills and advance in your career, you have to make an effort. Follow these steps to keep moving forward:

- **Focus on your priorities.** Identify critical issues you face and the most important immediate goals you want to achieve.
- **Take action every day to advance your immediate goals.** No matter how small the action is, do something every single day.
- **Have a written plan.** This should give you a blueprint for achieving your immediate goals. The plan may change, and that's OK. Decide which kind of plan would work best—a six-month plan, a weekly plan, a one-year plan, and so on.
- **Reflect on your accomplishments.** Every six weeks or so, sit back and spend a few minutes going over what

Try this Uncommon Career Advice

Read enough self-help books, and you'll run across a lot of the same repetitive career advice: Work hard, be helpful, go the extra mile. If you're already doing this, and want to add oomph into your career, consider this advice from the Fast Track Promotion website:

- **Develop your emotional maturity.** Focus on staying calm no matter what happens at work. Treat everyone with respect. Learn to choose your words carefully—and more important, recognize when it's best not to speak at all.
- **Negotiate in good faith.** Find out what the other person wants, and work toward a mutually satisfying agreement instead of one with winners and losers. In other words, seek solutions, not victories. Negotiate as if you're both on the same side.

you have accomplished—and what didn't work out for you.

- **Seek feedback and advice from others.** Just be sure that the people with whom you speak are truly on your side and don't have a hidden agenda that might taint the advice they give.
- **Stretch yourself.** Work with people whose talents are more developed than yours—rather than surrounding yourself with lesser people just to make yourself feel good.
- **Study diligently.** Whatever you do, make sure you are good at it. Study your organization and industry as well, so you know both inside and out.
- **Reward yourself for small victories.** Buy a book you've wanted, go to dinner in a nice restaurant, or see a play when you achieve a significant goal.

- **Shift your point of view.** Support your organization's goals, not your own. When you make a decision, ask yourself whether it's one your manager or CEO would make. If not, reconsider your priorities.

- **Provide real value.** Instead of just doing your job, find out how your work supports your organization's objectives, and then give a little extra to help it thrive. Talk to your manager about what you've done and what you can do to add to the organization's success.

- **Listen to feedback.** Praise is fun to receive, but often we learn most from criticism. Make a point of listening to and considering other people's points of view, and incorporating their feedback into your performance. You'll show that you're a team player committed to improvement.



May 2021

Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
3	4	5	6 9:30-11:00 Intro to Computers	7
10	11 9:00-12:00 Word	12 1:00-4:00 Outdoor Job Fair	13 9:00-12:00 Word	14
17	18 10:00-11:00 Metrix	19	20 9:30-11:00 Internet Job Search 2:00-3:00 Eff. Interviewing (Virtual)	21
24	25 9:00-12:00 Excel	26 10:00-12:00 Eff. Resume (Virtual)	27 9:00-12:00 Excel 1:30-3:00 TTW (Virtual)	28 2:00-3:00 Social Media
31 HOLIDAY-CLOSED			<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 March 2021 was **7.5%**? This was a decrease from the February 2021 rate of **8.0%**.

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.

Mark your Calendars!

Spring Outdoor Job Fair

5/12/2021

1:00-4:00



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.