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Job Searching in the “Good old Summertime”



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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!*

The lazy, hazy days of summer will soon be here. It's a time when life is more laid back and children are out of school. Nice days in our area are limited. When summer is here most Central New Yorkers want to be outside enjoying the weather, not looking for work. Job searching, however, knows no season. If you're looking for work you probably can't afford to take the summer off. Let's look at some tips for job searching in the good old summertime:

- **Job Searching & Vacation** – As tempting as it is to take a vacation during those nice days of summer, it can be fatal to your job search. The serious job seeker does something every day towards their job search. If you're planning to go out of town, it's important to keep up with your job search and maintain your contact with employers. While on vacation will you be able to check your e-mail and answering machine for any messages from potential employers? You may also want to continue to check newspapers (can be checked on-line at www.hometownnews.com) or on-line sites that you regularly visit so as not to miss out on an opportunity that you've been waiting for. If you're considering relocating to another area, you could combine your job search with a mini vacation. Schedule informational interviews with companies in the new city and then explore the area to learn about other employment possibilities.
- **Summer's Slow Pace** – Summer means vacation time for many working people. It may take longer for hiring managers or supervisors to respond to your resume or make hiring decisions. Always ask what the next step in the hiring process is and when you can expect to hear from the company.

- **Keep Your Job Search Organized** – With the kids home for the summer it's important to keep your resumes and job search log nice and neat and away from “crayon fingers”! If children will be answering the phone, make sure they know how to answer properly and take messages. You can't afford to have your teenager forget to write down the name and number of the employer who wants to schedule an interview with you.
- **Summer Attire** – Job searching attire **never** includes flip-flops and shorts. Even though it may be sweltering outside you need to appear professional, cool and collected. Whether you're going for an interview or picking up or dropping off an application, the rule of thumb is to dress one step above what you would wear on the job. Dress slacks and a button down shirt or blouse are always more appropriate than sandals and shorts.
- **Seasonal Employment** – Summer is also an excellent time to find seasonal employment. Many tourist-related vendors and restaurants put on extra people for the season. It may not be your ideal job but it could put some money in your pocket and fill a gap in your work history while allowing you to continue looking for your next job. Consider volunteering in the summer. Many humanitarian projects such as Habitat for Humanity or parks step up the pace for the summer and are eager for extra hands. Volunteering helps the job seeker develop new skills and make contacts.

Summer is short in Central New York but don't stop job searching to enjoy it! A job search is a full time job – rain, snow or sunshine. If you're looking for work this summer stop in to the career center and let our staff help you **job search in the good old summertime!**

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

Make Every Minute Count During the Workday

Remain Civil When Your Temper Flares

Even the most mild-mannered co-workers can sometimes find themselves embroiled in arguments, but disagreements don't have to get ugly. If you want to encourage professionalism and civility in your workplace, remember these rules at all times:

- **Don't yell.** If you find yourself raising your voice—or if others are suggesting you calm down—stop talking. Take a few deep breaths and try to resume in a normal tone. If you can't, then break off the discussion until you're calm enough to speak politely.

- **Don't name-call.** A workplace isn't a schoolyard. Name-calling is never appropriate. Neither is telling others to shut up or to stop being stupid, bullheaded, ridiculous, ignorant . . . you get the idea.

- **Don't look back.** Stay focused on the problem at hand. Don't bring up previous mistakes or start rehashing conflicts that have long been settled. If the current problem is part of a pattern of behavior, arrange to meet privately and discuss the issue.



Time is your most valuable asset at work. If you struggle to get everything done on time and accurately, consider this advice for managing your day more efficiently:

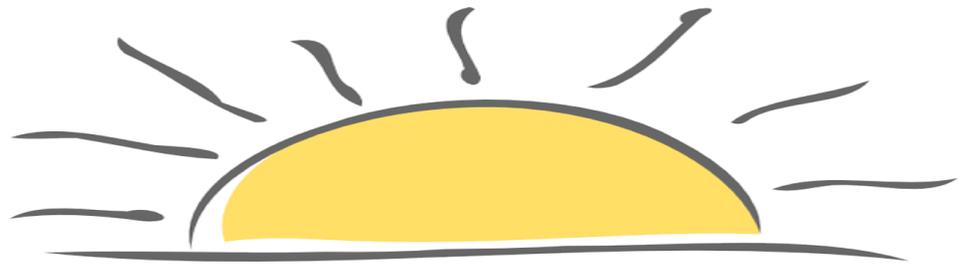
- **Question everything.** Look at each task and ask, "Is this the best use of my time right now?" Delay or eliminate anything that's unrelated to your most important responsibilities.

- **Eliminate distractions.** If you have an office with a door, close it to prevent interruptions. If you're in a cubicle, consider posting a "Do not disturb" sign when you need to concentrate, or finding an empty conference room where you can work in peace.

- **Cut the tech cord.** Don't be a slave to technology. You may have to turn off your email alerts and silence your phone in order to get your work done. Check emails and voicemail on a regular basis, but not every five minutes.

- **Write tasks down.** Instead of trying to juggle every task that comes up in your head, make a habit of writing things down as they're presented to you. This helps you keep a clear mind so you can concentrate on the immediate task.

- **Keep a schedule.** Don't just make a to-do list. Schedule each item on it, along with an estimate of how long each task will take. This helps you budget your time effectively throughout the day.



Rise High by Mastering People Skills

Success at work requires more than technical skills. Getting along with the people you work with, and for, is a crucial element of career success in any organization. Sharpen these essential interpersonal skills to win allies and influence the people around you:

- **Listening.** Show genuine interest in what people are telling you. You'll gather better information and build relationships with people who can help you do your job.

- **Collaboration.** Support your co-workers and your team's goals. Offer ideas and assistance to help them solve problems and get ahead, and they'll extend the same help to you.

- **Empathy.** Learn to examine situations and problems through the other person's perspective. You'll avoid

personality conflicts and gain skill at persuading co-workers, and even your boss, to support you in your plans.

- **Patience.** Stay calm when dealing with difficult people. Keeping your cool shows professionalism and confidence, both of which will get you noticed by upper managers.

- **Flexibility.** Don't insist on getting your own way. Be ready and willing to adapt to other viewpoints and strategies. This shows your commitment to team goals instead of your personal agenda.

- **Assertiveness.** Being flexible doesn't mean you should let people walk all over you. Be ready to stand up for yourself and your ideas—politely, but firmly.



June 2021



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
	1 10:00-11:00 Metrix	2	3 11:00-2:00 DOL Virtual Job Fair Pre-Register @ https://nysdolvirtual2.easyvirtuallfair.com/	4 11:00-1:00 All Seasons Inn Hiring Event
7	8 9:00-12:00 Word	9 9:30-11:00 Intro to Computers	10 9:00-12:00 Word	11
14	15 10:00-11:00 Metrix	16	17 2:00-3:00 Eff. Interviewing	18
21	22 9:00-12:00 Excel	23 10:00-12:00 Eff. Resume	24 9:00-12:00 Excel 2:30-4:00 Internet Job Search	25
28	29 10:00-11:00 Metrix	30 1:00-2:00 Social Media 1:30-3:00 TTW (Virtual)		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.

TICKET TO WORK (TTW)- These sessions will assist SSDI and SSI beneficiaries in learning how working will affect cash benefits payments and medical insurance coverage.

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 April 2021 was **6.2%**? This was a decrease from the March 2021 rate of **7.5%**.

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.

Summer Youth Employment Program is now accepting applications!

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.

For youth Ages 14-24 (eligibility restrictions apply)

4 ways to apply!

→ Download application from www.ocwny.org & email completed application to ocwny@oswegocounty.com

→ Print application from www.ocwny.org & mail/drop off completed application to: 200 North Second St. Fulton, NY 13069

→ Pick up application from 200 North Second St. Fulton, NY 13069. Complete & return to above address

→ Contact us at (315) 591-9076 to request an application be mailed to you. Complete & return to above address.



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.