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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!*

Job Search, Vacation and Travel Tips

Don't let the title be misleading. Your job search should not be on vacation! If you have ever taken a vacation it's easy to compare your job search to a summer vacation trip. Most employees value their time and devote hours to planning their vacation. Job seekers should spend as much or more time on something as important as their job search. The search will last much longer than a vacation. Let's look at where that time should be spent planning your job search.

- * **Research Your Destination** – What type of work are you looking for? Most job seekers don't plan their destination. Without knowing what type of job you're looking for you could wander aimlessly, going nowhere and getting lost. Research the job market and assess your skills to narrow down the type of work you're seeking. Focus your job search on finding that type of work for at least 2 – 3 months. Then if you don't reach your destination you can change your travel plans and look for something different.
- * **Assess Your Means of Travel** – How are you going to reach your destination? Most job seekers start looking for work without considering what they need to take on their trip. Take some time to assess your skills and abilities as this is what employers want to buy. They don't care where you've worked, they want to know what you can do. Be sure to include skills on your applications and your resume. In your cover letters, make it easy for the employer to see you in the position by matching the skills that you have with those that the employer has mentioned they're looking for in their job posting.

- * **Develop a Budget** – How much is your vacation going to cost? Most job searchers underestimate the time it takes to look for work. If you're receiving unemployment, you can't afford to wait until the 23rd week of receiving benefits to start your job search - you're going to run out of money. Statistics show that the average job seeker can take 4 – 6 months to land a new job. Are you prepared financially to survive that long while you find a new job? You may have to reassess how far you're willing to travel for a job or what type of work you're willing to accept.
- * **Pack Your Bags** - What do you need to take on your trip? Develop your job search tools and keep them in a portfolio. Job searching in today's market means that you need your resume in multiple formats. You will need your resume in a printed version on good bond paper and electronic formats that include an e-mail version and a text only version for on-line applications on an employer's web site. Make sure you have samples of cover letters that you can adapt to each position you're applying for. In your portfolio you should also include copies of your GED, high school diploma or any certificates for training that you have received. Be sure to contact references and have a printed list of their names and contact information available ready to present to employers when they ask.

Planning a trip can be fun but once that vacation is over, all you have left are the photos and the memories. Job searching can be frustrating but with good preparation you could land a job that will provide for your family, bring in income, and be rewarding for years to come. If you need help planning your job search, stop in to the Oswego County Workforce New York Career Center and let the tour guides help you. **Have a good trip!!!**

Give yourself a Job Review

Plan For Your Career Success

Is your career on track—or stalled? If you're not headed in the right direction, it's your responsibility to change things. Follow these steps to jump-start your progress:

- **Write your next performance review today.** Figure out where you want to be a year from now by imagining what your next evaluation would say if you achieved everything you want. This will help you narrow your priorities and motivate you to focus on what's important.

- **Examine your strengths and weaknesses.** Take a good look at what you contribute to your organization's success and where you could do more. Record your accomplishments throughout the year, and look for common denominators. This will you determine where to focus your efforts.

- **Talk to your boss.** Discuss your goals and your workload with your own manager. Find out what his or her priorities are, so you don't waste time on irrelevant activities—and to demonstrate your commitment to the organization's needs.



From time to time, you may want to give yourself a job performance appraisal. It may help you prepare for a formal review by your supervisor, if your employer conducts these regularly. It could also help you see yourself as your supervisor sees you—and, thus, enable you to decide whether putting in for a promotion or raise is justified. At the very least, it can give you a feeling about areas you need to shore up to make you worthy of a better job or a pay increase in the future.

- **Write it down-** A self-appraisal will work best if you put it in writing. List your strengths and successes, your failures and weaknesses. Put your first draft aside for a day or two and come back to it, until you are satisfied that you have touched all bases.
- **Be honest -** To make such an appraisal worthwhile, you have to be honest with yourself. You have to look at yourself critically. Making excuses or glossing over faults will render the exercise meaningless, a waste of time.
- **Be fair-** Don't be hard on yourself. You should make allowances for circumstances beyond your control—as your supervisor probably would. Changing conditions or unforeseen developments could make it hard to

meet target dates. Don't let yourself off the hook too easily, either.

Here are the kinds of questions you should be asking yourself:

1. How have you been doing your job? Have you lived up to your supervisor's (and your own) expectations? Have you accomplished what your job descriptions calls for? Did you accept the responsibilities and fulfill them?
2. How did you do on major, specific assignments? Did you comply with all requirements? Did you meet all deadlines? Did you have to be prompted or reminded to get going?
3. Have you improved on the job, learned additional skills and taken on greater responsibilities?
4. What can — or should — you do in the future to improve your job performance? Be specific.

After you are finished, ask your supervisor for a few minutes for a private discussion of your job performance. See if his/her appraisal matches yours. If it does, you may be ready for bigger and better things. If it doesn't, you may want to do some rethinking about what you can do about any shortcomings he points out.

Prepare Work Objectives That Work

Written work objectives can clarify employee tasks and eliminate misunderstandings over expectations and performance. You can't dash them off in a few minutes, though. Follow these tips for crafting work objectives that get the right message across:

- **Think about your department as whole.** When writing objectives for a specific job, spend time examining how the job affects your department and the people in it—and the larger organization. Make sure your objectives address those needs.
- **Think about the individual employee.** What kinds of skills and experience will a person need in order to carry out these objectives? Additional training may be necessary to fulfill those needs.
- **Consider the importance of the task.** Why is a particular objective important to

the department? The organization? The individual employee? Think about the outcomes you're looking for and the value the action creates. Make sure these are clear to anyone who looks at your written objectives.

- **Include measurement in the objectives.** How will you and other people be able to tell that the objectives have been accomplished? Think about factors such as speed, quality, expense, and so on. Which factors are most important? Be as concrete as possible.
- **Share your objectives.** Get input from the employees who actually do the work. Are the objectives you've written clear and realistic? Get feedback from other managers and your own boss. Make sure the objectives you've developed fit your organization's goals and also make sense to the members of your workforce responsible for carrying them out.

August 2021



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
2	3 9:00-12:00 OCO ERAP Clinic	4	5 2:00-4:00 Intro to Computers	6
9	10 9:00-12:00 OCO ERAP Clinic 2:00-3:00 Metrix	11 9:00-4:00 Word	12	13
16	17 9:00-12:00 OCO ERAP Clinic	18 1:00-2:00 Social Media 2:00-4:00 Internet Job Search	19 2:00-3:00 Effective Interviewing	20
23	24 9:00-12:00 OCO ERAP Clinic 2:00-3:00 Metrix	25 10:00-12:00 Effective Resume 1:30-3:00 TTW	26 9:00-4:00 Excel	27
30	31 9:00-12:00 OCO ERAP Clinic			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 June 2021 was **6.0%**? This was an increase from the May 2021 rate of **5.4%**.

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.