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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!*

SPOTLIGHT ON: Youth & Adult Services

Youth Services

Oswego County Youth Works offers year-round services to eligible individuals who are age 16-24. For those who qualify, Youth Works can provide the following:

- ◆ Vocational/Skills Training
- ◆ On-The-Job Training/Work Experience
- ◆ Career Exploration
- ◆ Resume, Interview, Social Media and Computer Workshops
- ◆ Driver's Education, assistance with fees for permit/license/ID Card
- ◆ Financial Literacy
- ◆ Adult Mentoring
- ◆ Volunteer Experience
- ◆ Work/Interview Clothing Assistance

The purpose of Youth Works is to assist young adults in achieving academic and employment success. Each young adult participates in an assessment to examine skill levels and goals. An individual service plan is then developed to outline the steps needed to achieve those goals.

Youth Works can help young adults build positive, local references while discovering their skills and abilities. Participants gain valuable hands-on work experience or the credentials they need for their desired job. Scholarship opportunities are available for qualified individuals.

If you are 16-24 years old and would like to see how Youth Works can help you achieve your goals, call 315-591-9000 for more information.

Adult Services

If you are an adult (age 18 and up) who needs help finding a job—whether it's your first job or a new, better job—then you have come to the right place! We can help jobseekers to create a resume, learn how to best present yourself and your skills in an interview, and to learn new skills. Our knowledgeable staff have the ability to point you in the right direction.

Our One-Stop Center, as a member of the American Job Center Network, offers a wide range of services to help you reach your employment goals. We can help you learn about jobs in demand in the local labor market and provide you with the tools you need to make your job search a success. These services include:

- ◆ Metrix online learning system
- ◆ Resume Development
- ◆ Skills Identification
- ◆ Career Exploration
- ◆ Computer Workshops
- ◆ Job Search Workshops
- ◆ Hiring Events & Job Fairs

Funding may also be available for a scholarship to those who qualify and are interested in training.

Individuals must be registered with the One-Stop to make use of our services. No appointment is needed to register, but may be required for other services.



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FULTON, NY 13069
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ocwny@oswegocounty.com



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

A proud partner of the American Job Center network

Repeat As Needed: Learn How to Replicate Success

Analyzing failure is obviously important, but how often do you look at your successes to see what made them work? Use this checklist to duplicate your success:

- **Goals.** What was your objective? Was it spelled out in sufficient detail? Did it change over time? Is it different from goals for projects that didn't end well?
- **Budgets (money and time).** Did you exceed your financial budget? Why? Was the project completed on time? What diverted you from your schedule? What did you do to catch up?
- **Collaboration.** Success is often a team effort. How well did you work with other people? What problems arose that you could avoid in the future?
- **Obstacles.** How did you overcome setbacks? Were you able to anticipate them in time to respond? Who helped you overcome problems?



Even the most successful people feel fear sometimes. They just don't let it overcome them. You can learn to control your fear and achieve your goals by following this advice:

- **Explore your memories.** Look back over your career. What situations have made you feel afraid? Do you see any common denominators? When was the last time you were afraid of something and did it anyway?
- **Construct a worst-case scenario.** When a situation makes you nervous, try to think of the worst thing that could realistically happen. Chances are the reality won't be as devastating as you think, and examining the possibilities ahead of time will prepare you to avoid the pitfalls.
- **Shift your focus.** When you're confronted by a task that makes you fearful, stop and think about all the positive benefits it will produce in the end. Focus on those instead of what's making you feel scared.
- **Try new things.** At least once a month, take on a new task or accept a different responsibility. This will increase your capacity to take risks.
- **Review your risks.** Look at some of the risks you've taken recently. Chances are, most of them turned out okay. Figure out what made them work. Think about what actions you took that ensured success, and how you can duplicate those actions and decisions in other situations

Build the Kind of Relationships That Support Your Success

No matter how self-sufficient you are, you won't succeed on your own. You have to build relationships with people who can help you achieve your goals. Here are some guidelines for creating lasting relationships no matter what you're working toward:

- **Be as positive and cheerful as possible.** Don't criticize, complain, or condemn the people you're working with. Offer helpful feedback, don't share negative thoughts about your personal life, and accept other people's viewpoints and opinions.
- **Show gratitude.** Give praise and approval to people who are helping you. Make others feel valuable and important by acknowledging their actions and presence graciously. Supporters will gravitate toward you, and you'll be welcome wherever you go.
- **Admire the achievements of others.** Don't focus only on your own success. Celebrate the achievements of everyone in your network. Avoid jealousy, and make admiration your goal.
- **Be straightforward.** Agree or disagree with others when appropriate. Be honest with your opinions. People will feel comfortable in your presence when they know where you stand and what you genuinely believe.
- **Pay attention to others.** You can pay anyone a great compliment simply by focusing your attention on him or her. Nothing makes a human being feel more special than to be seen and heard.



Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
For more information or to sign up, please call – 315-591-9000				1 10:00-12:00 Internet Job Search
4 2:00-4:00 OCO ERAP Clinic	5 10:00-11:00 Metrix	6 9:00-4:00 Word 1:00-4:00 Amazon Recruitment	7 9:00-4:00 QuickBooks	8
11 2:00-4:00 OCO ERAP Clinic	12	13 9:00-4:00 Excel	14 1:30-3:30 Intro to Computers	15
18 2:00-4:00 OCO ERAP Clinic	19 10:00-11:00 Metrix	20 1:00-4:00 Amazon Recruitment 2:00-3:00 Effective Resume	21 1:30-3:30 Internet Job Search 2:00-3:00 Effective Interviewing	22
25 Clinic 2:00-4:00 OCO ERAP	26	27 1:30-2:30 Social Media	28 2:00-3:30 TTW	29

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.

OCO ERAP Clinic- Have you experienced financial hardship due to COVID-19? Are you behind on your Rent? Are you at risk of homelessness or housing instability? OCO representatives will answer your questions about eligibility and help you apply for the New York State Emergency Rental Assistance Program.

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 August 2021 was **5.8%**? This was a decrease from the July 2021 rate of **6.1%**.

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.

Amazon Recruitment Events:




◇ Wednesday, October 6th 1:00 pm—4:00 pm

◇ Wednesday, October 20th 1:00 pm—4:00 pm

Stop in and complete an application to join the Amazon Team!



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.