

Volume 21, Issue 9

September 2021



Back to School, Back to Work



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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!*

Now that September is here and the kids are back to school, it's time to get back to your job search so that you can get back to work!

- **Back to Peace and Quiet** - Job searching takes some focus. To focus you may need some peace and quiet. Now that the kids are back in school, hopefully it's a little quieter around the house. This quiet time can be the opportunity to focus on yourself and your job search.
- **Back to Organization** - During the summer months we tend to get a little lax about our organizational skills. You've got the kids all organized to return to school and now you need to organize your job search. Keep clean printed copies as well as an electronic version of your resume ready to go. Develop a job search log that includes when, where and who you've talked with to expand your network and develop job leads. Also track where you've sent resumes and what applications you've completed.
- **Back to the Wall?** - Summer is so short in Central New York that during the summer months we tend to slack off. Can you blame us? But now your back is to the wall and you really need to get serious about finding a job. The pressure of not having a job can sometimes be a positive motivator. Use that motivation to conduct a job search that will get you the results you're looking for. You don't have to take the first job that comes along, but be realistic about what's out there. You're more employable when you're employed, so you may want to consider a job that is a little less than your ideal position. You can always move on to another position once you're working.

- **Back to a Professional Appearance** - Our summer time attire is usually not appropriate for job searching. You bought the kids back to school clothes, how about yourself? A new interview outfit might give you the boost you need to get your job search back on track. Maybe even a new portfolio or folder is in order so you can arrive at the interview with your resume and personal information all nice and neat. Is it time for a haircut? At the very least it's time to leave the sandals at the beach and get back into real shoes.
- **Back to School/Back to Work** - Now that the kids are back in school maybe you also need to think about learning something new. You don't necessarily have to put your job search on hold to return to school. Can you add some additional skills by taking a course or two? Maybe you need to update computer skills or learn a new software program. When you return to work, volunteer for any training which may allow you to learn new things. Adding additional skill is always a good thing.

September is traditionally a time when we think of back to school. It's also a great time to focus on your job search. With many students, both high school and college, returning to classes it can be a good time to hit the job market. Keep in mind that Christmas is also right around the corner! If you need help getting your job search back on track so that you can get back to work be sure to visit us at Oswego County Workforce New York.



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Should You Give Up on Your Dream Job?

12 Traits to Cultivate For Achievement

Success depends on a certain amount of luck, but smart people don't leave it entirely up to chance. In the book *Work Your Strengths* (AMACOM), authors Chuck Martin, Richard Guare, and Peg Dawson identify 12 strengths essential to success including:

- **Response inhibition**—the ability to think before you act.
- **Working memory**—remembering information while you are performing complex tasks.
- **Emotional control**—not giving in to anger, anxiety, or other counterproductive feelings.
- **Sustained attention**—the ability to focus on the immediate job.
- **Task initiation**—just get started.
- **Planning and prioritizing**—knowing what's important and what to do first.
- **Organization**—having all the tools and resources available whenever you need them.
- **Time management**—using your time as efficiently as possible.
- **Goal-directed persistence**—setting goals and moving steadily toward them.
- **Flexibility**—the ability to adapt to changing circumstances.
- **Perspective**—seeing the big picture and your role in it.
- **Stress tolerance**—ability to deal with stress.

Maybe you've always wanted to be a firefighter, astronaut, or a rock star—but instead you're stuck in a job selling shoes or answering phones all day. Should you give up on your dream job?

Don't be too quick to write off your goals—but don't be impractical about it either. Pursue your dreams with these important considerations in mind:

- **Be realistic.** If the bulk of your musical experience is playing Guitar Hero in the basement, chances are you're not going to sell out a major concert venue anytime soon. That doesn't mean you can't take lessons, meet other musicians, start a band, and achieve some success. But keep your expectations reasonable.
- **Keep your day job.** Having a job pays the bills, but it also gives structure to your time. You'll find it easier to set priorities and recognize what's really important when you have to balance your dreams with the necessities of living. Remember that you are not your job. You can follow your dreams even while you're stocking shelves.

• **Adapt to change.** A few years ago, majoring in journalism meant getting a job at a newspaper. The Internet has changed all that. Whatever your dream job may be, stay flexible and look for opportunities that didn't exist until recently.

• **Create your own job.** You don't have to wait for some big company to give you a job title. Think of a way to build your ideal job on your own—by freelancing part-time, or volunteering your underused skills to a good cause.

• **Be prepared for sacrifice.** If you're really committed to your dream job, you may have to give up on some other goals. You probably won't start with a big salary or lots of vacation, for instance. Ditch your sense of entitlement, and be ready to pay your dues.

• **Re-evaluate your goals.** Many people reach the corner office only to realize they don't really enjoy being CEO. Spend time thinking about how you've changed and deciding whether your childhood dream of being a veterinarian is what you want to devote your life to.

Career Guidance

Oswego County Workforce New York offers a wide range of services to help you reach your employment goals including Career Guidance.

Are you currently working, but want something different? Many people come in to our office wanting a change, but just do not know how to go about it.

Are you not sure of labor market outlook for a career you are interested in? Our staff can inform you of the current demand for the job you are looking for, and help you identify what skills you need in order to qualify for that job. Staff can also help you to identify skills (called transferable skills) you already have which would apply to that particular occupation. They can also offer suggestions for upgrading your skills, including potential training opportunities.

Do you need to upgrade your computer skills to pursue a new occupation? Computer classes ranging from Introduction to Computers to

Microsoft Excel are available right here in our office. (See pages 3-4 of this newsletter for class descriptions.)

Another option to help you upgrade your skills is the Metrix Online Learning System. Metrix provides courses on a wide variety of topics and can be done at your own pace. If interested, please see a staff person to sign up for a Metrix orientation where an overview of the system will be provided.

Other types of training opportunities can also be explored. On-the-job training (OJT) provides you with the ability to learn as you earn that much needed paycheck. Classroom training is another option that is appropriate in some cases.

We take pride in helping others try to obtain their employment goals, but it is up to you to begin the process. Stop by our office to speak to one of our knowledgeable staff members and let us help you!





September 2021



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
		1	2	3
6 HOLIDAY-CLOSED	7 9:00-12:00 OCO ERAP Clinic	8 10:00-12:00 Intro to Computers 1:00-4:00 Amazon Recruitment	9 9:00-4:00 Excel 2:00-3:00 Metrix	10
13	14 9:00-12:00 OCO ERAP Clinic	15 9:00-4:00 Word 2:00-3:00 Effective Resume	16 2:00-3:00 Effective Interviewing	17
20	21 9:00-12:00 OCO ERAP Clinic	22 1:00-4:00 Amazon Recruitment 2:00-3:00 Social Media	23 2:00-3:00 Metrix	24
27	28 9:00-12:00 OCO ERAP Clinic	29	30 1:30-3:00 TTW	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.

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 July 2021 was **6.1%**? This was an increase from the June 2021 rate of **6.0%**.

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.

Amazon Recruitment Events:

- ◇ Wednesday, September 8th 1:00 pm—4:00 pm
- ◇ Wednesday, September 22nd 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.