

Volume 22, Issue 1
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New Year's Resolutions For the Job Seeker



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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!*

Every January 1 provides us with an opportunity to start out new! Many people make New Year's resolutions this time of year. If you're planning to find a new job in 2022 you might want to consider adding the following suggestions to your list of New Year's resolutions:

- ◆ **Resolve to Spend More Time on Your Job Search** - Job seeking is a 24/7 job. The more effort and time you put into your job search, the better your results will be. Read the newspaper help wanted ads, check online job sites, mail out resumes, set up interviews, and most of all work on your network of contacts! It takes time to find a new job. It takes even more time to find a really good job.
- ◆ **Resolve to Stay Organized** - This New Year's Resolution is a great one for the job seeker too! Grab a planner and be sure to write down any upcoming appointments or job interviews, and be sure to always be on time. Employers like to hire job seekers who are reliable and punctual. In addition to utilizing a planner, be sure to utilize JobZone to track your job search progress, or if you prefer to keep a paper trail, grab some work search records from the receptionist today!
- ◆ **Resolve to Have a Better Attitude** - Employers want to hire job seekers with a positive attitude. Your attitude must say, "I'm a team player and I'll do whatever it takes to get the job done." A positive attitude can help you find a job more quickly. If you

believe there is a job out there you will find one.

- ◆ **Resolve to Explore the Job Market** - Today's job market is very job seeker friendly. This may be an excellent time to find your dream job! Employers are offering more competitive salaries than in the past, and many offer flexible schedules or remote work. Sign on bonuses are also being frequently offered by companies to attract new hires. Take this time to explore your options and advance your career!
- ◆ **Resolve to Learn Something New** - If you're lacking your high school diploma or TASC, returning to school is a great New Year's resolution. If you have limited or no computer skills - take a class and bring your skills up to date. Anything new that you learn can only make you more valuable. All employers value education and skills.

If the New Year has you thinking about your job search, consider making some job seeker resolutions. If you need help with your job search, stop in to the Career Center and see our staff.

"Success means doing the best we can with what we have. Success is the doing, not the getting; in the trying, not the triumph. Success is a personal standard, reaching for the highest that is in us, becoming all that we can be."
—Zig Ziglar

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Believe in Yourself: How to Develop Your Confidence

Spare Your Back by Lifting Safely

A major cause of back pain and injury is improperly lifting heavy items at work or in the home. Remember these basic techniques for safe lifting:

- **Assess whether you need help.** Before you even think of lifting an object, ask yourself whether you can really handle the load alone or you should ask a coworker for assistance, or get some kind of mechanical aid, like a dolly.
- **Always bend your knees.** Bending at the waist when you lift something strains your back. Bending at the knees helps you maintain your balance and lets your stronger leg muscles do the work of lifting.
- **Hug your load.** Keep the object as close to your body as you can. Gradually straighten your legs to a standing position.
- **Don't twist.** Twisting can overload your spine and cause serious injury. Keep your feet, knees, and torso pointed in the same direction when you lift.
- **Put your load down carefully.** Use the same techniques in setting down the object that you do when lifting it.



Confidence doesn't come naturally to everyone. Even the most successful people have struggled with it in their careers. The good news is that you can develop it, just like any muscle or character trait, if you're willing to work hard. The better news - these tips can help you strengthen your confidence. Here's what to try:

- **Don't compare yourself against others.** Focus on your own achievements and ambitions, not anyone else's. Other people will always be more successful than you at different stages of your life and career, and obsessing about them will only send your confidence plunging. Concentrate on identifying and improving your own unique strengths and skills.
- **Track your success.** Keep a log of your accomplishments, large and small. Recording victories daily will

make you feel more successful, and looking over your progress will boost your self-esteem. In addition, reviewing your achievements should give you some good ideas for what to work on next.

- **Practice being assertive.** Take an active role in pursuing success, no matter how anxious you feel. Start by visualizing situations where you feel nervous, and picture yourself being assertive. Make these scenarios as vivid as you can so you'll be ready for them in real life. Check your body language in a mirror, and practice good posture and a self-assured expression. Then go out and take a few chances, starting with low-risk situations. Once you've survived those, you can move on to bigger personal challenges. You may be surprised by how well practice makes perfect.

“That’s not fair!” Try a more positive response when you feel unfairly treated at work

Life isn't fair, and neither is work—at least sometimes. When a manager or coworker treats you unfairly, you may feel angry, but blowing your top won't get you anywhere. Keep your cool and deal with the setback constructively by following this advice:

- **Don't jump to conclusions.** Maybe your treatment isn't really unfair. Examine the situation closely to determine how you might have contributed to the problem. Sometimes we're blind to our own behaviors, so ask a trusted friend for his or her take.
- **Stay calm and professional.** You'll earn people's respect by taking the high road. Instead of getting mad, or getting even, concentrate on doing your job and learning from the experience—even if the lesson is

only that you can't win every disagreement.

- **Look for the bright side.** Negative experiences don't have to ruin your outlook on life. Focus on what you can change, not what you can't control. Remember that you're still capable of doing good work no matter what others might think. Look back over past accomplishments to remind yourself of what you can achieve.
- **Forgive the other person.** This can be difficult, but it's an important part of the process of moving on. You'll still have to work with the other person, so learn to let go. Do what you can to avoid a repeat situation in the future, and continue treating everyone the way you want to be treated.



January 2022



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
3 HOLIDAY-CLOSED	4	5 10:00-11:00 Metrix 1:00-4:00 Amazon Recruitment	6 1:30-3:30 Intro to Computers	7
10	11	12 11:00-12:00 Effective Resume	13 1:30-3:30 Internet Job Search	14 9:00-10:00 Social Media
17 HOLIDAY-CLOSED	18	19 1:00-4:00 Amazon Recruitment	20 2:00-3:00 Metrix	21 10:00-11:00 Effective Interviewing
24	25	26	27	28
31			*There will be no Word, QuickBooks or Excel workshops held this month	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 November 2021 was **4.4%**? This was a decrease from the October 2021 rate of **4.9%**.

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.

Did you know...that you should prepare for an interview by researching the company? By doing some research ahead of time, you’ll be better prepared and able to ask questions about the company.

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, January 5th 1:00 pm—4:00 pm

◇ Wednesday, January 19th 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.