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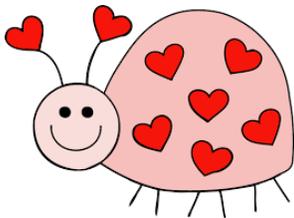
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### SPECIAL POINTS OF INTEREST:

- \* *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!*

The Oswego County Workforce New York's (OCWNY) Youth Works program has many opportunities for 16–24-year-olds to gain skills and support their employment success.

One of the most popular services we offer young adults is paid work experience. Paid work experience provides participants with real work experience while being paid as well as guidance from OCWNY staff. OCWNY staff can address needs, issues, and concerns that arise during the work experience to help young adults gain the professional skills needed to retain employment. Once a local business agrees to take on a young adult work experience participant, a contract is constructed to outline work expectations and job skills for the participant. Contracts are typically written for the young adult to work a maximum of 30 hours per week for 13 weeks. The young adult is set up as an employee of Oswego County and is paid by Oswego County. The business does not have a monetary obligation to the work experience participant. Participating businesses are asked to supervise participants, teach them how to perform job duties, and help shape them into successful employees. OCWNY is in frequent contact with participants and businesses throughout the duration of the contract for ongoing support.

Paid work experience is an excellent opportunity for businesses who want to give back to the community. It allows them to play an integral part in shaping the employees of the future at no cost to them. The youth benefit greatly from this service as it allows them to make mistakes and learn from them in a controlled environment. Youth gain valuable professional and job skills during this time, which make them more employable.

Another great opportunity for young adults and businesses is Private Sector Paid Work Experience. This service is modeled after OCWNY's On-the-Job Training (OJT) program, in which OCWNY reimburse businesses up to 100% of wages for new employees during the initial training period. Private Sector Paid Work Experience contracts must be completed prior to the new employee's start date and can not exceed 13 weeks. Throughout the program, the business submits progress notes, timesheets, and paystubs to OCWNY staff for reimbursement. Once the training period is completed successfully, the business agrees to retain the employee. This is a great opportunity for businesses to offset the onboarding costs of new employees.

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The secret of getting  
ahead is getting  
started.

— Mark Twain



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## Be Ready for These Uncomfortable Situations at Work

You'll face some awkward moments in your career, but your success depends on your ability to overcome your weaknesses. Be prepared for uncomfortable moments like these:

- **Accepting a compliment.** Criticism is hard to take, but for some people, accepting a compliment can be almost as nerve-wracking. Don't shrug compliments off or explain your actions at great length. Listen, thank the person sincerely, and then move on.
- **Misunderstanding data.** Even if your job doesn't involve analyzing numbers, learn some basics, like how to read a spreadsheet, understand a budget, recognize trends, and play with data to see what happens when you change a variable.
- **Admitting your mistakes.** We all make mistakes. Trying to hide them, or blaming them on forces beyond your control, makes you look unreliable and unprofessional. Own up to your errors honestly and then do your best to fix them.
- **Receiving criticism.** Everyone likes praise, but we usually learn more from criticism. Learn to listen with an open mind and without becoming defensive. If the criticism is accurate, do your best to change. If you think it's wrong, remain calm as you explain your point of view—and remember that you can't win every battle. Sometimes you'll have to take the criticism and keep going.

## Many Opportunities for Young Adults Entering the Workforce continued

The Summer Youth Employment Program (SYEP) employs Oswego County youth between the ages of 14-24 for 6-8 weeks each summer. This program gives local youth the opportunity to gain valuable employment skills while receiving support from OCWNY staff. Youth are placed at a variety of worksites throughout Oswego County based on their interests and transportation situations. Businesses interested in participating in SYEP complete a worksite proposal prior to the program start and receive placements based on youth availability. The youth are paid by Oswego County, so there is no cost to the business. This program allows the business to gain an employee(s)

for the summer, and can shape tomorrow's future.

With all OCWNY programs, certain eligibility requirements apply.

Businesses and young adults interested in these programs should contact OCWNY at (315) 591-9000 or [ocwny@oswegocounty.com](mailto:ocwny@oswegocounty.com). The Career Center at 200 North Second Street Fulton, NY 13069 is open Monday – Friday 8:30 – 4:30pm.

For more information, visit our website at [www.ocwny.org](http://www.ocwny.org) or follow us on social media. See page four of this newsletter for details on our social media presence.

## Tell the Right Stories During Job Interviews

An essential part of a successful career is finding the right job—one that uses your strengths and allows you to advance and grow professionally. But first you have to land that job, and to do that you have to be good in your job interview.

Remember that facts and figures, useful as they may be, aren't as compelling as good stories. Be ready to tell these types of stories the next time you're searching for a job:

- **Solving a problem.** Have one or two examples ready that show how you've solved problems for your employers over the years. This highlights your ability to identify issues, prioritize them, think creatively, and follow through.
- **Making a mistake.** Nobody's perfect, so don't pretend to be. You'll gain credibility by openly discussing

mistakes you've made and how you corrected them. You'll show you're able to learn from errors and aren't afraid of saying, "I was wrong."

- **Working with a team.** Most employers want people who can collaborate and support a team's goals instead of their own individual agenda. Talk about times you and a team achieved something significant together. Remember to include the contributions of other team members, not just what you did on your own.

- **Taking a leadership role.** Organizations are always on the lookout for new hires with the potential to become leaders. Share a story of how you managed a special project or work group: who else was on the team, what the assignment was, how you set priorities and overcame challenges, and what the end result looked like. Show that you're ready to take responsibility for the work of others, not just yourself.

## February 2022



## Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
	1 1:00-4:00 Amazon Recruitment 2:00-4:00 Oswego Industries Hiring Event	2	3	4 2:00-4:00 Page Transportation Hiring Event
7	8 10:00-11:00 Effective Resume	9 10:00-11:00 Metrix	10 1:30-3:30 Intro to Computers	11 9:00-10:00 Social Media
14	15	16 1:00-4:0 Amazon Recruitment	17 1:30-3:30 Internet Job Search	18 10:00-11:00 Effective Interviewing
21 <b>HOLIDAY-CLOSED</b>	22	23 1:00-2:00 Metrix	24	25
28			*There will be no Word, QuickBooks or Excel workshops held this month	<b>For more information or to sign up, please call – 315-591-9000</b>

**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 December 2021 was **3.6%**? This was a decrease from the November 2021 rate of **4.4%**.

**Did you know...**that we are on LinkedIn? To view job postings and other information go to [www.linkedin.com](http://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](http://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](http://www.facebook.com) and search for Oswego County Workforce New York.

**Did you know...**that you can visit [www.mybenefits.ny.gov](http://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](http://www.oco.org)

**Oswego County BOCES**  
[www.citiboces.org](http://www.citiboces.org)

**Cayuga Community College**  
[www.cayuga-cc.edu](http://www.cayuga-cc.edu)

**[www.indeed.com](http://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](http://syracuse.com) and [monster.com](http://monster.com). Click on Advanced Search to narrow your results by keyword, location and full or part-time.

### Amazon Recruitment Events:

◇ Tuesday, February 1<sup>st</sup> 1:00 pm—4:00 pm

◇ Wednesday, February 16<sup>th</sup> 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](mailto: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.