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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!*



## Spooked By The Thought of Job Searching?



Fall is here and Halloween is fast approaching. Do you enjoy trick or treating but the thought of job searching scares you to death? The “treat” part of job searching is when you get the job! However, there are some “tricks” to job searching so let’s review those.

**Haunted By a Lack of Skills?** If you’re an unemployed job seeker, now is the time to add new skills to your resume. Take a computer class or learn a new trade. Jobs don’t last forever so the trick to remaining employed is to keep your skills current. Then if your job is eliminated, you can take your existing skills and move on to your next employer. If you don’t have a high school diploma or equivalency, you should consider getting it in order to remain competitive in the job market.

**Look Like a Witch?** Before you frighten potential employers away, check your appearance. The trick to an appropriate job search look is not to overdress or underdress. Neat and clean will never be out of style. Jeans with holes in them, t-shirts and sneakers may be appropriate for trick or treating but not for job searching. Neatly styled hair and no perfumes or after shaves will be the trick to getting the employer to ask you to join their team.

**Is Your Resume Scary Looking?** Your sister-in-law may be a good typist, but she’s probably not the best choice to help you put together a resume. Let the professionals help you develop a winning resume. Employers may scan hundreds of resumes for just one job opening, so the format is crucial. The trick to a resume that gets results is to highlight your skills and make it easy for employers to picture you in their open position.

**Terrified at the thought of an interview?** Trick or treating comes once a year, but when is the last time you had an interview? The tricks to a successful interview are preparation and practice. Know as much as you can about the company you’re interviewing with and the position available. Check out their website, talk to current employees and think about the questions the employer might ask. Then practice, practice, practice. Let the staff at the Career Center run through a mock interview and give you some feedback.

Job Searching can be a very scary time. Treat yourself to some professional help and let the staff at Oswego County Workforce New York help you learn the tricks to a successful job search.

# Happy Halloween

200 NORTH SECOND STREET  
FULTON, NY 13069  
[www.ocwny.org](http://www.ocwny.org)  
[ocwny@oswegocounty.com](mailto:ocwny@oswegocounty.com)



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

## Bring Innovation to Your Workplace

You can't simply order people to become creative. If you want more imagination and innovation in your workplace, follow these guidelines:

- **Give people space.** Not just physical space in which to work uninterrupted, but creative space to develop and test ideas without interference.
- **Boundaries.** At the same time, set clear expectations for innovation. Talk about the kind of ideas you want to see, and what you don't. Clarify deadlines and requirements for everyone.
- **Challenge.** Stretch people's skills and imagination by challenging them to excel. Give them a jolt from time to time—a tough problem or a tight deadline that forces them to think differently.
- **Diversity.** Bring a wide mixture of personalities and skills to your team. The more exposure to new ways of thinking people have, the better their ideas will be.

*"We may encounter many defeats, but we must not be defeated."  
—Maya Angelou*

## Win Support and Success

You can't please everybody, as the saying goes, but you'll do better on the job—and in your life—by being likeable. When co-workers and friends enjoy your conversation and companionship, they'll be more eager to help you achieve your professional and personal goals. You can boost your overall "likeability" by focusing on these areas:

- **Listen to people.** No one likes to be ignored. Pay attention when friends and co-workers are talking to show that you're not arrogant and self-centered.
- **Give compliments.** Tell people when you like something they've done. Praise and appreciation are music to everyone's ears.
- **Speak slowly and clearly.** Make sure people can understand what you're trying to say. They'll appreciate your efforts to be understood.
- **Use people's names.** We all like the sound of our own name. Use names

### 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 more valuable and important by acknowledging their actions and presence graciously. Supporters will gravitate toward you, and you'll be welcome wherever you go.

often to show that you know and value the person you're talking to.

- **Ask for help.** Most people want to help, and if you ask politely, they'll enjoy knowing that you respect their talents. By the same token, always help others when they ask you for assistance.
- **Admit your weaknesses and mistakes.** Don't be afraid to show some vulnerability. No one's perfect, and pretending to be will usually alienate people. Honesty will win them over.
- **Share your passions.** Passion can be contagious. Friends and co-workers will respond to your goals if you express them sincerely and enthusiastically.
- **Show a sense of humor.** You don't have to try to be a stand-up comedian, but be willing to laugh at yourself and your mistakes.



• **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.





October 2022



## Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
3	4 10:00-1:00 MacKenzie-Childs Hiring Event	5 1:00-3:00 Intro to Computers	6 9:00-4:00 Word	7 9:00-11:00 Successful Interviewing
10	11	12	13 9:00-4:00 Excel 1:30-2:30 Ready, Set, Go to Work	14 9:00-10:00 Social Media
17	18	19 10:30-11:30 Metrix 1:00-3:00 Internet Job Search 3:00-6:00 Advanced Manufacturing Hiring Expo @ Cayuga Community College	20 9:00-4:00 QuickBooks 1:30-3:30 Effective Resume	21
24	25	26	27 1:30-2:30 Over 40 & Hired	28
31			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 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 2020**-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.

**SUCCESSFUL INTERVIEWING**-Suggestions to prepare for a successful job interview and interview phases will be discussed.

**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 2022 was **4.3%**? This was the same as the July 2022 rate of **4.3%**.

**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 we are on Instagram? To view hiring events and other information go to [www.facebook.com](http://www.facebook.com) and search for [ocwny13069](https://www.instagram.com/ocwny13069).

**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.

Cayuga Community College’s new Advanced Manufacturing Institute will be hosting a Hiring Expo 10/19/22 for those interested in Manufacturing and related career opportunities! Join them from 3:00-6:00 pm!



### 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
- 
- 
    - [ocwny13069](https://www.instagram.com/ocwny13069)

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 Rachael at (315) 591-9014 or at [rachael.shelanskey@oswegocounty.com](mailto:rachael.shelanskey@oswegocounty.com)

Oswego County Workforce New York is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.