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Key Questions For Every Job Interview



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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!*

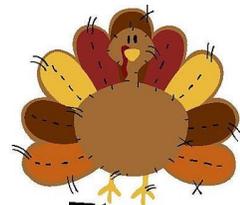
For both the interviewer and the interviewee, the questions asked during an interview are crucial to discovering whether you and a candidate can work together. An employer may ask:

- **“How old were you when you had your first job?”** The answer to this communicates much about a person’s work ethic, ambition, and sense of entitlement. Part-time work in high school or college, for example, demonstrates a commitment to earning one’s way in the world.
- **“Why did you leave your last job?”** There’s no right or wrong answer to this one. You’re looking for evidence of honesty. If a candidate tries to evade the question or makes a weak excuse, you won’t be able to trust him or her. If the candidate tells the truth about wanting a better job, or even making a mistake that he or she has learned from, you can have more confidence in his or her integrity.
- **“Why do you want to work for our company?”** or **“Why did you apply?”** Simply saying “I need a job” is not the way to answer either of these questions. An employer wants to know if you are truly interested in working for them. Researching about the company, the job, and the people who work there could help you decide if this job is right for you. It can also let the interviewer know that you are interested in what he/she has to offer.

Here are some questions you could ask:

- **“What duties would I have to perform?”** This question may include generalities or specifics and be explained when the potential employer tells you about the job. Be ready for a follow-up.
- **“What will be my hours?”** and **“What will be my base pay?”** These questions can be answered when you do your research on the company. Answers to these questions will also give you and the interviewer the understanding that this is what you are looking for.
- **“Where will I be working?”** This question could lead to a tour of the facility allowing you to see the set up of the business and provide you an opportunity to ask more important questions. Take notes!

How to ask or answer these questions, as well as others, is part of the Successful Interviewing workshop offered at Oswego County Workforce New York. Call us or stop by our office to find out more.



Happy Thanksgiving

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Get Organized and Get More Done at Work

Veterans Get Priority of Service

Oswego County Workforce New York is proud to offer Priority of Service to veterans and their eligible spouses. What does this mean? If you served in the military, you will be:

- * Served first by the next available staff member.
- * Given first priority for job referrals and training for which you are eligible and qualified.

We are honored and pleased to provide our Veterans Priority of Service not just for the holidays, but year-round. If you are a Veteran, spouse of a veteran, on active duty, or in the reserves, and have to file for Unemployment Insurance and/or are looking for another job, we can help.

We understand the challenges our veterans can face when entering civilian life. While we will not cancel any previously made customer appointments, we will make sure that our veterans are seen by the next available staff member.

For more information, visit the New York State Department of Labor website: <https://dol.ny.gov/services-veterans> or see the Front Desk Attendant.

Staying organized is a big challenge for some of us. When you can't manage time, data, or your workspace effectively, you won't be able to do your job to the best of your ability. Follow this advice for taking control of your day, every day:

- **Prioritize your tasks.** Don't start in on the latest email in your inbox or whatever's on top of your desk when you arrive at work. Spend a few minutes determining your most important tasks for the day—those jobs that contribute directly to your organization's goals. Focus on those and you'll be more productive.
- **Communicate with others.** Keep in close touch with your manager and your co-workers. If you know what they're up to, and what their priorities are, you can

plan your tasks around them and cut down on wasted or duplicated effort.

- **Manage your information.** Take the time to sort and organize the information you're responsible for. Delete nonessential documents and emails, and file important data so that you can locate it quickly on your computer or in your workspace when you (or a co-worker) need it.
- **Control your schedule.** A to-do list should be more than a random collection of tasks. Decide how much time to spend on each item, and the best time of day to work on it. Stick to your priorities, but be ready to adjust your schedule according to circumstances. Don't follow it slavishly if opportunities or emergencies arise.



Quiz Yourself on Your Career Progress

Successful people don't let their jobs push them along. They take ownership of their careers, forging ahead instead of reacting to events. To evaluate whether you're taking enough initiative, try this quiz, adapted from the Carly Goldsmith Coaching website.

Give yourself **1** point for Yes, and **0** for No:

___ Do you have a plan for your career that you've reassessed and revised in the past 18 months?

___ Have you identified three to five new skills to develop this year?

___ Can you articulate your personal brand?

___ Do you have a personal set of advisors, including coaches and mentors, to support you in your career?

___ Do you have a current stretch assignment to work on?

___ Do you regularly evaluate your values, needs, strengths, skills, interests/dislikes, preferences, and weaknesses?

___ Do you periodically analyze the business environment for changes and trends, and examine how those changes will affect your career?

___ Do you ask for feedback from your manager, your co-workers, and/or your direct reports?

___ Do you know what skills you need to acquire to move ahead in your career—and do you have a plan to master them?

___ Do you choose projects based on what will help you advance in your career and turn down those that won't?

SCORING

8-10: You're doing what you need to do to succeed in your chosen field. Keep it up!

5-7: You're on your way, but you need to do some more work in order to maintain your progress.

0-4: You need to get going. A career coach, or some reading on your own, may help motivate you to start moving forward.



November 2022

Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
	1	2 11:00-1:00 DOL Mini Job Fair	3 9:00-4:00 Word 10:00-2:00 ACR Health Insurance Navigator	4
7	8 1:30-3:00 Successful Resume	9	10 9:00-4:00 Excel 10:00-2:00 ACR Health Insurance Navigator	11 HOLIDAY-CLOSED
14	15 2:30-3:30 Ready, Set, Go to Work	16 2:00-3:00 Social Media	17 9:00-4:00 QuickBooks 10:00-2:00 ACR Health Insurance Navigator	18 10:00-11:00 Metrix Orientation
21	22	23	24 HOLIDAY-CLOSED	25 HOLIDAY-CLOSED
28	29 9:00-11:00 Successful Interviewing	30 1:30-2:30 Mature Worker		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.

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.*

MATURE WORKER-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.

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.

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.

SUCCESSFUL RESUME-An intro to resume development where the tips and tools to develop a resume and cover letter 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 September 2022 was **3.6%**? This was an decrease from the August 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 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 we are on Instagram? To view hiring events and other information go to 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

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.



**DOL Mini Job Fair @
Oswego County
Workforce NY!**

**Wednesday,
November 2nd
11:00-1:00**



**Attending Businesses:
Novelis
Huhtamaki**

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

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