

Volume 22, Issue 12

December 2022

Inside this issue:

Help! I Need a Job!

Don't Let Workplace Blues
Slow You Down

Answer Questions Effectively
to Show Off Your Expertise

Stay Charged Up Throughout
Your Workday

Workshop Calendar

Workshop Descriptions

Did You Know...



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!*



Help! I Need a Job!

These words are often spoken by people who enter the Career Center. Oswego County Workforce New York has staff who can help you find that needed job. For new customers, an appointment is not necessary. Walk-ins are welcome during our business hours of 8:30am – 4:30pm. After completing a registration form, new customers meet with a staff person to determine how we can best help.

Our Career Center has computers, printers, copiers and faxes available for use by our registered customers. Simply sign in at the reception desk to use this equipment for your employment related needs.

Are you unsure if you have the skills necessary to obtain your dream job? Do you have difficulty outlining your skills during an interview? Do you need to figure out how your skills will transfer to a different career? The Career Center offers a variety of workshops and classes to assist you with both your job search and upgrading your skills. Our workshop topics include: resume writing, interviewing, how to apply for and take a civil service exam, and many more! For a complete list of workshops currently available, see the calendar located on page 3 of this newsletter.

Metrix (an online learning system) is also available to those that are registered for our services. Metrix can help customers to upgrade existing skills and learn new skills to improve their marketability to prospective



employers right from the comfort of their own home! The system includes many courses in areas such as manufacturing, information technology and customer service. Once approved, licenses are available for six months and customers can take as many courses during that time as they would like.

If a degree or certificate is needed to achieve your employment goal in an occupation which is in-demand in the local labor market, training may be available. If you qualify, on-the-job training, scholarships, and other services are also available. See one of our knowledgeable staff members for more information.

Our partner agencies are here to assist individuals in obtaining employment. Onsite partner agencies include New York State Department of Labor, Oswego County Employment and Training, and ACCES-VR. While the agencies at the Career Center have varying eligibility requirements, we all strive to help you with your job search. Stop in to see how we can help you!



200 NORTH SECOND STREET
FULTON, NY 13069
www.ocwny.org
ocwny@oswegocounty.com



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

Don't Let Workplace Blues Slow You Down

Keeping your spirits up in today's hectic business environment can sometimes be difficult. Below is a list of things to do when you feel negativity and self-doubt creeping in:

- **Think of something you're grateful for.** It could be a professional accomplishment or a personal achievement. Bring it to your mind and talk to yourself about it. You'll find that you can't keep two different emotions in your mind at the same time. The feeling of gratitude will likely block out negative thoughts.

- **Find something you like about yourself.** Focus on some positive aspect of your life, something you like about yourself, and expand on it. For example, are you creative? How does this help you enjoy life? How does this help you do your job better?

- **Look forward to something.** Is there a movie you want to see or a vacation you're planning to take? Picture it in your mind as vividly as you can—thinking of colors, smells, sounds, and other sensations. A short mental break like this can combat negativity.

"Do not be embarrassed by your failures. Learn from them, and start again."

—Richard Branson

Answer Questions Effectively to Show Off Your Expertise

You don't have to be an oracle when it comes to answering people's questions on the job. Just give each inquiry—whether from a boss, co-worker or client—your best reply. Follow these tips for giving your best answer each time:

- **Make sure you understand the question.** Miscommunication often occurs when you don't pay close attention to what is being discussed. Make sure you understand what you're being asked, and clarify the question if you're confused.

- **Don't babble.** If you know the answer to what is being asked, provide it quickly and succinctly rather than spending a lot of time discussing irrelevant information.

- **Remember that you're the expert.** Don't be intimidated when a manager who has more responsibilities (but less knowledge of the daily workings of your position) asks you a question. Back up your answer with relevant facts and details.

- **Keep your opinions to yourself.** Unless you're asked for a personal viewpoint, stick to the facts. Refrain from adding anecdotal observations to your answer.

- **Don't wing it.** Admit when you don't know the answer and offer a deadline for when you will provide one.

- **Don't be critical.** Never answer a question with a condescending remark like, "You don't know that?"



Stay Charged Up Throughout Your Workday

Work can be tedious at times, and keeping your energy up can be a challenge. When you find yourself dragging, remember these suggestions for getting back to full speed:

- **Move around.** Take a quick walk outside, or just around your workplace. Climb some stairs or do some stretches to get the blood flowing.

- **Drink some water.** Dehydration can cause fatigue. Keep a water bottle handy and take a drink every time you feel either tired or thirsty.

- **Blink.** Eyestrain can make you tired if you spend too much time staring at a computer screen all day. Get into the habit of taking regular breaks. Try looking at something 20 feet away for 20 seconds every 20 minutes—it's called the "20-20-20" technique.

- **Have a peppermint.** The smell of peppermint can be invigorating. Have some peppermint tea, chew some gum, or suck on a hard candy to stimulate your senses.

- **Take a breath.** You need oxygen for energy. Pause in your work every once in a while to roll your shoulders back for three or four long, deep breaths.

- **Schedule your coffee.** A cup of coffee can get you going in the morning, but timing is crucial. Experts say the best time for your java is around 10 a.m. This gives you a jolt lasting long enough to get you through the morning. Another cup after lunch, when your energy typically starts to lag, can get you through the remainder of your day.



December 2022



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
For more information or to sign up, please call – 315-591-9000			1 10:00-2:00 ACR Health Insurance Navigator 2:30-3:30 Social Media	2 9:00-10:30 Successful Resume 2:30-3:30 Ready, Set, Go to Work
5	6	7 2:00-3:00 Mature Worker	8 10:00-2:00 ACR Health Insurance Navigator 2:00-3:30 Successful Interviewing	9
12	13	14 4:00-7:00 Child Care Hiring Event	15 10:00-2:00 ACR Health Insurance Navigator	16 10:00-11:00 Metrix Orientation
19	20	21	22 10:00-2:00 ACR Health Insurance Navigator	23
26 HOLIDAY-CLOSED	27	28	29 10:00-2:00 ACR Health Insurance Navigator	30

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.

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.



CHILD CARE HIRING EVENT

**WEDNESDAY, DECEMBER 14TH
4PM - 7PM**

**LOCATION: OSWEGO COUNTY WORKFORCE NY
200 N. 2ND STREET, FULTON, NY 13069**

Interested in a career in child care? Join us and find out more!

**A MULTI PROVIDER HIRING EVENT hosted by Oswego County Workforce NY
and Integrated Community Planning of Oswego County, Inc.**

PARTICIPATING PROVIDERS:

- BEFORE AND AFTER SCHOOL CHILD CARE ON LOCATION
- HAPPY HEARTS CHILDCARE, INC.
- LITTLE LUKES PRESCHOOL AND CHILDCARE CENTER
- OSWEGO COUNTY OPPORTUNITIES, INC.
- OSWEGO & FULTON YMCA
- THE GEM CHILDCARE @ 13135



THE GEM CHILDCARE @ 13135



CALL 315-591-9000 TO SCHEDULE AN INTERVIEW!



Did You Know...

- Did you know...**that Oswego County’s average unemployment rate for October 2022 was **2.8%**? This was an decrease from the September 2022 rate of **3.6%**.
- 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 Casey 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.

Do you need assistance applying for Health Insurance? Stop in on Thursdays from 10:00-2:00 and meet with an ACR Health Insurance Navigator for assistance!

To see our most recent events and recruitments follow us on Social Media!

-  • Oswego County Workforce New York
-  • Oswego County Workforce New York
-  • Oswego County Workforce New York
-  • [ocwny13069](https://www.instagram.com/ocwny13069)
- Oswego County Youth Works (Ages 16-24)

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.