

Volume 22, Issue 9

September 2022

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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!*



Back to School, Back to Work



Now that September is here and the kids are back to school, it's time to get back to your job search so that you can get back to work!

- **Back to Peace and Quiet** - Job searching takes some focus. To focus you may need some peace and quiet. Now that the kids are back in school, hopefully it's a little quieter around the house. This quiet time can be the opportunity to focus on yourself and your job search.
- **Back to Organization** - During the summer months we tend to get a little lax about our organizational skills. You've got the kids all organized to return to school and now you need to organize your job search. Keep clean printed copies as well as an electronic version of your resume ready to go. Develop a job search log that includes when, where and who you've talked with to expand your network and develop job leads. Also track where you've sent resumes and what applications you've completed.
- **Back to the Wall?** - Summer is so short in Central New York that during the summer months we tend to slack off. Can you blame us? But now your back is to the wall and you really need to get serious about finding a job. The pressure of not having a job can sometimes be a positive motivator. Use that motivation to conduct a job search that will get you the results you're looking for. You don't have to take the first job that comes along, but be realistic about what's out there. You're more employable when you're employed, so you may want to consider a job that is a little less than

your ideal position. You can always move on to another position once you're working.

- **Back to a Professional Appearance** - Our summer time attire is usually not appropriate for job searching. You bought the kids back to school clothes, how about yourself? A new interview outfit might give you the boost you need to get your job search back on track. Maybe even a new portfolio or folder is in order so you can arrive at the interview with your resume and personal information all nice and neat. Is it time for a haircut? At the very least it's time to leave the sandals at the beach and get back into real shoes.
- **Back to School/Back to Work** - Now that the kids are back in school maybe you also need to think about learning something new. You don't necessarily have to put your job search on hold to return to school. Can you add some additional skills by taking a course or two? Maybe you need to update computer skills or learn a new software program. When you return to work, volunteer for any training which may allow you to learn new things. Adding additional skill is always a good thing.

September is traditionally a time when we think of back to school. It's also a great time to focus on your job search. With many students, both high school and college, returning to classes it can be a good time to hit the job market. Keep in mind that Christmas is also right around the corner! If you need help getting your job search back on track so that you can get back to work be sure to visit us at Oswego County Workforce New York.



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Boost Your Optimism to Stay on Top

Successful people are optimistic. They're not naïve—they see the challenges, but they don't lose their confidence. Take a look at some of the characteristics of "intelligent optimists" that you can learn:

- **Don't deny problems.** You can't pretend difficulties don't exist, but you can live with them while looking for ways to change things.

- **Accept reality.** Though solving problems is vital, recognize what you can't change. Don't get too wrapped up in trying to fix things you can't influence.

- **Don't bury negative thoughts.** Everyone has them—"This will never work," or "Am I wasting my time?" Instead of trying to ignore them, accept them as internal messages but remind yourself that you can overcome them.

- **Look for solutions.** Remember that many problems spring from attempts at solving a different problem. Searching the background can provide clues to resolving the current difficulty.

"There is only one thing that makes a dream impossible to achieve: the fear of failure."
—Paulo Coelho

Career Guidance

Oswego County Workforce New York offers a wide range of services to help you reach your employment goals including Career Guidance.

Are you currently working, but want something different? Many people come in to our office wanting a change, but just do not know how to go about it.

Are you not sure of labor market outlook for a career you are interested in? Our Employment Specialists can inform you of the current demand for the job you are looking for, and help you identify what skills you need in order to qualify for that job.

Staff can help you to identify skills (called transferable skills) you already have which would apply to that particular occupation. They can also offer suggestions for upgrading your skills, including potential training opportunities.

Do you need to upgrade your computer skills to pursue a new occupation?

Computer classes ranging from Introduction to Computer to Microsoft Excel are available right here in our office. (See page 3 of this newsletter for class descriptions).

Another option to help you upgrade your skills is the Metrix Online Learning System. Metrix provides courses in a wide variety of topics and can be done at your own pace. If you are interested, please see a staff person to sign up for a Metrix orientation where an overview of the system will be provided.

Other types of training opportunities can also be explored. On-the-Job Training (OJT) provides you with the ability to learn as you earn that much needed paycheck. Classroom training is another option that is appropriate in some cases.

We take pride in helping others try to obtain their employment goals but it is up to you to begin the process. Stop by our office to speak to one of our knowledgeable staff members and let us help you!

Encourage Innovation in Your Workforce

Do you need innovative movers and shakers on your team? Here are some tactics for encouraging employees' creativity and motivating them to share their ideas:

- **Be positive.** You don't have to accept every idea an employee suggests, but you should always reinforce the value of coming up with ideas and innovations. Show that you appreciate the effort it took to come up with the ideas, even if you can't implement them.

- **Make the process easy.** Creating unnecessary hoops, such as asking people to write their ideas on a complicated form, can reduce the number of ideas you get. Stimulate creativity by allowing people to share their ideas their own way.

- **Respond quickly.** If an idea sits on your desk for a week before you respond, the

creative energy behind it will fade away—along with the employee's enthusiasm for it.

- **Look for ideas out of the loop.** Many inventions come from people outside their field of expertise. Invite ideas from the widest range of experience, job levels, education, social status, age, etc.

- **Try a change of pace.** If one of your employees works primarily on manufacturing accounts, give him or her a retail account. The different experience can create benefits.

- **Expect things to happen by chance.** When you create an environment for creativity and innovation, it'll happen. Just give it time.

September 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 1:30-3:30 Intro to Computers	2
5 HOLIDAY-CLOSED	6	7 2:00-3:30 Effective Interviewing	8 11:00-2:00 Giovanni Foods Hiring Event	9 9:00-10:00 Social Media
12	13	14 10:30-11:30 Metrix 2:00-3:30 Effective Resume	15 9:00-4:00 Word	16
19	20	21 1:00-3:00 Internet Job Search 2:00-3:30 Effective Interviewing	22 9:00-4:00 Excel	23
26	27	28 2:00-3:30 Effective Resume	29 9:00-4:00 QuickBooks	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.

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 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.

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 July 2022 was **4.3%**? This was an increase from the June 2022 rate of **4.0%**.
- **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.



Mark your Calendars!

Fall Job Fair

@ Fulton War Memorial

9/21/2022

3:00-6:00



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)

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.