

Volume 22, Issue 5

May 2022

### Inside this issue:

Spring 2022 Job Fair

Find Your Creative Style

Waiting For a Promotion?  
Take Action to Move Ahead

Services for Young Adults

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!*



## Spring 2022 Job Fair

Wednesday | May 4<sup>th</sup> | 2:00-6:00pm

City of Fulton War Memorial

609 West Broadway, Fulton, NY 13069

### Participating Companies and Training Providers Include:

- Amazon
- AmeriCorps
- Arise
- Broadwell's Hospitality Group
- CITI BOCES
- CNY Technical Training Center IBEW
- Connexx Care
- Constellation
- CPS Recruitment
- Davis-Standard
- DOT Foods
- EJ Fabrication
- Fidelis Care
- Fresh Food Group
- G&C Foods
- Golden Sun Bus Service
- Huhtamaki
- Industrial Precision
- Inner Harbor Media
- Job Corps
- K&N Foods
- MacKenzie-Childs
- McIntosh Box & Pallet
- McLane Northeast
- N.E.T & Die
- Novellis
- NTTS
- Oswego County Opportunities
- Oswego City Fire Department
- Oswego County
- Oswego Health
- Oswego Industries
- Oswego YMCA
- Over The Top Roofing
- Page Trucking
- Parkline Logistics
- Paul Davis Restoration
- Salvation Army-Pathways to Hope
- Syracuse Label & Surround Printing
- St. Lukes
- Staffworks

#### Get in Touch

Oswego County Workforce NY Career Center  
200 North 2<sup>nd</sup> Street, Fulton, NY 13069

For any questions call (315) 591-9000  
or (315) 591-9247 TTY  
or email [ocwny@oswegocounty.com](mailto:ocwny@oswegocounty.com)

#### Come Get Hired!

- ✓ Many local businesses and training programs will be attending.
- ✓ Bring copies of your resume for employers



**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**

## Waiting For a Promotion? Take Action to Move Ahead

### Find Your Creative Style

Everyone can be creative, and everyone is uniquely creative. You just have to identify your particular style. Here's what to look for:

- **Some people have a highly structured style.** They polish their ideas carefully and pay attention to the tiniest details.
- **Others are more divergent.** They think outside the box and pay less attention to fine details. They also tend to thrive at the beginning of the process, then lose interest as it goes on and on.
- **Some can go both ways.** They have the flexibility shift from structure to divergence, and they can tell which details are important and which should be ignored.

Knowing your style can help you understand your own creative process and that of other people, so you'll know what to expect when you present an idea and how they'll react to yours.

*"If you don't like something, change it. If you can't change it, change your attitude."*  
—Maya Angelou

You're frustrated. All your friends have been promoted, but you've been stuck in the same job for years. Are the cards stacked against you— or are you sabotaging your own prospects for advancement? Take a good look at your own behavior and eliminate these common roadblocks to promotion:

- **You're doing the bare minimum.** Even if you're not a complete slacker (another obvious obstacle to promotion), just doing your job isn't enough to get noticed and considered for advancement. Go beyond your job description to show that you're committed to the organization, not just your paycheck
- **Your image needs work.** Are you always complaining? Do you think the dress code doesn't apply to you? Do you constantly clash with other employees or with your own boss? No matter how good you are at your job, or how qualified you are for the one you want; managers want to promote people they can work with easily. Brush up your professional

image so it fits the role to which you aspire.

- **Your manager doesn't know what you want.** Don't pester your boss for a promotion, but do let him or her know what you're interested in. A good relationship with your current supervisor can smooth the path, if you're hiding your ambitions or your accomplishments, managers will overlook your potential.
- **There's no room for growth.** Maybe you work for a small company, and no slots above your present position are open. Or maybe you do your job so well that your boss doesn't want to lose you. Don't despair or start job hunting. Look for opportunities to grow your business – new products or markets, for example— and show how you can help your organization expand. Be willing to train people in your job so you don't become indispensable; this demonstrates management potential and commitment to your organization's long-term success.

### Services for Young Adults

Oswego County Youth Works offers year-round services to eligible individuals who are age 16-24. For those who qualify, Youth Works can provide the following:

- ◆ Vocation/Skills Training
- ◆ On-The-Job Training/Work Experience
- ◆ Career Exploration
- ◆ Resume, Interview, and Computer Workshops
- ◆ Driver's Education, assistance with fees for permit/license/ID card
- ◆ Financial Literacy
- ◆ Adult Mentoring
- ◆ Volunteer Experience
- ◆ Work/Interview Clothing Allowances

The purpose of Youth Works is to assist young adults in achieving academic and employment success. Youth Works can help young adults build positive, local

references while discovering their skills and abilities. Participants gain valuable, hands-on, work experience or the credentials they need for their desired job. Scholarship opportunities are available for qualified individuals. Each young adult participates in an assessment to examine skill levels and goals. An individual service plan is then developed to outline the steps needed to achieve those goals.

If you are 16-24 years old and would like to see how Youth Works can help you achieve your goals, call 315-591-9000 for more information.





May 2022



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
2	3 9:00-10:00 Effective Resume	4 2:00-6:00 Spring Job Fair @ Fulton War Memorial	5 1:30-3:30 Intro to Computers	6
9	10	11 3:00-4:00 Effective Interviewing	12 9:00-4:00 Microsoft Word 2:00-4:00 Youth Open House	13 9:00-10:00 Social Media
16 10:00-11:00 Metrix	17	18	19 9:00-4:00 Microsoft Excel	20
23	24	25 1:30-3:30 Internet Job Search	26 9:00-4:00 QuickBooks	27
30 <b>HOLIDAY- CLOSED</b>	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 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 March 2022 was **4.7%**? This was an decrease from the February 2022 rate of **5.1%**.

**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)

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#### [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.

## Summer Youth Employment Program is now accepting applications!

For youth Ages 14-24 (eligibility restrictions apply)

### 4 ways to apply!

- Download application from [www.ocwny.org](http://www.ocwny.org) & email completed application to [ocwny@oswegocounty.com](mailto:ocwny@oswegocounty.com)
- Print application from [www.ocwny.org](http://www.ocwny.org) & mail/drop off completed application to: 200 North Second St. Fulton, NY 13069
- Pick up application from 200 North Second St. Fulton, NY 13069. Complete & return to above address
- Contact us at (315) 591-9076 to request an application be mailed to you. Complete & return to above address.

### 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 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.