



# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

## JOB SEARCH VACATION AND TRAVEL TIPS



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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!

Don't let the title be misleading. Your job search should not be on vacation! If you have ever taken a vacation it's easy to compare your job search to a summer vacation trip. Most employees value their time and devote hours to planning their vacation. Job seekers should spend as much or more time on something as important as their job search. The search will last much longer than a vacation. Let's look at where that time should be spent planning your job search.

\* **Research Your Destination** – What type of work are you looking for? Most job seekers don't plan their destination. Without knowing what type of job you're looking for you could wander aimlessly, going nowhere and getting lost. Research the job market and assess your skills to narrow down the type of work you're seeking. Focus your job search on finding that type of work for at least 2 – 3 months. Then if you don't reach your destination you can change your travel plans and look for something different.

\* **Assess Your Means Of Travel** – How are you going to reach your destination? Most job seekers start looking for work without considering what they need to take on their trip. Take some time to assess your skills and abilities as this is what employers want to buy. They don't care where you've worked, they want to know what you can do. Be sure to include skills on your applications and your resume. In your cover letters, make it easy for the employer to see you in the position by matching the skills that you have with those that the employer has mentioned they're looking for in their job posting.

\* **Develop a Budget** – How much is your vacation going to cost? Most job searchers underestimate the time it takes

to look for work. If you're receiving unemployment you can't afford to wait until the 23<sup>rd</sup> week of receiving benefits to start your job search - you're going to run out of money. Statistics show that the average job seeker can take 4 – 6 months to land a new job. Are you prepared financially to survive that long while you find a new job? You may have to reassess how far you're willing to travel for a job or what type of work you're willing to accept.

\* **Pack Your Bags** - What do you need to take on your trip? Develop your job search tools and keep them in a portfolio. Job searching in today's market means that you need your resume in multiple formats. You will need your resume in a printed version on good bond paper and electronic formats that include an e-mail version and a text only version for on-line applications on an employer's web site. Make sure you have samples of cover letters that you can adapt to each position you're applying for. In your portfolio you should also include copies of your GED, high school diploma or any certificates for training that you have received. Be sure to contact references and have a printed list of their names and contact information available ready to present to employers when they ask.

Planning a trip can be fun but once that vacation is over all you have left are the photos and the memories. Job searching can be frustrating but with good preparation you could land a job that will provide for your family, bring in income, and be rewarding for years to come. If you need help planning your job search, stop in to the Oswego County Workforce New York One Stop Centers and let the tour guides help you. **Have a Good Trip!!!**



## Referrals and Networking Top Tactics for Job Hunters

What's the best way to land a new job? High rates of unemployment make that an urgent question for many people. A study of more than 700 job seekers who found employment between July 2009 and January 2010, conducted by the IMPACT Group, identified these winning tactics:

**Referrals** from inside the hiring organization were the most successful strategy, cited by 18% of job seekers. Social networks like LinkedIn, Facebook, and Twitter helped candidates identify opportunities for referral. Referrals from outside the organization were successful for 9% of job hunters. **Posting resumes online** was successful for 8% of job seekers, the same as in 2003. **Networking** was most effective for older workers (50 and up), with 46% reporting that it led to employment. For candidates earning more than \$100,000, networking was successful for 50%.



**S**uccess doesn't  
come to you. You  
go to it.

~ Marva Collins

## Five Business Basics Every Employee Should Understand

Whatever industry you're in, your workforce needs to have a solid understanding of how you make enough money to stay in operation. Whenever you have the opportunity, remind your employees of the importance of these five factors:

- **People.** Mediocre organizations hire mediocre people and accept mediocre performance. Let your workers know that you're committed to hiring only the best, and that you expect their best efforts. Back that up by treating them right.
- **Productivity.** How you get things done can be as important as what you ultimately accomplish. Train your people to keep their eyes open to inefficiency and waste. Encourage them to improve their skills and offer ideas as often as possible.
- **Customers.** Even if you're a nonprofit organization, you still

have users of some type to satisfy. Emphasize the importance of keeping your audience happy with your organization.

- **Quality.** Whatever your organization provides to people should be clearly superior to what they can get from a competitor. Even if you're cheaper, in the long run customers will go elsewhere for reliable products and services.
- **Sales.** "Sales" is a flexible concept and applies to both profit-making firms and nonprofit agencies. If nobody uses what you provide, you'll go out of business before too long. Let everyone know how important sales is to the organization, and show employees how what they do contributes to sales—suggesting additional products, for example or going the extra mile to complete a project on time.

## Stand Out At Work

Doing a good job isn't enough to succeed at work. You've got to be visible to make a real impact. Here's how to raise our profile in your workplace:

- **Talk to your boss.** Make time to check in with your manager when you don't have a problem to report or a question to ask. Don't try to hog his or her time; just discuss what's going on, drop a suggestion, or chat. This builds a routine of regular, informal communication that can enhance your boss's opinion of you.
- **Network to share your expertise.** Get to know the most talented people in your organization, regardless of their job title or position. Don't bug them for advice or assistance, though—you'll earn a

positive reputation if you help them out whenever you can. You'll establish positive relationships and gain a reputation as someone who puts the organization's objectives first.

- **Praise others.** Sometimes the best way to gain credit is to give it. When you achieve something significant, make sure your boss knows who helped you (and that they know you're sharing the information). Not only do you look like a generous colleague, but you'll also be seen as a good team player.
- **Volunteer.** Don't wait for your boss to ask you about joining a task force or committee. It'll bring you into contact with colleagues outside your department and brighten your image throughout the organization.



## Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
2 RSO – UI Orientation 1:00-4:00 Excel session I	3 11:00-12:00 Further Your Education 1:30-3:30 Surviving A Layoff	4 9:00-12:00 WIA Overview 1:00-4:00 Excel session II	5 9:30-11:30 Successful Resume Writing 1:00-3:00 Personality and Career	6 9:30-11:30 Interview 101
9 RSO – UI Orientation 1:00-4:00 Access session I	10 9:00-11:00 Mature Worker Job Srch 9:30-10:30 Winning Applications 9:00-12:30 Word session I 1:30-4:30 Computer Skill Building	11 9:00-11:00 Job Search Forum 9:00-12:00 WIA Overview 1:00-2:00 What Employers Want 1:00-4:00 Access session II	12 9:00-12:00 Advanced Resume Review 9:00-12:30 Word session II 1:30-3:30 Keyboarding 2:00-3:00 Difficult Interview Questions	13 1:00-2:00 What You Don't Know...
16 RSO – UI Orientation 1:00-4:00 Advanced Excel	17 9:30-10:30 Understand Civil Service 11:00-12:00 Further Your Education 1:00-2:00 What Employers Want 1:30-3:30 Surviving A Layoff	18 9:00-12:00 WIA Overview 1:00-3:00 Personality & Career 1:00-4:00 PowerPoint	19 9:30-11:30 Successful Resume Writing 10:00-11:00 Technology in the JS 1:00-4:00 Introduction to Computers 1:30-3:30 Interview 101	20 9:30-11:30 Mature Worker Job Search
23 RSO – UI Orientation 1:00-4:00 QuickBooks session I	24 9:00-12:00 Moving to Word 2007 1:00-2:00 Winning Applications 1:00-4:30 Advanced Word	25 9:00-11:00 Successful Resume Wrtg 9:00-12:00 WIA Overview 1:00-4:00 QuickBooks session II	26 9:00-11:00 Interview 101 1:00-4:00 Internet Job Search 1:00-4:00 Advanced Resume Review	27 1:00-2:00 What You Don't Know
30 RSO – UI Orientation	31 9:00-11:00 Lost Your Job & Attitude? 2:00-3:00 Understand Civil Service			<b>For Information or to sign up call 591-9000</b>

- ◆ **Access 2003**-Design databases to track and report information. Learn to query, organize, retrieve & share data. Knowledge of Word or Computer knowledge req.
- ◆ **Advanced Excel**-Go beyond Excel. This class covers vertical lookups, conditional formatting and pivot tables. Excel and Excel in a business setting req.
- ◆ **Advanced Resume Review**-Resume required. The group reviews it and offers suggestions on ways to enhance it.
- ◆ **Advanced Word**-Move past the basics. Learn about mail merge, printing labels, using tables and templates. Knowledge of Word 2003 required.
- ◆ **Computer Skill Building**-Learn basic text commands like select, copy and paste, learn to use Google to search for information, create an email and learn how to attach your resume. Attending Intro to computers and Keyboarding suggested.
- ◆ **Difficult Interview Questions**-Review of potential jobseeker answers to difficult interview questions.
- ◆ **Excel 2003**-Build spreadsheets for analyzing data and making projections. Learn to develop graphs, charts and formulas. Knowledge of Word or Computers req.
- ◆ **Furthering Your Education**-Exploration of different financial aid and funding that can assist you in lifelong learning.
- ◆ **Internet Job Search**-Learn to locate and research employers, advantages/disadvantages of job banks. Computer skills and a resume are required.
- ◆ **Interview 101**-Suggestions to prepare for a successful job interview and interview phases will be discussed.
- ◆ **Job Search Forum**-Don't know where to look for work, losing motivation or in need of search tips? Come in and ask questions and get some answers.
- ◆ **Keyboarding**-Basics of Keyboarding. Increase your typing speed and decrease your frustration using fun computer software.
- ◆ **Lost Your Job & Your Attitude?**-What does attitude have to do with getting a job? Are you feeling frustrated, angry or depressed? Learn to recognize if you are stuck or self destructing yourself, and realize that you are not alone.
- ◆ **Microsoft Word 2003**-Learn to prepare, modify, save documents. Includes formatting text, working with toolbars and inserting graphic and clipart. Some typing skills and computer knowledge required.
- ◆ **Mature Worker Job Search**-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.
- ◆ **Personality & Career**-Explore and learn about your unique personality and apply your knowledge to better your career, or even get a new one.
- ◆ **PowerPoint**-Use this fun software to create great presentations. Learn to format and work with slides and to make your presentations portable. Must have some computer knowledge and be familiar with Word.
- ◆ **QuickBooks**-Learn to manage finances & run a business efficiently; work with accounts, manage inventory, record sales & process payroll. Some accounting & computer knowledge required.
- ◆ **Successful Resume Writing**-An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.
- ◆ **Technology In The Job Search**-Pick up tips on how to use technology in your job search and the pitfalls to avoid.

Workshop Descriptions Cont'd.

- ◆ **Understanding the Civil Service System**-Get a better understanding of how to obtain employment with local and state governments and school districts.
- ◆ **What You Don't Know that You Don't Know** about jobs and careers.
- ◆ **What Employers Want**-Overview of the skills, characteristics and first impressions that employers look for in prospective employees
- ◆ **WIA Overview**- An introduction to the Workforce Investment Act and more. Must be scheduled by a staff person; required if interested in training.
- ◆ **Winning Applications**-How to get an employer to notice your application. Proper procedures, common mistakes and how to deal with more difficult questions.
- ◆ **Word 2007**-learn where to find all the buttons and commands in 2007 plus a few new tools. Must have knowledge of Word 2003

## Did You Know...

- **Did you know...**that Oswego County's unemployment rate for May 2010 was 9.2%? This was an increase from the Apr. 2010 rate of 9.1%
- **Did you know...**The Fulton One Stop center now has SMART 2010 technology? You might have skills for jobs you have not considered. SMART 2010 is skill matching technology that compares the information in your resume to the information that employers post about job openings. Staff at the Career Center will send an electronic copy of your resume to SMART 2010; job matches will be sent directly to your e-mail address. Ask Center staff for more information!
- **Did you know...**that you can receive the Connect for Success newsletter via e-mail? If you would like to have the newsletter e-mailed to you each month, just drop by or give us a call with your name and your e-mail address and we'll send the next issue of Connect for Success to your e-mail address.
- **Did you know...**that we have comment cards in each of our offices? Complete a comment card next time you visit and let us know how we can serve you better.
- **Did you know...**that there is additional parking available on First Street, right behind the building? Just park in the grass and walk through to the building.

**Partner Agencies/  
Workshops**

**Oswego County  
Opportunities**  
[www.oco.org](http://www.oco.org)

**Oswego County BOCES**  
[www.oswegoboces.org/  
adulted/index.asp](http://www.oswegoboces.org/adulted/index.asp)

**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.

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WE'RE ON THE WEB AT  
[WWW.YOURCAREERCONNECTION.ORG](http://WWW.YOURCAREERCONNECTION.ORG)

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

