



CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

♥ LOVE IS IN THE AIR!



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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!

February is the month for **Love**. Even though we don't usually associate the word **Love** with looking for work, you'll be surprised how much a part of job seeking it is. Let's review some of the places where **Love** is beneficial when looking for work:

- ♥ **Love Your Job** – If you've got a job but you're considering looking for a new one, you may want to reconsider. The job market is very competitive and new jobs are not easy to come by. Many times when switching jobs you end up taking a pay cut because you're starting over with a new employer and have no longevity. We sometimes get disillusioned with our jobs because we're bored or frustrated and we think we need to find something new. Before you start job searching you may want to have a heart to heart talk with your boss. Can you take on new responsibilities or look at ways of changing your job to make it more appealing? Could you swap job duties with a coworker or move to a whole new position within your company?
- ♥ **Love Yourself!** – Employers want to hire confidence. When you feel good about yourself it's much easier to appear confident. As a job seeker it's important to **Love** yourself enough to take care of your looks. Update your appearance by getting a haircut and remember to maintain your hygiene. Buy or borrow a new interview outfit that you love and feel comfortable in. Assess your skills and review all your positive traits so that you know what you have to offer an employer. Make sure your resume is top notch. Have it done professionally and produced on good paper with no errors. All of these

areas can help give you that confidence that employers want to hire.

- ♥ **Love Your Family & Friends** – Looking for work can be an emotional experience, so it's important to have the support of your friends and family. Ask them to be your cheering section and stress how grateful you are to have them in your corner. Remember to ask them to keep their



ears and eyes open for job openings. Networking is still the best way to find a job. When looking for work you can use all the help you can get and what better place to get it from than your friends and family?

- ♥ **Love to Work** – Many job seekers are looking for work because they quit their last job in the hopes of finding something better. Before looking for your next job take the time to assess your skills and research the type of work you'd like. You don't want to get a new position and decide you're not happy with it. You also don't want to be labeled as a job hopper. If given the chance, most people would love to be independently wealthy and never have to work another day. Unless you've hit the lottery, never having to work isn't very realistic. So if you're going to have to work for 8 or 10 or 12 hours a day, find something that you love to do.

Looking for work is a tough job! With a little **Love** it can be less traumatic. With **Love**, we can maintain a positive attitude and job seeking with the right attitude is important. If you need help with your job search stop in to the Career Connection Center – we'd **LOVE** to help you!!

5 Tips For Being A Better Boss

Every manager wants to get better at his or her job. But how can you do it? Here are some guidelines:

Adapt to each person you oversee. Look at employees as individuals. Get to know their strengths and weaknesses and deal with them accordingly.

Don't be a know-it-all. Acknowledge your own humanness. Turn to employees for advice on how you can be a better supervisor to them.

Learn to let go. Don't micromanage. Trust employees to do their jobs. Cultivate their growth by giving them a little more than they think they're capable of doing.

Stay available. Keep your door open, and let employees know they can come to you at any time to discuss any issue that affects them positively or negatively.

Work for employees' goals. That means first knowing what an employee's goals are. Then, serve as a mentor, and strive to do what you can to advance a person's professional goals.



I can't imagine a person becoming a success who doesn't give this game of life everything he's got.

~Walter Cronkite

How To Analyze Your Worth

The best reason to analyze your value to the organization is to protect yourself from being laid off. The second best reason is that if you are laid off, getting another comparable job—or a better one—will be far less of a hassle if you can document your contributions to the company's bottom line. Here's how to test whether your work makes a difference:

- **Are your skills state-of-the art?** Network with others in your field to identify industry stars to compare yourself with. What skills do they have? What do their job descriptions look like? Search consultants can tell you what organizations demand when seeking candidates for a job like yours. If you can't find people who do approximately what you do, it's a red flag that you're in trouble.
- **Is your role essential?** What impact does your job have on the big picture? Does your work exclusively benefit internal departments? What would happen to your department or division if the company got into a financial bind that forced it to cut back? Would profits or customer satisfaction be damaged if your department disappeared?
- **Can you be replaced easily?** Let's assume your skills, both managerial and technical, are cutting-edge. Could someone half your age perform equally well at half your salary? In other words, does your experience contribute something extra to your results? If you can show that your knowledge is essential, you'll be less likely to be looked at like a dinosaur.

Make Optimism A Cornerstone Of Your Success

Positive thinking alone may not ensure success, but it's an important start. If you don't believe in yourself, you'll have a hard time persevering against the obstacles and setbacks you're likely to encounter. Here are a few tips for maintaining the right attitude in the face of adversity:

- **Tell yourself you can change.** Think of how you've changed throughout your life—not physically, but emotionally. You're probably a different person today than you were five years ago, so don't assume you can't evolve further.
- **Use positive language.** Banish words and phrases like "impossible" and "I can't" from your vocabulary. Replace them with words that emphasize strength and success: "challenging" instead of "impossible," and "I must" for "I can't."
- **Create the right environment.** Listen to music that uplifts you. Watch inspirational movies and shows. You don't have to devote yourself to a life of "Tomorrow" and *Rocky*, but don't spend too much time on downbeat material. Mix it up, with a leaning toward the positive.
- **Appreciate your life.** Focusing on what you don't have can crowd out your appreciation for what you already possess. Take some time every so often to enjoy what you've already achieved with your life. Think about what you did to get where you are, and use that as a reminder of your capabilities.
- **Let go of mistakes.** You're bound to fail at some things; don't obsess over them. Learn what you can and move on instead of beating yourself up over and over for them.



Oswego County Workforce New York Workshop Schedule

Table with 5 columns (Mon-Fri) and 6 rows of workshop sessions. Row 15 is marked 'Center Closed In Honor of Presidents Day'. Row 6 contains contact information: 'For Information or to sign up call 591-9000'.

- List of workshop topics and descriptions including: Access 2003, Advanced Excel, Advanced Resume Review, Advanced Word, Computer Skill Building, Difficult Interview Questions, Excel 2003, Internet Job Search, Introduction to the Interview Process, Job Search Forum, Keyboarding, Microsoft Word 2003, Mature Worker Job Search, PowerPoint, QuickBooks, Resume Formatting, Successful Resume Writing, Technology In The Job Search, Understanding the Civil Service System, What You Don't Know about jobs and careers, WIA Overview, Winning Applications, and Word 2007.

Did You Know...

- **Did you know...**that Oswego County's unemployment rate for Nov. 2009 was 9.3%? This was an increase from the Oct. 2009 rate of 9.2%.
- **Did you know...**that February is American Heart Month? Heart disease is a leading cause of death in the United States, but it doesn't have to be. American Heart Month seeks to increase public knowledge of cardiovascular diseases, raise funds for research, and prevent heart disease by encouraging heart-healthy habits.
- **Did you know...**that February is Low Vision Awareness Month? Low vision can interfere with the ability to perform all kinds of common daily activities. Fortunately, many low vision aids available today can help people make the most of their remaining vision so they can still enjoy a satisfying independent life.
- **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 trained tax preparers from SUNY Oswego will be available at the Oswego County Workforce New York Center in Fulton to prepare and electronically file your income taxes? Get your taxes done on Tuesday evenings (except March 16th) from 4:00 pm until 7:00 pm, starting February 2nd through April 6th, no appointment needed. For weather related closures, call 591-9000.

Partner Agencies/Workshops

Oswego County Opportunities
www.oco.org

Oswego County BOCES
www.oswegoboces.org/adulted/index.asp

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.

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WE'RE ON THE WEB AT
WWW.YOURCAREERCONNECTION.ORG

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

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New York
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