



CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter



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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!

A few years ago there was a TV commercial for Head & Shoulders shampoo that showed people in various circumstances. One of my favorites was a gentleman with extreme dandruff shown trying to pick up a woman in a bar. The punch line was: “You don’t get a second chance to make a good first impression!” This reasoning needs to be consistently applied to your job search. Let’s look at some pivotal moments in the job search when **“You don’t get a second chance to make a good first impression!”**

- **Networking** – When you’re job searching, you should be doing something every day to look for work. Family reunions can be a great opportunity for networking. When meeting that long-lost cousin for the first time, be sure to mention that you’re looking for work. You should even have resumes with you to pass around. However, if you’re drunk and obnoxious at the family reunion **you won’t get a second chance to make a good first impression!**
- **Applications** – You hear about a job opportunity you just know you would be perfect for, so you go and pick up the application. When you get to the business, the woman behind the desk seems very frustrated and snaps at you. She tells you that the person who normally would give out applications is off today and she has to fill in. On top of that they’re completely out of applications so she’s going to have to go make copies. The copier near her is out of order so she’s going to have to go all the way upstairs to make copies. Needless to say she’s not happy. You fly off the handle and say “And this my problem? I just wanted an application!” To make matters worse, you return the application to the same person wrinkled and covered

with a coffee stain. Remember, **you don’t get a second chance to make a good first impression!**

- **References** – Being thoroughly prepared when job searching is extremely important. It demonstrates that you’re serious about wanting to work and leads the employer to believe you’ll do a good job when hired. Being prepared includes having current and complete reference information available. Imagine that you’re completing an application and it asks for your reference information. You spell the person’s name wrong and you’ve forgotten their phone number so you leave it blank. Three days later you bring the complete information back to the employer. When the employer calls your reference, they’re caught off guard and barely remember you because it was a coworker you worked with over five years ago and you haven’t talked with them since. **No Second chance here! Chances are you can kiss that job goodbye!**
 - **Interviewing** – The interview is frequently the first time you will meet an employer face to face! You can say it’s not right and you can say it’s not fair and I will agree with you but we do judge people based upon the way they look. **That’s our first impression!** Arriving at the interview in shorts or sandals, wearing too much perfume or after-shave and bringing along a friend for moral support will definitely cause the employer to decide, **bad first impression. No second chance for you!**
- At times job searching can seem like an impossible task. It’s hard to hear no, no, no at every turn. To prevent those no’s think about each step of the job search and how you can make a good first impression because there’ll be **NO SECOND CHANCES!**



Adopt The Right Attitude to Build Your Success

Success and happiness depend as much on your attitude as on your resources and advantages. To develop the right mindset, keep these precepts front and center:

Control. Ultimately the only control you have in life is over yourself: your thoughts, actions, responses, and behaviors. Don't obsess over what you can't control; concentrate on what you can.

Results. It's easy to fall into routines and patterns that emphasize the process instead of the outcome. Learn the rules, but apply them with an eye on what you want to achieve.

Gratitude. You'll stay positive if you remind yourself of what you already possess. Spend some time every day thinking about your health, your family and friends, and the advantages you have, instead of focusing single-mindedly on what you lack.



The future depends on what we do in the present.

~ Mahatma Gandhi

Managing Older Workers? Eliminate The Stereotypes

You may have lots of younger workers, but that doesn't mean you can afford to neglect your older workforce. Baby boomers may have skills and attitudes that younger workers haven't mastered yet. Here are some tips for effectively managing older workers:

- **Address your attitude first.** Eliminate stereotypes from your thinking, positive or negative. You may believe older employees are harder workers, or that they're just waiting for retirement. Treat every employee as an individual without jumping to conclusions based on age. Stereotypes often keep us from tapping talent.

- **Give them feedback.** Many younger managers are a little hesitant to give older workers feedback. But remember that older workers need to know their value to a team or the importance of their work. And they need to know where and how they need to improve.
- **Consider making them mentors.** Older workers have a mountain of experience. Make use of it. They can help steer younger workers through minefields that are never written in the company policy manual, and they can provide insights based on their own successes and failures.

Myths About Humor In The Workplace

There's no place that needs humor more than the workplace. But we're often caught in a dilemma that signifies the paradox of humor in the office or plant: We value humor, but work is no joke. Here are some myths that need to be dispelled about using humor in the workplace:

- 1) **People won't take me seriously.** While it's important that we take our work seriously, it's equally important that we don't take ourselves too seriously. Humor helps keep your head clear when you face difficult decisions or complex problems. You don't have to be solemn to be serious about your work.
- 2) **Humor isn't important to the bottom line.** We should take humor seriously for a number of reasons. *Laughter is the best medicine.* Health costs are among the biggest expenses for companies. The adage that laughter is the best medicine has ample proof. Humor can have a positive impact on individual, as well as corporate, health. *Humor relieves stress and burnout.* The cost of stress to the economy is \$200 billion annually, according to a President's Science Advisory report. Humor is one of the most powerful antidotes to stress and a key coping mechanism that helps add years to lives. *Humor builds positive working relationships and improves morale.* In this day of teamwork, there's no better way to build effective relationships and open up communication than with humor. There's also a link between humor and creativity. Humor can increase the amount of honest feedback you get and the capacity for people to share good things, according to Ken Blanchard, author of *The One-Minute Manager*.
- 3) **You have to tell jokes to be funny.** Telling a joke isn't the only way to be funny. Find other creative ways, like telling a humorous anecdote about yourself, to tickle others' funny bones.



Oswego County Workforce New York Workshop Schedule

Table with 5 columns (Mon-Fri) and 6 rows of workshop sessions. Each cell contains the day number and a list of workshop topics and times.

- List of workshop descriptions including: Access 2003, Advanced Excel, Advanced Resume Review, Advanced Word, Computer Skill Building, Difficult Interview Questions, Excel 2003, Internet Job Search, Interview 101, 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 that You Don't Know, and WIA Overview.

Did You Know...

- **Did you know...**that Oswego County's unemployment rate for Apr. 2010 was 9.1%? This was a decrease from the Mar. 2010 rate of 10.8%
- **Did you know...**that July is Sandwich Generation Month? A national observance of the dedication and care exercised by those who are part of the Sandwich Generation: adults caring for their children as well as their aging parents. For more information, go to www.sandwichgenerationmonth.com.
- **Did you know...**that July 10th—16th is Take Charge of Change Week? The week is meant to increase awareness of the individual's power to control his or her own destiny. Look at the principles of taking charge of the changes that affect each of us. Focus on reducing stress and improving the quality of your life when you put yourself in the driver's seat.
- **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. Give us 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

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.

200 North Second Street
Fulton NY 13069
Return Service Requested



AN OSWEGO COUNTY
WORKFORCE NEW YORK
NEWSLETTER

Connect for Success

Oswego County Workforce New York
200 North Second Street
Fulton NY 13069

(315) 591-9000 phone
(315) 591-9091 TTY

(315) 591-9009 fax
(315) 591-9024 fax

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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Put us to work for you