



# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

## Job Searching in the “Good Old Summertime”



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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!

The lazy, hazy days of summer will soon be here. It’s a time when life is more laid back and children are out of school. Nice days in our area are limited. When summer is here most Central New Yorkers want to be outside enjoying the weather, not looking for work. Job searching, however, knows no season. If you’re looking for work you probably can’t afford to take the summer off. Let’s look at some tips for job searching in the good old summertime:

- **Job Searching & Vacation** – As tempting as it is to take a vacation during those nice days of summer, it can be fatal to your job search. The serious job seeker does something every day towards their job search. If you’re planning to go out of town, it’s important to keep up with your job search and maintain your contact with employers. While on vacation will you be able to check your e-mail and answering machine for any messages from potential employers? You may also want to continue to check newspapers (can be checked on-line at [www.hometownnews.com](http://www.hometownnews.com)) or on-line sites that you regularly visit so as not to miss out on an opportunity that you’ve been waiting for.
- If you’re considering relocating to another area, you could combine your job search with a mini vacation. Schedule informational interviews with companies in the new city and then explore the area to learn about other employment possibilities.
- **Summer’s Slow Pace** – Summer means vacation time for many working people. It may take longer for hiring managers or supervisors to respond to your resume or make hiring decisions. Always ask what the next step in the hiring process is and when you can expect to hear from the company.

- **Keep Your Job Search Organized** – With the kids home for the summer it’s important to keep your resumes and job search log nice and neat and away from “crayon fingers”! If children will be answering the phone, make sure they know how to answer properly and take messages. You can’t afford to have your teenager forget to write down the name and number of the employer who wants to schedule an interview with you.



- **Summer Attire** – Job searching attire **never** includes flip-flops and shorts. Even though it may be sweltering outside you need to appear professional, cool and collected. Whether you’re going for an interview or picking up or dropping off an application, the rule of thumb is to dress one step above what you would wear on the job. Dress slacks and a button down shirt or blouse are always more appropriate than sandals and shorts.
  - **Seasonal Employment** – Summer is also an excellent time to find seasonal employment. Many tourist-related vendors and restaurants put on extra people for the season. It may not be your ideal job but it could put some money in your pocket and fill a gap in your work history while allowing you to continue looking for your next job. Consider volunteering in the summer. Many humanitarian projects such as Habit for Humanity or parks step up the pace for the summer and are eager for extra hands. Volunteering helps the job seeker develop new skills and make contacts.
- Summer is short in Central New York but don’t stop job searching to enjoy it! A job search is a full time job – rain, snow or sunshine. If you’re looking for work this summer stop in to the career center and let our staff help you **job search in the good old summertime.**

## Employees Need to Know They Can Ask Questions

Do your employees come to you for advice when they hit a roadblock at work? If so, be thankful.

According to a survey of British employees conducted by the Chartered Management Institute (CMI) and the British Library, 85% of worker would go somewhere else—seemingly anywhere else—before asking their supervisors for help.

The good news (if there is any): Only 23% said they turn elsewhere because they don't trust their boss's judgment or ability to help. Instead, 48% said they didn't want to bother their manager, while 30% said they were afraid of looking incompetent and 20% worried about being negatively judged for not knowing what to do.

Remind employees that you're there to assist them, and don't punish them for asking reasonable questions. Your job is to enable them to do their jobs.



**One of the reasons people stop learning is that they become less and less willing to risk failure.**

~John W. Gardner

## Memorable, Sure—But Did They Get The Job?

First impressions never count more than during a job interview.

A recent CareerBuilder.com survey of over 2,700 hiring managers uncovered some common mistakes—and a few funny stories.

The mistakes first. Asked what kind of boo-boos they'd witnessed during interviews, the hiring managers named these blunders:

- Inappropriate attire; 57%
- Boredom or lack of interest; 55%
- Criticizing a current or previous employer; 52%
- Arrogant attitude; 51%
- Answering a cell phone or texting during the interview; 46%
- Vague answers; 34%
- Not asking good questions; 34%

And in the "Hall of Shame" category:

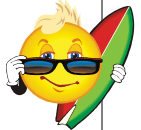
- One candidate wore a business suit and flip-flops.
- A job-seeker asked if the interviewer wanted to meet later for a drink.
- The candidate who applied for an accounting job said he was "bad at managing money."
- One hungry candidate asked for directions to the employee break room to eat after the interview.
- A candidate recited poetry.
- A candidate for a customer service job told the interviewer, "I don't really like working with people."
- One person had to leave because his dog had gotten loose in the parking lot.
- A job-seeker spent the entire interview staring at the ceiling.
- Asked to provide an example of teamwork, one candidate cited his *Dungeons and Dragons* experience.

## It's Not Rejection, But Fear You Need To Overcome

Rejection happens. You can't avoid it, whether you're a salesperson with a tough quota or a shy nerd hoping for a date with a supermodel. But you can't let the fear of rejection paralyze you from the start or you'll never get any sales—or any dates.

To overcome your fear of rejection:

- **Analyze and evaluate your thoughts.** When faced with a challenge, what do you tell yourself? "I'm no good...this is too hard...I'll never make it..." Don't let negative self-talk sabotage your chances. Take an objective look at the evidence. Chances are you'll realize your worries aren't accurate or realistic. By confronting your irrational doubts, you remove their power.
- **Identify realistic fears.** Whom do you fear? What might go wrong? Knowledge is power, so clarify the facts: Who has the power to reject you? Why would that person say no? The answers will help you prepare your best offer, and facing them will help you keep your composure.
- **Focus on the moment.** Keep your perspective. Rejection lasts only a moment, and once it's over, you'll be able to move on to the next opportunity. Also, overcoming your fears can be an exhilarating experience. Anticipate the rush of tackling the challenge, and you'll be more positive in the heat of the moment.
- **"It's just practice."** One way to take the pressure off is to treat the situation as a practice session regardless of the stakes. You still need to prepare and be at your best, but approaching the challenge as a learning experience will relax you, and you'll get a better sense of what works and what doesn't—knowledge you can use in the future.
- **Be more assertive.** Most fears of rejection rest on the desire for approval from other people. Don't base your self-esteem on their opinions. Learn to express your own needs (appropriately), and say no to requests when you genuinely can't help. People respect peers who stand up for themselves.



# Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
	1 RSO-UI Orientation 9:00-12:00 Computer Skill Bldg 1:00-4:30 Word session I 1:30-3:30 Surviving A Layoff 4:30-7:30 Excel session I	2 9:00-12:00 WIA Overview	3 9:00-12:00 Moving to Word 2007 9:30-11:30 Successful Resume Writing 1:00-4:00 Advanced Resume Review 1:00-4:30 Word session II 2:00-3:00 Technology in Job Search 4:30-7:30 Excel session II	4 10:00-11:30 Metrix 1:30-3:30 Interview Process
7 RSO-UI Orientation 4:30-7:30 PowerPoint	8 9:30-10:30 Understand Civil Service	9 9:00-12:00 WIA Overview  1:00-3:00 Keyboarding (M)	10 9:30-11:30 Successful Resume Writing 10:30-11:30 Learning Express 1:30-3:30 Mature Worker Job Search 4:30-7:30 Advanced Excel	11 9:30-11:30 Interview Process 1:00-2:00 What You Don't Know...
14 RSO-UI Orientation	15 9:30-10:30 Understand Civil Service 1:00-2:00 Winning Applications 1:30-3:30 Keyboarding	16 9:00-12:00 WIA Overview	17 9:30-11:30 Interview Process 1:00-4:00 Intro to Computers 2:00-3:00 Difficult Interview Questions	18 10:00-11:30 Metrix 1:30-2:30 Learning Express 1:30-3:30 Job Search Forum
21 RSO-UI Orientation	22 1:30-3:30 Surviving A Layoff	23  1:00-3:00 Intro to Computers (M)	24 9:30-11:30 Successful Resume Writing 1:00-4:00 Advanced Resume Review 1:00-4:00 Internet Job Search	25 9:30-11:30 Mature Worker Job Srch 1:00-2:00 What You Don't Know...
28 RSO-UI Orientation	29 9:30-10:30 Winning Applications	30 9:00-12:00 WIA Overview		<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 and 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.
- ◆ **Internet Job Search**-Learn to locate and research employers, advantages/disadvantages of job banks. Computer skills and a resume are required.
- ◆ **Interview Process**-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.
- ◆ **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.
- ◆ **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. Learn to work with accounts, manage inventory, record sales & process payroll. Some accounting & computer knowledge required.
- ◆ **Resume Formatting**-Spend 45 minutes of one on one time working on "How your resume looks." Bring your completed resume saved on a disk or USB drive.
- ◆ **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.
- ◆ **Understanding the Civil Service System**-Get a better understanding of how to obtain employment with local governments, school districts and State government.
- ◆ **What You Don't Know that You Don't Know** about jobs and careers.
- ◆ **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.

## Did You Know...

- **Did you know...**that Oswego County's unemployment rate for Mar. 2010 was 10.8%? This was a decrease from the Feb. 2010 rate of 11.6%
- **Did you know...**that June is National Safety Month? Each June, the National Safety Council encourages businesses to get involved and participate in National Safety Month. Each week has a separate theme; themes this year include teen driving safety, prescription drug overdose prevention, and preventing overexertion at home and at work.
- **Did you know...**that June is National Aphasia Awareness Month? Aphasia is an acquired communication disorder that impairs a person's ability to speak and understand others. People with aphasia have difficulty speaking, understanding other people, reading, and writing. Find out more at the National Aphasia Association Web site, [www.aphasia.org](http://www.aphasia.org).
- **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.

### 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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AN OSWEGO COUNTY  
WORKFORCE NEW YORK  
NEWSLETTER

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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.

**Oswego County**  
**Workforce**  
**New York**  
Put us to work for you