



# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

## Mix It Up In May



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### Inside this issue:

Mix It Up In May	1
Start Saving For Retirement Now	2
Will The Latest Management Trend Work For You?	2
How Well Do You Juggle?	2
Workshop Calendar	3
Did You Know....	4
Internet Job Search	4

### 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!

Job searching has gone electronic, have you? Job searching in 2010 definitely includes using a computer. If you're using a computer, great, if not you need to start. For a job search with a positive outcome, how about **Mixing It Up In May?** Let's look at some tips for using electronic means to job search as well as the old standbys:

- **Search On-Line Databases** – The 2010 job seeker should be searching sites such as [www.ajb.org](http://www.ajb.org), [www.simplyhired.com](http://www.simplyhired.com), or [www.indeed.com](http://www.indeed.com). The best use of on-line databases is to get an idea of what types of jobs may be available in your area. Is it worth posting your resume on these websites? Probably not, unless you have a real specialized skill or are looking to relocate. If you do post, be very cautious about how much personal information you are offering.
- **E-Mail** – Many employers are asking for resumes to be e-mailed. We recommend setting up a separate e-mail account that you use only for your job search. Use a free on-line e-mail site such as [www.yahoo.com](http://www.yahoo.com) or [www.hotmail.com](http://www.hotmail.com). If you start getting too much garbage in your e-mail, it's easier to abandon a free account instead of giving up your regular e-mail address provided by your Internet Service Provider. If you don't have a computer at home, using an Internet based e-mail account allows you the freedom to check your e-mail anywhere you can get online such as a library or the Career Center.
- **Visit Employer Websites** – Use the Yahoo yellow pages or a search engine to locate employers you may be interested in applying to and visit their website. Many employers now have websites where you can apply on-line or view job postings. While you're there, research the company to become familiar with their services, products and mission statement. This information may be helpful in an interview. Don't forget tried and true job search methods:

- **Newspapers** – Many employers still list their job openings in the local papers. Don't just look at certain job categories such as "general," search all the listings to consider potential employers. The Sunday help wanted ads are still the best with the most opportunities. It also still stands that if it sounds too good to be true it probably is. Nobody ever got rich stuffing envelopes!
  - **Yellow Pages** – Looking for places to apply? Consider letting your fingers do the walking. If a business is large enough to advertise in the telephone book they probably have more than one employee and could be a potential employer. You can also access the yellow pages on the Internet and search a category like banks to get a listing of potential employers.
  - **Direct Employer Contact** - Sitting home all day in front of the computer is comfortable but you still need to get out and talk to potential employers. Many times contacting an employer that hasn't listed an opening in the newspaper results in an offer of employment. It's much harder to say no to a face at the door than it is an e-mail or fax that has come in.
  - **Networking Is #1** – Networking is still the #1 way that employers find new hires. Job seeking is about who you know. You can increase who you know by getting out there. Talk to everyone you know and tell them you're looking for work. When you hear about a potential job, you need to respond quickly because word spreads quickly! Most employers would rather hire someone they know (or is known by a current employee) than a stranger off the street.
- With the variety of ways that people find jobs it's hard to describe them all. The job seeker who wants to get hired quickly uses a variety of methods. The more effort you put into your job search the better the results will be. So job seekers **Mix It Up In May!**



## Start Saving For Retirement Now

How much money can you lose by not contributing to a 401(k) when you're young? *Money* magazine senior editor Walter Updegrave did the math: A 34-year-old making \$50,000 who contributes 10% of his or her salary to a retirement plan will have about \$680,000 in the plan at retirement time (assuming a 7% annual return, and a salary that rises 2.5% a year).

But waiting six years to start contributing to a plan would leave the employee with just \$475,000 at retirement age. Workers who procrastinate until they're 45 will have just \$335,000, or less than half what they would have saved by starting at 34.



**O**nly those who dare to fail greatly can ever achieve greatly.

~Robert F. Kennedy

## Will The Latest Management Trend Work For You?

If you look around, you'll find enough management ideas, systems, and paradigms to make your head spin. Some of them are worth testing out, but many won't work with your particular organization or industry. To sort them out, keep in mind the following suggestions:

- **Do some research.** A management idea you read about in *The Wall Street Journal* has you all excited. Don't even think about putting into practice until you've researched the idea thoroughly. Read as much about the subject as you can. Grab every book, magazine, and study guide you can get your hands on. Get as solid a grasp on the idea as possible.

- **Make sure it will have measurable results.** Know exactly why you think the idea should be implemented and how you think it can contribute. Also, know how to measure its value and whether it is creating the intended changes and results. This means being able to evaluate empirical data measuring productivity and effectiveness.
- **Follow it through.** Once you implement a new management idea, be prepared to stick with it even if it seems it's not working right away. Change takes time. If you're not getting results, reexamine your own assumptions about the idea, and be sure you're implementing it

## How Well Do You Juggle?

Like it or not, multitasking seems to be the wave of the future. Technology, along with staffing cutbacks, is making it possible—and necessary—for all of us to do more than one job at a time. Instead of fighting it, remember that flexibility and higher productivity usually increase your employability. When multitasking, remember this basic advice:

- **Get clear objectives.** Ask your manager how your different tasks will be measured. Find out what your deadlines are. Juggling too many projects indefinitely can lead to confusion and burnout.
- **Focus on your core competency.** Multitasking may require you to learn new skills. Challenge is good, but don't lose track of what you already do best. Exercising your established skills will help you maintain self-confidence and minimize stress.
- **Don't overdo it.** If you stretch yourself too thin with too many different tasks, you'll wear yourself out physically and mentally. Be aware of your limits, and apply some balance to stay sane.



# Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
3 RSO-UI Orientation 4:30-7:30 QuickBooks session I	4 9:00-12:30 Word session I 9:30-10:30 Understand Civil Service 10:00-11:00 Learning Express 1:30-3:30 Surviving A Layoff 1:30-4:30 Excel session I	5 9:00-12:00 WIA Overview	6 9:00-12:30 Word session II 1:30-4:30 Excel session II 2:00-3:00 Technology in the Job Search 4:30-7:30 QuickBooks session II	7 1:00-4:00 Moving to Word 2007 1:30-3:30 Mature Worker Job Srch
10 RSO-UI Orientation 4:30-7:30 Advanced Excel	11 9:00-12:30 Word session I 9:30-10:30 Winning Applications 1:00-2:30 Metrix 1:30-4:30 Resume Formatting	12 9:00-12:00 WIA Overview  1:00-3:00 Keyboarding (M)	13 9:00-12:00 Advanced Resume Review 9:00-12:30 Word session II 1:30-3:30 Job Search Forum 1:30-4:30 Computer Skill Building 2:00-3:00 Difficult Interview Questions	14 9:30-11:30 Keyboarding 9:30-11:30 Successful Resume Wrt 1:00-2:00 What You Don't Know... 4:30-7:30 PowerPoint
17 RSO-UI Orientation 4:30-7:30 Excel session I	18 9:00-12:30 Word session I 11:00-12:00 Learning Express 1:30-3:30 Surviving A Layoff 1:30-4:30 Excel session I	19 9:00-12:00 WIA Overview	20 9:00-12:30 Word session II 9:30-11:30 Mature Worker Job Search 1:30-3:30 Successful Resume Writing 1:30-4:30 Excel session II 4:30-7:30 Excel session II	21 10:00-11:30 Metrix 1:30-3:30 Interview Process
24 RSO-UI Orientation 4:30-7:30 QuickBooks session I	25 9:00-12:30 Word session I 9:30-11:30 Understand Civil Service 1:00-2:00 Winning Applications 1:00-4:00 Intro to Computers 1:30-4:30 Resume Formatting	26 9:00-12:00 WIA Overview 9:00-12:00 Computer Skill Bldg 1:30-4:30 Advanced Word  1:00-3:00 Intro to Computers (M)	27 9:00-12:30 Word session II 9:30-11:30 Interview Process 1:00-4:00 Internet Job Search 1:30-3:30 Successful Resume Writing 1:30-4:30 Moving to Word 2007 4:30-7:30 QuickBooks session II	28 9:00-12:00 Advanced Resume Rww 1:00-2:00 What You Don't Know...
31 <b>Center Closed In Observance Of Memorial Day</b>				<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 Feb. 2010 was 11.6%? This was the same as the Jan. 2010 rate of 11.6%.
- **Did you know...**that May is National Arthritis Month. Some 46 million Americans are living with arthritis, the nation's leading cause of disability. The Arthritis Foundation encourages people with arthritis to stay active and exercise 20 - 30 minutes a day, three times a week or more. Avoiding a sedentary lifestyle is important. For more information, go to [www.arthritis.org](http://www.arthritis.org).
- **Did you know...**that May is Better Sleep Month? Sleep is essential to a healthy life, but 95 percent of Americans report difficulty sleeping at some time in their lives. Infants require 12-14 hours of sleep, whereas seniors may require only 6-8. For tips on getting the sleep you need, go to <http://www.medicinenet.com/sleep/article.htm>
- **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