



CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

New Year's Resolutions for the Job Seeker



Volume 1, Issue 13

January 2011

Inside this issue:

New Year's Resolutions for The Job Seeker	1
What Were Those Idiots Thinking	2
"You're The Best Boss!" Keys To Advancing	2
Win Your Boss' Support For Your Great Ideas	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!

Every January 1st provides us with an opportunity to start out new! Many people make New Year's Resolutions this time of year. If you're planning to find a new job in 2011 you might want to consider adding the following suggestions to your list of New Year's Resolutions:

- ◆ **Resolve to Spend More Time on Your Job Search** - Job seeking is a 24/7 job. The more effort and time you put into your job search, the better your results will be. Read the newspaper help wanted ads, check the on-line job sites, mail out resumes, set up interviews, and most of all work on your network of contacts! It takes time to find a new job. It takes even more time to find a really good job.
- ◆ **Resolve to Lose Weight** - This New Year's resolution is a great one for the job seeker too. Losing weight can help you to feel better and make a better first impression. Employers like to hire job seekers who won't have health issues.
- ◆ **Resolve to Have a Better Attitude** - Employers want to hire job seekers with a positive attitude. Your attitude must say, "I'm a team player and I'll do whatever it takes to get the job done." A positive attitude can help you find a job more quickly.

If you believe there is a job out there you will find one.

- ◆ **Resolve to Explore the Job Market** – Today's job market is very competitive and you may have to be more open when seeking a new



position. You're probably not going to find the ideal job right around the corner paying a great salary. You may have to drive a little further and get paid a little less than you really would like. You might even want to consider relocating.

- ◆ **Resolve to Learn Something New.** If you're lacking your high school diploma or GED, returning to school is a great New Year's resolution. If you have limited or no computer skills – take a class and bring your skills up to date. Anything new that you learn can only make you more valuable. All employers value education and skills.

If the New Year has you thinking about your job search, consider making some job seeker resolutions. If you need help with your job search, stop in to the Career Center and see our staff.

What Were Those Idiots Thinking

There are ways to get ahead at work, and ways to get fired. And there are stupid ways to get fired. From the *Women's Day* website come these prime examples:

- **One employee spent her days working at the computer**—except she wasn't working. Instead she was writing a journal about how she wasn't doing anything. It worked until her boss discovered the journal. She didn't get unemployment benefits because a judge noted she had refused to do her job.
- **An intern called in to say he had a family emergency.** Then he posted pictures on his Facebook profile showing the Halloween party he'd gone to. His manager fired him by e-mail, attaching the photo with his farewell message.



The hardest arithmetic to master is that which enables us to count our blessings

~ Eric Hoffer

“You’re The Best Boss!” Keys To Advancing

Let's face it—sucking up to the boss is sometimes unavoidable. And it's not necessarily unethical, as long as you're not blatantly lying. Here's how to enhance your career by making yourself look good to the people who count:

- **Spend time with your boss.** Don't hide when the boss comes around. Make an effort to get to know him or her so when you have something to say, you've already established a positive relationship.
- **Be sincere.** Most people can tell when you're forcing it. Find something you can believe in when you compliment your boss: “You really are well organize” is more convincing than “You're the best boss I've ever had!”
- **Listen to your boss.** Show your boss you take his or her ideas seriously. Listen closely, and ask questions that underline your understanding and give the boss a chance to talk further.

- **Ask for advice.** Everyone enjoys being asked, “What do you think I should do?” Just frame it the right way: “You have lots of experience doing presentations well—how do you think I should begin?” Or, “How did you get that customer to agree? I'd love to be able to do the same thing.”

- **Play off the boss's ideas.** You can sell your own ideas by positioning them as responses to your boss's thinking. “That was a great idea you had about cutting costs the other day. I was thinking we could trim our expenses even more if we...”

- **Do your job.** None of these tactics will get you very far unless you're already meeting your boss's expectations. You might be able to fool a supervisor with flattery for a while, but in the long run you'll crash and burn unless you actually produce for your company.

Win Your Boss' Support For Your Great Ideas

You're full of brilliant, creative ideas. Unfortunately, you work for a boss who shoots them down time after time. What can you do? First, don't give up. Then, follow these suggestions for overcoming the negativity of a “can't-do” boss:

- **Clarify the boss's expectations.** How does the boss see your job and role? Once you've confirmed what he or she wants, you can share ideas that fit the boss's conception of what you're supposed to be doing. Otherwise, the boss may wonder why you're “solving problems” instead of doing your own job.
- **Adapt your style.** If your boss is the laid back type, don't leap into his or her office shouting your great idea at the top of your voice. Present it in a format that he or she is comfortable with.
- **Focus on mutual objectives.** When you know what your boss wants to achieve on the job, you can develop and present ideas that match his or her own

goals. If you concentrate only on what you want to do, bosses will question your commitment and loyalty.

- **Involve your boss in developing your ideas.** Instead of presenting a fully formed, take-it-or-leave-it idea, ask for the boss's input. Once bosses have invested their own time in a suggestion, they'll be more motivated to let you implement it.

- **Give bosses time to think ideas over.** New ideas are usually risky, and many bosses instinctively avoid risk, at least initially. Don't be in a hurry. Ask the boss to review your idea instead of giving you an immediate response.

- **Focus on Costs.** Most organization and managers are obsessed with keeping expenses down. If you can position your idea as a cost-cutting measure, you'll have a better chance at getting a hearing.

- **Go outside.** If all else fails, look for opportunities outside your organizations to stretch your imagination and share your ideas.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
3 Center Closed Happy New Year	4 RSO – UI Orientation 9:00-12:30 Word session I 1:00-4:00 Basic Internet & Email	5 9:00-12:00 WIA Overview 9:00-12:00 Access session I 1:00-4:00 Access session II	6 9:00-12:30 Word session II 9:30-11:30 Interview Skills 101 1:00-4:00 Advanced Resume Review	7 9:30-11:30 Successful Resume Wrtnng
10 RSO – UI Orientation	11 9:00-10:00 Winning Applications 9:00-12:30 Advanced Word 9:30-10:30 Understand Civil Service	12 9:00-12:00 Excel session I 9:30-10:30 What Employers Want 1:00-4:00 Excel session II	13 9:30-11:30 Mature Worker Job Srch 1:30-3:30 Job Zone	14 1:00-2:00 What You Don't Know...
17 Center Closed Martin Luther King Jr Day	18 RSO – UI Orientation 9:00-12:00 Advanced Excel 9:30-11:00 Further Your Education 1:00-4:00 PowerPoint 1:30-3:30 Successful Resume Wrtnng	19 9:00-12:00 WIA Overview 9:00-12:00 QuickBooks 2007 session I 9:30-11:30 Transferable Skills 1:00-4:00 QuickBooks 2007 session II	20 9:30-11:30 Job Search Forum 1:30-3:30 Personality & Careers 2:00-3:00 Difficult Interview Questions	21 1:00-4:00 Advanced Resume Review
24 RSO – UI Orientation	25 9:30-10:30 Understand Civil Service 9:30-11:30 Mock Interviews 1:30-2:30 Winning Applications 1:30-3:30 Surviving A Layoff	26 9:00-12:00 WIA Overview 9:30-10:30 Moving Forward	27 9:30-11:30 Lost Your Job & Attitude? 9:30-11:30 Keyboarding 1:00-4:00 Introduction to Computers 1:30-3:30 Interview Skills 101 2:00-3:00 Tech. in the Job Search	28 1:00-2:00 What You Don't Know...
31 RSO – UI Orientation				For info or to sign up please call– 591-9000

- ◆ **Access 2007**-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 Writing**-Resume required. The group reviews it and offers suggestions on ways to enhance it. Current resume required.
- ◆ **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 2007**-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 Skills 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 & 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.
- ◆ **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.
- ◆ **Microsoft Word 2007**-Learn to prepare, modify, save documents. Includes formatting text, working with toolbars and inserting graphic and clipart. Some typing skills and computer knowledge required.
- ◆ **Mock Interview**- An opportunity to experience being in an interview process. The interview will be taped and reviewed with each client. Client must dress appropriately for the mock interview and bring resume. Interview 101 required.
- ◆ **Moving Forward**-designed to assist those with a criminal record in your job search and cleaning up your record. Bonding information also discussed.
- ◆ **Personality & Career**-Explore and learn about your unique personality and apply your knowledge to better your career, or even get a new one.
- ◆ **PowerPoint 2007**-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 2007**-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.

Workshop Descriptions Cont'd.

- ◆ **Technology In The Job Search**-Pick up tips on how to use technology in your job search and the pitfalls to avoid.
- ◆ **Transferable Skills**-Are you reentering the job market, changing careers, face a lay off, or a recent graduate looking for your first job? This workshop is to help you identify your transferable skills and use them to build a better resume.
- ◆ **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.

Did You Know...

- **Did you know...**that Oswego County's unemployment rate for October 2010 was 9.3%? This was an increase from the September 2010 rate of 8.8%
- **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 accounting students from SUNY Oswego will be available at the Oswego County Workforce New York Center in Fulton to prepare and electronically file your income taxes starting Tuesday, February 1, 2011 through April 5, 2011. They will NOT be here on March 15, 2011.

**Partner Agencies/
Workshops**

**Oswego County
Opportunities**
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

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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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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