



CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter



Volume 11, Issue 6

June 2011

Inside this issue:

Job Searching In The "Good Old Summertime"	1
A Checklist To Prepare Employees For Promotion	2
Run An Effective Meeting-Without The Cynicism	2
What Not To Say At Work	2
Workshop Calendar	3
Did You Know....	4
Internet Job Search	4

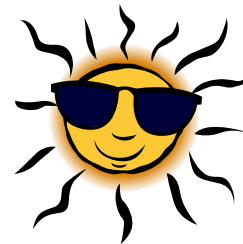
Special points of interest:

- * 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!

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) 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.**

A Checklist To Prepare Employees For Promotion

Do you have employees who are interested in moving up? Make it easy for them: Give your employees a checklist of skills and behaviors they'll need to demonstrate in order to be considered for promotion. Your list might look something like this:

- Volunteer for a significant amount of additional work during the year.
- Seek job-related training.
- Bring new or additional business, or establish valuable business relationships with customers, vendors, or industry peers.
- Make efforts visible to decision-makers throughout the organization.
- Attend professional meetings, seminars, and conferences throughout the year.
- Share ideas in increasing efficiency and productivity.
- Consistently expand one's network of contacts outside the company.
- Read extensively and stay up to date on information relevant to one's industry in order to keep up with professional trends and developments.



When all think alike, then no one is thinking.

~ Walter Lippman

Run An Effective Meeting—Without The Cynicism

Contrary to popular opinion and “Dilbert” cartoons, meetings can actually be very productive—if you manage them effectively. Improve your meeting with these tips:

- **Decide what to accomplish.** Define the purpose of the meeting in one or two sentences. That way people know why they're present, what needs to be done, and how to know if the meeting is successful.
- **Set an agenda.** List the issues to discuss, review, or decide. Your agenda should include firm starting and ending times, as well as estimates of time for each item under discussion.
- **Start on schedule.** Don't wait for latecomers; if someone is late, don't go back and review what has

been covered. Show that you value the time of the people who showed up promptly.

- **Appoint a “topic keeper.”** The topic keeper's job is to keep the discussion on track and interrupt whenever the talk strays. New topics that arise should either be tabled until later or scheduled for their own meetings.
- **Keep and send minutes.** Someone other than the meeting organizer should take notes on the meeting. These minutes should record who attended, what was discussed, and agreements that were reached, and all action items that were assigned—and who's responsible for them. Distribute minutes within 24 hours.

What Not To Say At Work

The workplace should be a friendly, supportive atmosphere where co-workers can talk to each other openly, ask questions, share opinions, and have fun.

That said, even colleagues on the best terms should exercise some self-control. When you're chatting between cubicles or killing time before a meeting starts, here are a few subjects to avoid:

- **“Can you look at this rash on my foot?”** If you're sick, go see a doctor. Otherwise, don't discuss personal health issues with co-workers. The conversation can too easily become awkward.
- **“Don't you think ___ is an idiot?”** Denigrating another employee behind his or her back can make you look petty and unprofessional. If you've got a problem with a colleague, confront it directly.
- **“Want to hear about my date on Friday?”** Relationships outside of work should stay private. At best, you'll bore (or offend) the other person by sharing intimate details. At worst, your comments could be misinterpreted as sexual harassment.
- **“I wish I made more money.”** Salary can be a sensitive issue. Comparing paychecks or complaining about compensation can create resentment between co-workers. Discuss money with your boss or the HR department, not the rest of the office.
- **“I hate my job.”** Gripping about problems at work is one thing, but if you're really miserable, your co-workers probably can't help you—and your negative attitude will only pull them down. Find out what's bugging you, and take action on your own.
- **“I hate the boss.”** Complaining about clueless managers may make good material for a sitcom or a comic strip, but in reality it can brand you as unprofessional. As with annoying co-workers, deal with the situation directly.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
		1 9:00-12:00 WIA Overview 1:30-3:30 Surviving A Layoff	2 9:30-11:30 Successful Resume Wrtnng 1:00-4:00 Introduction to Computers 1:30-3:30 Interview Skills 101 2:00-3:00 Difficult Interview Questions	3
6 RSO – UI Orientation	7 10:00-11:00 Lost Your Job & Attitude? 1:30-3:30 Resume Writer	8 9:00-12:00 WIA Overview 9:00-12:00 Advanced Resume Review 9:00-12:00 Excel session I 1:00-4:00 Excel session II 1:30-2:30 What You Don't Know...	9 9:30-11:30 Online Apps / Testing 10:30-12:00 Metrix 1:30-3:30 Successful Resume Wrtnng 1:30-3:30 Keyboarding	10 9:30-11:30 Personality & Careers
13 RSO – UI Orientation	14 9:00-10:00 Job Zone 9:00-12:30 Word session I 9:30-10:30 Understand Civil Service 11:00-12:00 Winning Applications 1:30-4:30 PowerPoint	15 9:00-12:00 WIA Overview 9:00-4:00 Furthering Your Education 9:30-10:30 Transferable Skills 1:30-3:30 Surviving A Layoff	16 9:00-12:30 Word session II 9:30-11:30 What Employers Want 1:30-2:30 Moving Forward 1:30-4:30 Internet & Email 2:00-3:00 Tech. in the Job Search	17
20 RSO – UI Orientation	21 9:00-12:30 Advanced Word 9:30-11:30 Interview Skills 101 1:30-2:30 What You Don't Know... 1:30-3:30 Resume Writer	22 9:00-12:00 Access session I 9:30-11:30 Mature Worker Job Srch 1:00-4:00 Access session II 1:30-3:30 Successful Resume Writing	23	24
27 RSO – UI Orientation	28 9:30-11:30 Interview Skills 101 10:00-11:00 Winning Applications 1:00-4:00 Internet Job Search 1:30-2:30 Understand Civil Service	29 9:00-12:00 QuickBooks 2007 session I 9:00-12:00 Advanced Resume Review 1:00-4:00 QuickBooks 2007 session II	30 9:30-11:30 Job Search Forum 1:00-3:30 Metrix 1:30-2:30 Mock Interviews	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 Computers req.
- ◆ **Advanced Excel**-Go beyond Excel. This class covers vertical lookups, conditional formatting and pivot tables. Excel or 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 2007 required.
- ◆ **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 and E-mail**-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.
- ◆ **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.
- ◆ **Job Zone**-An interest inventory that will give you insight into your next career.
- ◆ **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.
- ◆ **Online Applications & more**-Learn the do's and don'ts of online applications and also "pre-employment testing" methods used by employers to screen candidates.
- ◆ **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.

Workshop Descriptions Cont'd.

- ◆ **QuickBooks 2007**-Learn to manage finances & run a business efficiently; work with accounts, manage inventory, record sales & process payroll. Some accounting & computer knowledge required.
- ◆ **Resume Writer**-Use the latest technology to put together your resume, and submit for job matches when done. *Recommended to have some computer skills, a USB device, and bring a detailed work history.
- ◆ **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.
- ◆ **Transferable Skills**-Are you reentering the job market, changing careers, facing 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.

**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

Did You Know...

- **Did you know...**that Oswego County's unemployment rate for March 2011 was 11.0%? This was a decrease from the February 2011 rate of 12.0%.
- **Did you know...**that the Public Computing Center (PCC) at the Oswego Public Library offers a free computer workshop series? Workshops are held on Tuesdays and Wednesdays throughout the month. Just call 342-8839 to schedule a class or visit the website, <http://oswego.learninglibraries.org>, to see a complete list of classes offered.
- **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 additional parking is available behind the building on First St? Just park in the grass and walk through to the office.

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



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.

