



# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

## Mix It Up In May



Volume 11, Issue 5

May 2011

### Inside this issue:

Mix It Up In May	1
Prove Yourself To Your Staff	2
Power Play: Prepare To Succeed In Your Boss's Job	2
You Could Be A Terrible Boss If...	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 2011 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 some of the old standbys:

- **Search On-Line Databases** – The 2011 job seeker should be searching sites such as [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 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 who 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!**



## Prove Yourself To Your Staff

Before employees will listen to you and do what you ask, they've got to trust you. That takes time, but you can start by reassuring them that you know what you're doing. Here's how to establish yourself as someone your workforce can depend on:

- **Let them know what your experience is.** Tell employees early on about your educational background, certifications, previous jobs, and any other relevant experience that you bring to the organization and your department. Don't boast, but show them you're prepared to lead them.
- **Talk about what you've done for others.** Reinforce your qualifications by telling people what you've achieved. Again, don't brag about how much you've accomplished. Just state facts about what you've done and how you've helped customers, employees, and organizations succeed.
- **Dress appropriately.** Your clothes should reflect your professionalism. Darker, solid colors like black or navy blue convey an impression of authority. Don't dress too far above your employees, or they won't feel you identify with them.



**T**he test of a vocation is the love of the drudgery it involves

~ Logan Pearsall Smith

## Power Play: Prepare To Succeed In Your Boss's Job

When your boss moves up, it's a perfect opportunity for career advancement by taking charge of his or her responsibilities. But you need to be ready to take over the job. Here's how to prepare and position yourself for promotion:

- **Learn your boss's job inside and out.** Start with his or her daily routine: what's on the to-do list, whom the boss talks to, what the big projects and minor details are. Then analyze the broad picture. To whom does your boss report? What are his or her major responsibilities? What projects is the boss handling?
- **Ask for feedback.** Talk to your boss (and your peers) about what you do well and what skills you need to learn. Get training and experience in the areas you need to strengthen, and do your best to highlight your strengths.
- **Work closely with your boss.** Offer to take some tasks off his or her plate. Suggest a project to work on together. Find opportunities to collaborate on the boss's priorities. The boss who sees you taking initiative and working effectively at a high level will be more likely to think of you as a potential manager and possible successor.
- **Take the direct approach.** Let the boss know you're interested in promotion. Be diplomatic—you don't want to sound as if you're planning a takeover. Make your case by pointing out your experience and accomplishments, and listen to his or her reaction to show you're capable of responding to honest feedback..
- **Go above your boss.** No, don't sneak around behind his or her back. But make a point of getting to know top executives as well as managers and colleagues in the other departments so your visibility increases. Stay on top of what's happening in your organization and your industry to demonstrate your commitment to the mission.

## You Could Be A Terrible Boss If...

You're a good boss, right? If you can't honestly answer that question with a firm yes, don't panic. It's natural to wonder whether you're doing the best you can. Look for these signs that your management style could use a tune-up:

- **Your turnover rate is high.** If your department has a higher turnover rate than others in your organization, you may be sending good employees elsewhere.
- **People call in sick a lot.** The more often your workers call in sick, the likelier it is they're unhappy working in your company.
- **You're always the last to know.** Workers don't like to tell bad bosses about any problems. They try to work it out among themselves, letting the boss think all is well until problems spiral out of control.
- **Your employees fight a lot.** Conflict at work may signal an unhealthy atmosphere—caused by poor communication or bad management.
- **Nobody disagrees with you.** Rather than risk your anger, employees may simply tell you what you want to hear. You won't know what's really going on if you're surrounded by yes-people.



## Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
2	3 3:00-4:00 Understand Civil Service	4 9:00-12:00 WIA Overview 9:00-12:00 Excel session I 9:30-11:30 What Employers Want 1:00-4:00 Excel session II	5 9:30-11:30 Interview Skills 101 1:00-4:00 Introduction to Computers 1:30-3:30 Successful Resume Wrting 2:00-3:00 Difficult Interview Questions	6
9 RSO – UI Orientation	10 9:00-10:00 Winning Applications 9:00-12:30 Word session I 9:30-11:30 Online Apps / Testing	11 9:00-12:00 WIA Overview 9:00-12:00 Advanced Excel 9:30-11:30 Lost Your Job & Attitude? 1:00-4:00 Internet & Email	12 9:00-12:30 Word session II 9:30-11:30 Mature Worker Job Srch 10:30-12:00 Metrix 1:30-3:30 Personality & Careers 1:30-4:30 PowerPoint 2:00-3:00 Tech. in the Job Search	13 9:00-12:00 Advanced Resume Review 1:00-2:00 What You Don't Know...
16 RSO – UI Orientation	17 9:30-11:30 Successful Resume Wrting 1:30-3:30 Surviving A Layoff	18 9:00-12:00 WIA Overview 9:30-11:30 Interview Skills 101	19 9:00-4:00 Furthering Your Education 9:30-11:30 Job Search Forum 1:30-2:30 Moving Forward 1:30-3:30 Keyboarding	20 1:30-2:30 Transferable Skills
23 RSO – UI Orientation	24 9:00-12:00 Advanced Resume Review 9:30-10:30 Understand Civil Service 1:30-3:30 Surviving A Layoff 2:00-3:00 Winning Applications	25 9:00-12:00 WIA Overview 9:00-12:00 QuickBooks 2007 session I 9:30-11:30 Successful Resume Writing 1:00-4:00 QuickBooks 2007 session II 1:30-2:30 Job Zone	26 9:30-11:30 Interview Skills 101 10:30-12:00 Metrix 1:00-4:00 Internet Job Search 1:30-3:00 Mock Interviews	27 1:00-2:00 What You Don't Know...
30 <b>Center Closed In Observance of Memorial Day</b>	31 RSO – UI Orientation			<b>For info or to sign up please call— 591-9000</b>

- ◆ **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.
- ◆ **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.

## Did You Know...

- **Did you know...**that Oswego County's unemployment rate for February 2011 was 12.0%? This was a decrease from the January 2011 rate of 12.6%.
- **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 West 1st St? Just park in the grass and walk through to the office.

### 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)

---

**[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.

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](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.

