



# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

## Score a Job - Not a Scam: Spot Phony Job Postings



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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!

Article by Megan Coleman; CNY Central

If you're looking for a job, you're probably not alone. With an unemployment rate over 9 percent, many job seekers are turning to online job boards to post their resume and look for work. There's no doubt, the internet has made searching for jobs easier. But it also creates opportunities for ID thieves and scammers looking to take advantage of eager and unsuspecting job seekers. The BBB says Monster.com, Careerbuilder.com, Craigslist and even Facebook are breeding grounds for scammers.

"Job seekers need to know how to spot a potential job scam," said David Polino, Better Business Bureau President. "Get to know the common red flags and before you post your resume to a career site or inquire about a job, make sure you're dealing with someone reputable." BBB advises job hunters to be on the look out for these red flags when conducting their job search:

◆ Employer emails are rife with grammatical and spelling errors. Most online fraud is perpetrated by scammers located outside the U.S. Their first language usually isn't English and this is often evident in their poor grasp of the language which can include poor grammar and the misspelling of common words.

◆ Emails purporting to be from job posting websites claiming there's a problem with a job hunter's account. After creating a user account on sites like Monster.com, Careerbuilder.com or Craigslist.com, a job hunter might receive an e-mail saying there has been a problem with their account or they need to follow a hyperlink to install new software. Phishing e-mails like this are designed to convince readers to click a link within the message to fix the issue, but actually takes them to a website that will install malware or viruses on their computer.

◆ An employer asks for extensive personal information such as social security or bank account numbers. Some job seekers have been surprised to learn they've gotten a job without having to do a single interview. However, when the employer then asked for personal information in order to fill out the necessary paperwork

suspicious were raised - and rightly so. Regardless of the reason or excuse given by the employer, a job applicant should never give out his or her social security or bank account numbers over the phone or e-mail.

◆ An employer offers the opportunity to become rich without leaving home. While there are legitimate businesses that allow employees to work from home, there are also a lot of scammers trying to take advantage of senior citizens, stay-at-home moms, students and injured or handicapped people looking to make money at home. Job hunters should use extreme caution when considering a work-at-home offer and always research the company with their BBB first at bbb.org.

◆ An employer asks for money upfront. Aside from paying for a uniform, it is rarely advisable for an applicant to pay upfront fees or make a required purchase to get a job. Most recently, the BBB of Metropolitan Dallas uncovered a scam where job hunters were told they had to pay \$64.50 for a background check before they could be considered for a cleaning job. Predictably, after paying for the background check, the job seeker never heard from the company again.

◆ The salary and benefits offered seem too-good-to-be-true. The adage holds true for job offers: if the deal sounds too good to be true, it probably is. Phony employers might brag about exceptionally high salary potential and excellent benefits for little experience in order to lure unsuspecting job hunters into their scam.

◆ The job requires the employee to wire money through Western Union or MoneyGram. Many phony jobs require the prospective employee to cash a check sent by the company through the mail and then wire a portion of the money on to another entity. Reasons given for this requirement vary from scam to scam. Whatever the reason though, the check might clear the employee's bank account but will eventually turn out to be a fake and the employee is out the money he or she wired back to the scammers.

Bottom line, be careful when searching for jobs online. Even if you go to a credible website, there could be scammers lurking there too.

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## The Boss Sets The Tone - For Better Or Worse

Some days just start out badly. The boss of a troubled company was so discouraged one morning that he walked through the office without saying a word to anyone. He barely grunted to the office receptionist. Everyone could see he was in a bad mood. He trudged into his office and slumped in his chair, feeling thoroughly sorry for himself.

Then one of his longtime employees walked in and confronted him. She told him never to walk into the company that way again. Every single employee looked to him for hope and confidence, and if people sensed he was giving up, they'd give up too.

The boss was Jeff Cornwell, entrepreneur and now with Belmont University's Center for Entrepreneurship. He tells that story to students to illustrate the power of a manager's example.

"I made sure to never show my fear or worries again," Cornwell writes in his blog. "Entrepreneurs need to be the emotional spark plugs for their team."



**U**se your imagination not to scare yourself to death but to inspire yourself to life.

~ Adele Brookman

## Get More From Candidates By Opening Up Interviews

Job interviews have traditionally been one-on-one affairs—you and a candidate for employment (or advancement). But more and more organizations have discovered the advantages of panel interviews: The candidate meets with a group of managers, employees, or other interested parties to answer questions and discuss the job under consideration. Here are some benefits:

- **Atmosphere.** A one-on-one interview can feel like an interrogation, a tense and uncomfortable experience. A group interview tends to feel more relaxed and open, like a conversation. You'll be able to see how they interact with different people, not just you.
- **Time.** A committee interview between a candidate and three people takes a lot less time than scheduling

and conducting three separate interviews with three different decision-makers. More people can get to know more candidates in a shorter time.

- **Attention.** A single interviewer may miss an important answer or a subtle bit of body language. With more people listening to the candidate and observing his or her reactions, you'll get a more complete view of the person.
- **Better Answers.** Interviewers can follow up a candidate's answers with questions from a different point of view, eliciting more revealing information. This makes it less likely that you'll make a crucial decision based on a single answer. There's also less chance of confusion or misunderstanding, because follow-up questions should clarify what the candidate means to say.

## Want To Get Fired? Just Make These Mistakes

Some people seem incapable of holding down a job. And they'll probably tell you it's not their fault. Many people sabotage their careers with bad habits and a poor attitude. If you don't want to become one of them, steer clear of these mistakes that can land you on your employer's short list of people to let go:

- **Chronic lateness.** Showing up on time demonstrates reliability and commitment. If the boss doesn't know when to expect you, he or she may decide not to wait around for you to appear.
- **Online antics.** Resist the temptation to complain about your job online or to post photos of yourself goofing off at work. They're hard to keep hidden, and they indicate that you're not serious about wanting to do the best job possible.
- **Sloppy personal habits.** Even in a "casual" workplace, appropriate dress and hygiene are important. Unwashed T-shirts, beach sandals and uncombed hair look unprofessional in any setting.
- **Egotism.** You may sincerely believe that you're smarter and more capable than most of your co-workers, but if you refuse to compromise, ignore the chain of command or otherwise behave arrogantly, you'll alienate people whose support you need. Your skills may save you for a while, but in the long run, managers look for people they can enjoy working with.
- **It's not my job.** A good work ethic tells supervisors and co-workers they can depend on you for results. If you're constantly trying to evade extra duties or responsibility, you'll be seen as someone who doesn't care about the organization or its people.
- **Dishonesty.** A lie on your resume can get you fired, but even casual lies in the workplace can gain you a reputation as someone who can't be trusted. Make an effort to tell the truth in every situation, especially when it means admitting a mistake.



## Oswego County Workforce New York Workshop Schedule

| Mon                        | Tue   | Wed   | Thu   | Fri  |
|----------------------------|---|---|---|--|
| 3<br>RSO – UI Orientation  | 4   | 5<br>9:00-12:00 WIA Overview<br>9:30-10:30 What You Don't Know...<br>1:30-3:30 Surviving A Layoff   | 6<br>9:30-11:30 Interview Skills 101<br>1:30-3:30 Successful Resume Writing<br>1:30-3:30 Keyboarding<br>2:00-3:00 Difficult Interview Questions | 7  |
| 10<br><br>Columbus Day     | 11<br>RSO – UI Orientation  | 12<br>9:00-12:00 WIA Overview<br>9:00-12:00 Advanced Resume Review<br>9:00-12:30 Word Session I<br>9:30-10:30 Understand Civil Service<br>1:30-3:30 Interview Skills 101<br>1:30-4:30 Excel Session I | 13<br>9:30-11:30 Online Apps / Testing<br>1:30-3:30 Personality & Careers<br>1:00-4:00 Introduction to Computers                                | 14<br>9:00-12:30 Word Session II<br>1:30-4:30 Excel Session II |
| 17<br>RSO – UI Orientation | 18<br>9:30-10:30 Job Zone<br>1:00-2:00 Winning Applications<br>1:30-3:30 Successful Resume Writing  | 19<br>9:00-12:00 WIA Overview<br>9:00-12:00 QuickBooks Session I<br>9:30-10:30 What You Don't Know...<br>1:00-4:00 QuickBooks Session II<br>3:00-4:00 What Employers Want                             | 20<br>9:30-11:30 Successful Resume Writing<br>1:30-3:30 Interview Skills 101<br>2:00-3:00 Tech. in the Job Search                               | 21<br>1:30-2:30 Lost Your Job...                               |
| 24<br>RSO – UI Orientation | 25<br>9:00-10:00 Transferable Skills<br>9:00-12:00 Excel Session I<br>9:30-10:30 Understand Civil Service<br>1:00-4:00 Excel Session II<br>1:30-3:30 Surviving A Layoff<br>2:00-3:00 Moving Forward | 26<br>9:00-12:00 Advanced Resume Review<br>9:00-12:00 Access Session I<br>9:00-4:00 Furthering Your Education<br>1:00-4:00 Access Session II<br>2:00-3:00 Mock Interviews                             | 27<br>9:00-10:00 Winning Applications<br>9:30-11:30 Mature Worker Job Search<br>1:00-4:00 Internet Job Search<br>1:30-3:30 Job Search Forum     | 28   |
| 31<br>RSO – UI Orientation |   |   |   | <b>For info or<br/>to sign up please<br/>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 Resume Writing**-Resume required. The group reviews it and offers suggestions on ways to enhance it. Current resume 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 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

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 July 2011 was 9.2%? This was a decrease from the June 2011 rate of 9.9%.
- **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.

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WE'RE ON THE WEB AT  
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Oswego County Workforce New York is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.

