



CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Fall Into A Job



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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!

Is it possible to just **Fall Into A Job**? It's highly unlikely, but anything is possible!!

The advice I've always given my customers is that a job doesn't come walking up on your front porch, knock on the door, and say "would you like to go to work?" Recently, though, a gentleman came in to the Career Center and told how he was standing outside with some friends and a man drove up to them and asked if anyone wanted a job. The "employer" (man) had a roofing job that he needed some help with. Our customer, having done some roofing work before, accepted and went to work. Obviously making a liar out of me!

However, the customer was soon back in our office because at the end of the job the "employer" said, "if you give me your name, address and social security number I will mail you a check." Our customer began to get nervous and asked for the "employer's" name and address in case he needed to get in touch, but the "employer" refused. Harsh words were exchanged and the police became involved. The customer ended up in our office seeking advice as to how to get his money and was given the number for the New York State Department of Labor's Division of Labor Standards. So the customer did make a liar out of me and a job may come knocking on your door, but if it does you might want to think twice about taking it. The jobs that are easy to get, are "easy" for a reason. Any job worth having is probably worth working at to get. Let's look at some of the areas you may have to work on.

Work At - Developing New Skills - Employers want to buy skills. The more skills you have, the more marketable you will be. Skills can be obtained through a job, volunteer work or even hobbies.

Work At - Getting More Education - Employers are requiring more and more education. If you don't have at least a high school diploma or GED, you're going to have a difficult time finding a job. Most jobs paying a decent wage require some level of college or education beyond high school.



Work At - Developing Your Network - Over 75% of job openings are never advertised. To be able to tap into the hidden job market it's important that you talk with everyone you know and let them know you're looking for work. Ask them to keep you in mind if they hear of anything. Pass out plenty of copies of your resume to everyone in your network.

Work At - Maintaining a Good Resume - Today's job market demands a resume that's easy to adapt to the position you're applying for. Keeping your resume portable, always with you, and in some electronic format is essential. Most every job requires a resume, from the CEO position to the dishwasher position.

Work At - Keeping Your Interviewing Skills Sharp - The competition is fierce so you must be comfortable with interviewing. Practice, practice, practice, or schedule a mock interview with a staff person at the Career Center. You must be prepared!!

Work At - Following Up - Follow up all job leads. Follow up on all resumes you've sent. Follow up on all interviews. The follow up is essential and the part where you may really have to work at getting a job.

So remember, most people don't **Fall Into a Job**, and if you do BEWARE!! Most job seekers have to work at getting a job. If you need help working on your job search contact the staff at the Oswego County Workforce New York Career Center.

Unleash Your Innovative Powers With Six Questions

People often talk about creativity as if it must arrive as a bolt out of the blue. You can summon creativity, though, by asking the right questions.

The next time you've got a tricky problem to solve, try these queries to start thinking differently:

- What would happen if...?
- Do I have to do it this way?
- What's the silliest way I could this?
- What's the worst way?
- What if solving this problem were a matter of life and death?
- If I did a one-page analysis of this idea, what three things would make it better? What three things would make it worse?



Some people like my advice so much that they frame it upon the wall instead of using it.

~ Gordon R. Dickson

Take Charge Of Your Next Performance Review

Do you dread your upcoming performance review like a patient being wheeled into surgery? It doesn't have to be a traumatic experience. Try taking an active, or positive role in the process:

Before

- **Learn what to expect.** If you're new to an organization, ask how employee performance is evaluated and what formal reviews consist of. Look at any paperwork you or your manager will have to fill out.
- **Document your achievements and efforts.** Don't rely on your manager to remember accomplishments from eight or nine months ago – or on your own memory, for that matter. Keep a workplace diary to record results, training, problems, and anything else that might affect your next review.
- **Communicate throughout the year.** Ideally, your manager will meet with you on a regular basis to discuss goals and performance. Even if that doesn't happen, keep him or her informed about what you're doing, and ask questions designed to show your commitment to high-quality work.

During

- **Contribute to the discussion.** Don't sit back and passively listen to your manager. Talk about your year, ask

questions, and renew your commitment to learning new skills and improving your performance.

- **Brag (a little).** Whether you're filling out forms or talking face to face, don't be shy about telling the boss what you've accomplished. Be prepared with specific facts and details. ("In May, I completed the Smith project, which generated \$100,000 in revenue.") Focus on results, not efforts: Trying to close a deal isn't as impressive as actually making the sale.
- **Don't get defensive.** If the manager criticizes your performance, stay calm. You're entitled to ask for clarification, and you should try to eliminate confusion about your achievements, but don't turn the review session into an argument you'll never win.

After

- **Take something of value away.** No matter what happens during the review itself, spend some time after it's over thinking about what you've learned. Under the right circumstances, you'll have a better idea of what your manager wants and how to succeed during the next review period. Even if the discussion goes poorly you should pick up some pointers on what to avoid next time.

Employee Surveys: A Minefield For The Unwary

Upper management wants to know what you think—and you have a lot you want to tell them. Just be careful when sharing your opinions in employee surveys, even if they're supposed to be anonymous. "Honest" criticism can come back to haunt you. Follow this advice for not burning any bridges: **Refrain from attacking your boss.** Don't write, "My boss doesn't tell me anything," or "My supervisor is micro-managing me to death." Focus on improvement, not criticism: "I would be more effective if I had more details about what our priorities are."

Don't get too specific. Pointed

comments can cause resentment and a backlash, even if they're never traced directly to you. Use general examples to support your points instead of discussing actual incidents: "During meetings, employees frequently drift off topic," not "Tom and Joe in marketing always want to talk about themselves."

Tone down your voice. Reread what you've written before submitting the survey. Have you used any pet phrases, slang, or figures of speech that could identify you? In this situation, it's best to keep your comments brief and objective so managers concentrate on the substance, not on guessing who said what.



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 Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
	For info or to sign up please call— 591-9000		1	2
5 Center Closed In Observance of Labor Day	6 RSO – UI Orientation	7 9:00-10:00 What You Don't Know... 9:00-12:00 WIA Overview 2:00-3:00 Understand Civil Service	8 9:30-11:30 Interview Skills 101 1:30-3:30 Keyboarding 1:30-3:30 Successful Resume Writing 2:00-3:00 Difficult Interview Questions	9
12 RSO – UI Orientation	13 9:00-10:00 Winning Applications 9:00-12:30 Word Session I 9:00-4:00 Furthering Your Education 1:30-2:30 Transferable Skills 1:30-4:30 Excel Session I	14 9:00-12:00 WIA Overview 9:30-11:30 Interview Skills 101 1:00-4:00 Advanced Resume Review 1:30-3:30 Surviving A Layoff	15 9:00-12:30 Word Session II 9:30-11:30 Mature Worker Job Search 10:30-12:00 Metrix 1:30-3:30 Online Apps / Testing 1:30-4:30 Excel Session II 2:00-3:00 Technology in the Job Search	16 9:30-10:30 What You Don't Know...
19 RSO – UI Orientation	20 9:30-10:30 Lost Your Job & Attitude? 1:30-2:30 What Employers Want 1:30-3:30 Surviving A Layoff	21 9:00-12:00 WIA Overview 9:00-12:00 QuickBooks Session I 9:30-10:30 Understand Civil Service 1:00-4:00 QuickBooks Session II 3:00-4:00 Job Zone	22 9:30-11:30 Successful Resume Writing 1:00-4:00 Introduction to Computers 1:30-3:30 Interview Skills 101	23
26 RSO – UI Orientation	27 9:00-10:00 Moving Forward 9:00-12:30 Word Session I 1:00-2:00 Winning Applications 1:30-2:30 Mock Interviews 1:30-4:30 PowerPoint	28 9:00-12:00 WIA Overview 9:30-11:30 Successful Resume Writing 1:00-4:00 Advanced Resume Review 1:30-3:30 Resume Writer	29 9:00-12:30 Word Session II 9:30-11:30 Job Search Forum 1:00-4:00 Internet Job Search 1:30-3:00 Metrix 1:30-3:30 Personality & Careers	30

- ◆ **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 some computer knowledge and be familiar with Word.

Workshop Descriptions Cont'd.

- ◆ **QuickBooks 2008**-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 June 2011 was 9.9%? This was an increase from the May 2011 rate of 9.4%.
- **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 view the Connect for Success newsletter online at www.yourcareerconnection.org or receive it via e-mail? If you would like to have it e-mailed to you each month, just drop by or give us a call with your name and 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 Street? 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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Return Service Requested



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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.

