



Knowledge Through Sharing. It's That Simple.

Hello!

Welcome to the Oswego County Workforce New York's Monthly Newsletter. Our goal is to keep Oswego County job seekers in the know about current workforce initiatives, tips and tricks. For more information about our office visit our webpage at www.ocwny.org

Organization Is The Key

Keeping records of all the information you collect while job searching will be important not only for you but for potential employers. Maintaining a neat and tidy log of your work search makes contacting employers for follow-ups much easier. It will reflect on your role as a dedicated job seeker. Employers look for people who are well organized and can handle a lot of information. Staying organized is key to finding your perfect job!

- **Log it!** Your job search at times may be overwhelming, so keep it simple! Having the names, dates and numbers of employers you have visited makes looking that information up at a later date easier. If you have filled out applications or sent resumes, record that information too! If you find a listing in a newspaper, cut it out, date it and keep it with the rest of your work search. Having files and folders that are clearly marked and easy to find will help ease the stress of trying to find a job. Employers value those who keep important information on hand at all times. Trying to remember all the names and numbers of the places you have visited could hinder your success when looking for a job.
- **Does Everything Have Its Own Place?** Not only is it important to stay organized with your job search, but it is also helpful to keep your work area free of clutter. A clean workspace will allow you to focus better on tasks. Knowing where to find something when you need it will cut back on the stress of trying to find it later. Designate an area for yourself where you will not be bothered and where you have time to concentrate on your work search. Having access to a telephone and/or a computer will also aid in making your search successful.
- **What Being Organized Should Mean to You.** Sometimes it is difficult to maintain order with your job search. Finding a job is a full-time job and being ahead of the game will land you the position you deserve! Employers appreciate the time and effort a potential employee puts into their work search. When you make follow-up calls or send thank you letters after interviews, it is a good indication that you are a valuable person to have as part of their employee base. Your ability to stay organized is vital and helps your chances of getting the job of your dreams!
- **All This Stuff – Now What?** Even after you have landed that job, it is important to have your work log available in case something does not work out. You should expect to keep your files and folders for at least a month or two after you have successfully found a job. Having that information to fall back on will give you a head start for future job searches.

Take These Steps to be Happy at Work

You spend a lot of time at work, so shouldn't you be happy there? Even the most routine job can be a source of satisfaction if you take the proper attitude. Try some of these suggestions from the Monster.com website to stay positive all day long:

- **Build a "nest."** Turn your cubicle into a comfortable, welcoming space to spend eight or nine hours a day. You don't have to go overboard with decorations, but bring in a few photos, books, and maybe a plant to give your workspace a pleasant atmosphere for you and others.

- **Make friends.** Don't isolate yourself. Build a support system of co-workers so you have people to talk to. Try to avoid venting or talking endlessly about your problems. Ask about their lives, hobbies, and families to find out what you have in common and what you can share.

- **Walk around.** Sitting at your desk all day long is bad for your physical and mental health. Once every hour or so, get up and move around your workplace. Talk to people and get your blood flowing. You'll have more energy and feel less drained at the end of a tough assignment or a long day.

- **Get—and stay—organized.** The best way to beat stress and stay relaxed is to manage your time and resources effectively. For some people, a simple to-do list is the answer; others may require extensive scheduling to make sure every priority is taken care of. Whatever works for you, put some effort into it so you're not constantly running behind or searching for the tools and resources you need.

Job Search Assistance

[No, You Don't Have to Put Your Home Address on Your Resume](#)

[How Job Seekers and Employers are Responding to Ghosting](#)

[How To Accept a Job Offer \(With Steps, Example and Tips\)](#)

[Practice Job Application Tool](#)

[Search for Jobs on the NYS Job Bank!](#)

Upcoming Events!

Mini Job Fair

200 North Second Street
Fulton, NY 13069

March 5, 2024

11am-1pm

Meet with employers from:

Pathfinder A4TD

**Upstate Niagara
Cooperative**



For more information call (315) 591-9000



Oswego County
Workforce New York
Career Center

Oswego County Workforce New York is an equal
opportunity employer/program.
Auxiliary aids are available upon request to individuals
with disabilities TTY (315) 591-9247.

Job Fair

Pulaski Family Welcome Center

10 Bella Drive

Pulaski, NY 13142

March 11, 2024

11am-1pm

Meet with employers from

OCO

Bankers Life

Oswego Health

CiTi BOCES

Felix Schoeller

and more



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SEE WHO'S HERE

March 19, 2024

11am-1pm

200 North Second Street

Fulton NY, 13069

Meet with a variety of community
agencies to get help with:

Childcare

Education & Career Exploration

and more...



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Oswego County Workforce New York
Resources



Scholarship Program

Oswego County Workforce New York has scholarship opportunities for qualifying customers who need assistance paying for educational and training programs.

The Scholarship Application

- **Review of your current employment status, skills, and education**
Do you already possess a marketable skill or do you need to upgrade your skills or learn something new to be more employable?
- **Market research analysis**
Is there a demand in the field you want to train in? What are the requirements to get into the field? How much money will you make?
- **Acceptance Criteria of the school**
Completing their application process, entrance exams, etc. (Graduation must be within 2 years.)

Meet with staff to discuss your individual circumstances

- **Coordination of funding sources**
Scholarships can be several thousand dollars, pending availability and eligibility.

For this appointment, please bring your job search record (if unemployed), a resume, and any school information you may have, if available. If you do not have these items, you can still make an appointment.

Oswego County Workforce New York Career Center

For an appointment call (315) 591-9000 or email ocwny@oswegocounty.com



School/Training Provider must be on the Oswego County Eligible Training Provider List. Oswego County Workforce New York is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities. TTY (315) 591-9247

www.ocwny.org



FOLLOW US ON FACEBOOK

To keep up with events and job fairs throughout Oswego County!

Who we are



Did You Know?

Did you know...that Oswego County's average unemployment rate for December 2023 was 5.1% This was an increase from the November 2023 rate of 4.2%.

Did you know...that you should have different versions of your resume if you're looking for work in more than one field? Update and customize your resume for each new position.

Did you know...that we have staff to help you in your job search if you receive SSI/SSDI? Stop in to learn more.

Did you know...that you should prepare for an interview by researching the company? By doing some research ahead of time, you'll be better prepared and able to ask questions about the company.

To see our most recent events and recruitments follow us on Social Media!



Facebook- Oswego County Workforce NY,
Oswego County YouthWorks (Ages 16-24)

X- Oswego County Workforce New York

Instagram- ocwny13069

LinkedIn- Oswego County Workforce New York

Please call or see the front desk attendant for more information.

Local employers need YOU to help fill job openings in the following occupations: Transportation, Health Care, & Manufacturing/Trades
If you're interested in training or a scholarship, see your Employment Specialist or call us at 315-591-9000.

**Oswego County
Workforce New York**

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