



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

Job Searching in the "Good Old Summertime"

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 voicemail for messages from potential employers? You may also want to continue to check newspapers and be sure to check 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 Habitat 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 step into the career center and let our staff help you *job search in the good old summertime!*

Make Every Minute Count During the Workday

Time is your most valuable asset at work. If you struggle to get everything done on time and accurately, consider this advice for managing your day more efficiently:

- **Question everything.** Look at each task and ask, "Is this the best use of my time right now?" Delay or eliminate anything that's unrelated to your most important responsibilities.
- **Eliminate distractions.** If you have an office with a door, close it to prevent interruptions. If you're in a cubicle, consider posting a "Do not disturb" sign when you need to concentrate, or finding an empty conference room where you can work in peace.
- **Cut the tech cord.** Don't be a slave to technology. You may have to turn off your email alerts and silence your phone in order to get your work done. Check emails and voicemail on a regular basis, but not every five minutes.
- **Write tasks down.** Instead of trying to juggle every task that comes up in your head, make a habit of writing things down as they're presented to you. This helps you keep a clear mind so you can concentrate on the immediate task.
- **Keep a schedule.** Don't just make a to-do list. Schedule each item on it, along with an estimate of how long each task will take. This helps you budget your time effectively throughout the day.

Job Search Assistance

Welcome to 2024! Job Market Trends

10 Best Skills To Put On Your Resume (With Examples and FAQ)

Practice Job Application Tool

Search for Jobs on the NYS Job Bank!

Upcoming Events!



OSWEGO COUNTY WORKFORCE

NY CAREER CENTER

TUESDAY JUNE 4, 2024

200 NORTH 2ND STREET

FULTON, NY 13069

11AM - 1PM





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 April 2024 was 4.3% This was a decrease from the March 2024 rate of 5.0%.

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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