



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](http://www.ocwny.org)

## Career Guidance

Oswego County Workforce New York offers a wide range of services to help you reach your employment goals including Career Guidance.

Are you currently working, but want something different? Many people come into our office wanting a change, but just do not know how to go about it.

Are you not sure of labor market outlook for a career you are interested in? Our staff can inform you of the current demand for the job you are looking for, and help you identify what skills you need to qualify for that job. Staff can also help you to identify skills (called transferable skills) you already have which would apply to that occupation. They can also offer suggestions for upgrading your skills, including potential training opportunities.

Our staff can also review your resume and make suggestions to help your transition to your new career.

Another option to help you upgrade your skills is the Metrix Online Learning System. Metrix provides courses on a wide variety of topics and can be done at your own pace. If interested, please see a staff person to sign up for a Metrix orientation where an overview of the system will be provided.

Other types of training opportunities can also be explored. On-the-job training (OJT) provides you with the ability to learn as you earn that much needed paycheck. Classroom training is another option that is appropriate in some cases.

We take pride in helping others try to obtain their employment goals, but it is up to you to begin the process. Stop by our office to speak to one of our knowledgeable staff members and let us help you!

## Give Yourself a Job Review

From time to time, you may want to give yourself a job performance appraisal. It may help you prepare for a formal review by your supervisor, if your employer conducts these regularly. It could also help you see yourself as your supervisor sees you—and, thus, enable you to decide whether putting in for a promotion or raise is justified. At the very least, it can give you a feeling about areas you need to shore up to make you worthy of a better job or a pay increase in the future.

- **Write it down-** A self-appraisal will work best if you put it in writing. List your strengths and successes, your failures and weaknesses. Put your first draft aside for a day or two and come back to it, until you are satisfied that you have touched all bases.
- **Be honest-** To make such an appraisal worthwhile, you have to be honest with yourself. You have to look at yourself critically. Making excuses or glossing over faults will render the exercise meaningless, a waste of time.
- **Be fair-** Don't be hard on yourself. You should make allowances for circumstances beyond your control—as your supervisor probably would. Changing conditions or unforeseen developments could make it hard to meet target dates. Don't let yourself off the hook too easily, either.

Here are the kinds of questions you should be asking yourself:

1. How have you been doing your job? Have you lived up to your supervisor's (and your own) expectations? Have you accomplished what your job descriptions calls for? Did you accept the responsibilities and fulfill them?
2. How did you do on major, specific assignments? Did you comply with all requirements? Did you meet all deadlines? Did you have to be prompted or reminded to get going?
3. Have you improved on the job, learned additional skills and taken on greater responsibilities?
4. What can — or should — you do in the future to improve your job performance? Be specific.

After you are finished, ask your supervisor for a few minutes for a private discussion of your job performance. See if his/her appraisal matches yours. If it does, you may be ready for bigger and better things. If it doesn't, you may want to do some rethinking about what you can do about any shortcomings he points out.

What are the 10 Most Common Interview Questions with Answers?

Weaknesses for Job Interviews: 10 Example Answers

Interview Question: "Tell Me About Yourself" (With Answers)

Practice Job Application Tool

Search for Jobs on the NYS Job Bank!

Upcoming Events!

# Mini Job Fair

200 North Second Street  
Fulton, NY 13069

**Oct. 1, 2024**  
**11am-1pm**

**Meet with a Variety of  
Local Employers**

For more information call (315) 591-9000



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.

## Business Snapshot!



**What We Do:** At Helio Health, we take a comprehensive approach to recovery. One that's equal parts clinical and caring, progressive and person-centric, respectful and realistic. An approach that strips away the chains of addiction and mental illness so that, together, you and your family can begin a new life of hope and healing.

**Employee Quote:** "I work at Helio Health, and I continue to work at Helio Health because I really feel supported in my direct work day to day and really see the impact it has on our patients." – Mary DiGiovanna, Clinic Director

**Current Openings:** Case Managers

**Benefits:**

- Health Insurance including dental and vision for employees and families.
- Paid Vacation and Sick leave - No Waiting Period for accruals.
- Paid holidays, including a floating birthday holiday.
- 401(k) plan with up to 5% company match.
- Company paid short-term disability insurance.

**To Apply Visit:**

www.helio.health or scan the QR code below

**QR Code to application**



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08/22/24



**Our Career Centers offer the tools to make your job search a success!**

**WE OFFER**

- ◆ Job listings and employer recruitments
- ◆ Internet, computers, and printer access
- ◆ Fax and copy machines, bond paper for resumes
- ◆ Phone bank including TTY access
- ◆ Labor market and in-demand occupation information

Contact us:  
200 North Second Street  
Fulton, NY 13069  
  
Tel: (315) 591-9000  
Fax: (315) 591-9047  
TTY: (315) 591-9247

Hours of Operation:  
Monday - Friday, 8:30am - 4:30 pm

 Oswego County Workforce New York  
Oswego County Youth Works

 ocwny13069

**DEVELOP A CAREER PLAN**

- ◆ Skills identification and career exploration
- ◆ Upgrading skills using Metrix Learning System with free access to thousands of online courses
- ◆ You may qualify for financial assistance for one of the following:
  - On-the-Job Training (OJT) – earn while you learn
  - Training Scholarship - financial assistance for educational programs or short-term vocational classes
  - Supportive Services – work clothes, transportation expenses, childcare, and more

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  Oswego County Workforce New York

**Who we are**



**Did You Know?**

**Did you know...**that Oswego County's average unemployment rate for August 2024 was 4.4%? This was a decrease from the July 2024 rate of 4.5%.

**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 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.

**Did you know...**that many job skills are transferable? Our staff can help you to decide what to emphasize when exploring career opportunities in your organization or elsewhere.

**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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