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The WorkPlace Today

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The WorkPlace 1000 Coffeen Street, Watertown, NY 13601
Phone: 315-782-9252 • TTY: 315-782-8093 • Fax: 315-782-2073 or 315-786-7665
E-mail: theworkplace@co.jefferson.ny.us
www.facebook.com/JeffLewisWorkPlace www.linkedin.com/company/the-workplace twitter.com/jefflewisworks

8 Common Mistakes Older Job Seekers Make

by Kerry Hannon, AARP The magazine

If you are job hunting in your 50s, and some of these 'don'ts' describe you, here's what to do.

Kicking Back and Taking a Break.

Fix: Keep busy. Employers look for self-starters. Remain active by consulting or blogging in your field, so you can raise your profile. When Randy Rieland, 63, got his new job he was hired by a colleague he had known years before: “I had kept in touch with her, and she knew the work I was now doing. She didn’t care about age.”

Using Dated E-Mail Accounts.

Fix: AOL and Yahoo email addresses mark you as outdated. Consider using Google or Outlook, and create a professional email address for your job hunt. If your name has already been claimed, add something that identifies your profession, such as jsmitheditor or jsmithmarketing.

Missing a Digital Presence.

Fix: Consider this: 94 percent of 1,855 recruiters and HR professionals surveyed in one study credited LinkedIn as the essential source for recruiting. Use social media. “The biggest mistake I see is older job seekers confusing privacy with invisibility,” says Susan P. Joyce, an online job-search expert.

Lacking Salary Flexibility.

Fix: Temper salary demands. This is a deal breaker for lots of older workers, who find it insulting to be offered less than they were making in their last job. One way to soften the blow is to negotiate for more flextime, vacation days and other perks that can bump up your package so you don’t lose face.

Overlooking Contacts.

Fix: Network, network, network. This is business. You never know who might be in a position to help or introduce you to someone who can. Dig deep into your network to connect with folks you may have worked with years ago, or college and high school classmates (think Facebook). Even parents of your kids’ friends can help.

Overdoing Your Resume.

Fix: Limit yours to two pages. Recruiters will scan it in 20 or 30 seconds. Choose a traditional font such as Times New Roman. Tell a story with short snippets: that you cut costs by a certain amount, or improved sales by 25 percent. Restrict your work history to the past 10 years. And proofread your resume!

Ruling Out Jobs.

Fix: Don’t over think the job description. Treat a job posting as an ideal. Often it’s a wish list of what a company would love a new employee to have, but only a number of the requirements are really essential. A good attitude and a solid work history will carry you the rest of the way.

Waiting for the Perfect Job.

Fix: Stop living in the past. Don’t pass on a job because you don’t think it’s an ideal fit. It might be; it’s just not what you had been doing. When it comes to landing a job, don’t be stuck in the idea that you need to replace the job you had before. Look at your skill set and experience as transferable.



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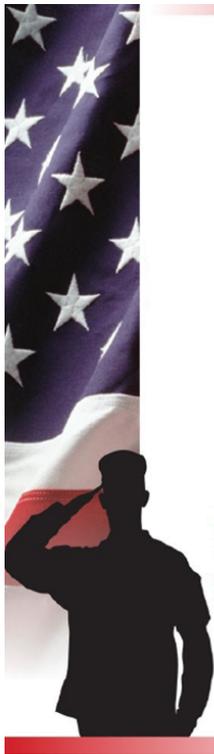
The WorkPlace office hours are Monday - Friday, 8:30 am - 4:30 pm. **Please note that we will be closed February 15th for the holidays.** We are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities.



February’s Quote:

“In the time of darkest defeat, victory may be nearest.”

-William McKinley



CAREER & EDUCATION FAIR

Date: February 24, 2016

Time: 10:00 AM– 2:00 PM

Location: The Commons

4350 Euphrates River Valley Road, Fort Drum

BOOST YOUR CAREER POTENTIAL
AND
CONNECT WITH EMPLOYERS AND
ORGANIZATIONS THAT BELIEVE IN
YOUR STRENGTHS AS
A VETERAN.

Registration is Required at

<http://goo.gl/forms/AqyTmrh7Nv>

Open to all military, spouses,
Veterans.

Sponsored by SFL-TAP and ACES

Northern New York Fact

Found on grindstoneisland.org

The first school district in Jefferson County was formed on Grindstone Island in or around 1840. Pupils came from as far away as Washington Island, which is located just below the village of Clayton, a distance of four miles.



Photo from usgennet.org

FXCaprara

Car Companies

FX Caprara will be holding open interviews at The WorkPlace!

Tuesday, February 9th
10:00 a.m. to 3:00 p.m.

Hiring *all* positions for the new Honda store.

Bring your updated resume and be sure to dress to impress!



Veteran Tip



Veterans Temporary Hiring Program

Tapping the talents of all New Yorkers

Opportunities at www.ny.gov

The Veterans Temporary Hiring program offers veterans discharged or released with other than a “dishonorable” discharge temporary appointments in state agencies rather than utilizing temporary employment service companies. For more information, visit the Veterans Temporary Hiring Program Portal at <http://www.cs.ny.gov/vetportal/>

Workshops

The WorkPlace is pleased to announce the continuance of a series of workshops and assistance. All are free to the public but space is very limited. **Visit us at 1000 Coffeen Street or call 782-9252 (TTY 782-8093) to enroll.**

Resume Writing will be held February 8th from 1 p.m. to 3:30 p.m. This workshop will cover the basics of resume writing, different types of resumes, and the elements of an effective resume. Participants will complete resume worksheets and there will be computers available to conduct a skills search as well as construct your personal resume in Microsoft Word. If you already have a resume, please bring it to the workshop for “tweaking.” If not, try to bring your work history and a list of skills to help create your resume “from-scratch.”

Interviewing Skills is scheduled for February 29th from 1:00 p.m. to 3:00 p.m. Brush up on your interviewing skills, including behavior, attire, and what questions to expect. Learn about the kinds of interviews employers use, and how to successfully navigate them.

We’ll offer the **State and Local Employment** workshop on February 19th from 1:00 p.m. to 2:00 p.m. Learn all about how to locate and apply to civil service and other opportunities with state and local governments.

