

November '16

The WorkPlace Today

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6 Common Misconceptions About Employment Background Checks

Info from an article by Rita Friedman, PhillyCareerCoach.com

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The WorkPlace office hours are Monday - Friday, 8:30 am - 4:30 pm. **Please note that we will be closed November 11th & 24th for the holidays.** We are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities.



November's Quote:

“Powerful dreams inspire powerful action.”

- Jonathan Lockwood Huie

Myth #1: Employers are only looking to see if your resume is accurate

In Reality: When an employer runs a background check, they may be looking for salary history, criminal activity, credit scores, professional licenses or designations, drug use, or professional and personal references.

Myth #2: You can lie about how much you made at previous jobs

In Reality: While there are plenty of creative ways on an interview to evade disclosing your salary history, a prospective employer can ask your former employer or request copies of your W-2 forms.

Myth #3: Employers simply call the references you provide

In Reality: An employer may choose to conduct their own background check or to use an agency. Background investigation companies often work with other agencies that pull criminal histories, check applicant credit, perform drug testing, and collect fingerprints.

Myth #4: Anything you've ever done is going to show up in a background check

In Reality: Consumer reporting agencies must follow the standards established by the federal Fair Credit Reporting Act (FCRA), and cannot report tax liens, collections, and civil suits after seven years or bankruptcies after 10 years, but time limits for reporting negative information do not apply for jobs paying over \$75,000. Juvenile criminal convictions cannot be reported. Adult criminal convictions can be reported at any time (although some states impose their own limits).

Myth #5: A negative finding automatically means you won't get the job

In Reality: Just because something unfavorable shows up in a background check doesn't mean you won't get hired. The truth is that most people leave at least one job on bad terms at some point in their career.

Myth #6: As a job seeker, you're powerless

In Reality: An employer must receive your written permission to conduct a background check before even beginning the process. If they choose not to hire you based on findings in a background check, they have to provide you with the report along with contact info for the consumer-reporting agency. If there's anything inaccurate on the report, you should immediately contact the agency and ask them to correct it.

Northern New York Fact

From nnybizmag.com

The Redwood Glass Company was established in the early 1800s by John S. Foster in a small community called Jamesville. Jamesville was later renamed Redwood by Mr. Foster. The area consisted of Potsdam sandstone of the best quality for making glass, a bed of limestone within two miles, water power for running machinery, and plenty of wood. The company changed hands over the years and produced various glass products which are highly collectible today.



Holiday Financial Tips



- **Make a list and check it twice!** Review your shopping list carefully. Does everyone listed on it truly need to be there?
- **Set limits!** Write down a maximum dollar limit for each person, vow to stay within that limit and then track how much you actually spend.
- **Buy in bulk!** Have something on hand for those unexpected presents. Candles, wine, or a tin of homemade cookies are great ideas.
- **Be realistic!** Ask yourself if you can really afford it. Do you have the cash for it? A good rule of thumb is to leave the credit cards at home and if you don't have the cash for it, don't buy it.
- **Trim your expenses!** Can you make some presents yourself, participate in a gift exchange, or only buy for the kids? Look into your options.
- **Shop online!** With gas prices as high as they are, consider staying home and shopping online instead. Most retailers will waive shipping fees during the holidays.

Financial Coaching for Veterans Workshop

Subject: **Credit Reports & Credit Scores**



Presenter: Steven C. Schanely, ChFC, CLU,
ChFEBC, CLTC
CFPB Financial Coach
(315) 786-3669
sschanely@afsc.com

IN WATERTOWN:

Date: November 29, 2016
Time: 1:00 p.m. - 3:00 p.m.
Location: Vet Center
210 Court St., Ste. 20
Watertown, NY 13601

IN LOWVILLE:

Date: November 22, 2016
Time: 2:00 p.m. - 4:00 p.m.
Location: VFW
7744 West State St.
Lowville, NY 13367

Point of Contact:
Vet Center
(315) 782-5479

Point of Contact:
VFW
(315) 376-2733

Materials to bring: One credit report retrieved from
www.annualcreditreport.com



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 November 7th and 21st from 1:00 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.

Interviewing Skills is scheduled for November 14th 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 November 18th 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.

The WorkPlace in Lowville will be offering workshops as well. **To reserve a space for a workshop in the Lowville office, be sure to call (315) 376-5800, or visit the office at 5274 Outer Stowe Street, Lowville.**

Resume Writing will be held in Lowville on November 3rd from 1:30 p.m. to 3:30 p.m.

Interviewing Skills is scheduled for November 17th from 1:30 p.m. to 3:30 p.m. in the Lowville office.