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Chautauqua Works

americanjobcenter®

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Executive Director's Message



Happy New Year! As we all ring in the new year, it is also a great time to assess where you are regarding your career goals. It is recommended that you take some time for yourself and honestly assess your current career status and compare it to your career goals. If you haven't identified your career goals yet, that's okay! This is a great time to start with exactly that: setting your career goals with realistic timeframes.

This may seem very overwhelming, and you may become discouraged easily. That is where Chautauqua Works comes in! Whether you are trying to evaluate your current career status or set career goals for the first time, Chautauqua Works' Career Specialists are here to help you. Career Specialists can provide career guidance including, but not limited to, developing an Individual Employment Plan that identifies where you are today and where you hope to be in five years, ten years. The Career Specialists will work with you to identify the steps that you need to complete in order to reach the career goals that you created in your Individual Employment Plan. The Career Specialist will also assist you in identifying

training opportunities that may meet your needs to successfully reach your career goals. There are many training options and employment opportunities to explore. Call either of the Chautauqua Works offices and request an appointment with a Career Specialist and start with a fresh step in your career path as you begin a new journey or a new chapter in your journey to start 2023 on your way to success!

Chautauqua Works Job Fair Happening Soon!

**Friday,
January 27th, 2023
10:00 am—12 Noon
Jamestown Office of
Chautauqua Works
4 East Third Street
Jamestown, NY 14701**

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Other Programs at Chautauqua Works

Just a reminder—here at Chautauqua Works, we also have programs that serve individuals that would like to obtain employment : individuals with disabilities, those who are homeless, and disadvantaged youth . All programs are free of charge.

For more information on these and our other services, please call us at **716-661-9553** for our Jamestown office or **716-366-9015** for our Dunkirk office. We are open from 8:30 am to 4:30 pm, Monday through Friday.

We look forward to hearing from you!

Your American One-Stop Career Center welcomes the following new employee: Austin Tipping, Disabilities Services Representative.

Like us on Facebook at <https://www.facebook.com/Chautauqua-Works-280188958769133/>

Planning Your Career Change

Common Reasons For A Career Change:

- Work/Life balance
- Flexibility
- Salary
- Job stability
- Desire to go into another field
- Company culture
- Work schedule (part-time vs full-time, day job vs night job)

Are you considering a change from your current career? While making a career change can certainly be daunting, many career changers have been able to make a successful transition with a little planning and effort. Alyssa Gelbard, founder and president of Resume Strategists Inc., offers some tips on how to tackle the challenges that come with switching industries.

Determine what you want

Before you start looking for a job posting, it is important to have a conversation with yourself about your expectations. The first step in making any significant change is to reflect and consider what you desire from a new career. Try taking some time to think about what exactly about your current career that isn't working for you.

Do your research

If your career transition involves moving industries or pivoting into a different career role, you need to understand this new career path. For instance, some important questions to consider are:

- What qualifications or work experience will you need?
- What are the job prospects like currently?
- Is there room for growth in this field or position?
- How much salary can you expect to earn when you transition?

After asking these questions, try comparing the answers to your career needs and expectations. Will this new career change meet your career

needs? This process will help you decide whether or not a particular career is right for you. It will also give you a better understanding of what steps you'll need to take to make the transition, like creating a safety net or pursuing further education.

Additionally, it is important to get a general understanding of the new jargon and day-to-day of your new position or field. While you might speak the language of your current position, a new career comes with a whole new set of terminology and practices. You'll learn the ins and outs as soon as you get a job, but before you do, do your research so you sound well-informed and feel confident when you go out on interviews.

Create a Plan

A career transition can be a long process. With a solid plan, it'll be easier to make a successful transition into a job you love. When creating your plan, be sure to set realistic but measurable goals and deadlines so that you can evaluate your progress along the way. When creating your plan, consider the logistics. For example, will you need to go back to school? How will a salary change affect your lifestyle? Are there any risks involved in changing careers? Once you've considered all of the potential roadblocks you found during your research, you'll be in a better position to determine whether or not changing careers is the right choice for you.

Learn how to sell yourself

Before you start networking and going to interviews, make a list of reasons why you want to make the change and why your

specific skills are ideal for such a change. This will help you create and maintain a consistent personal brand. The more you discover exactly how your strengths align with a potential new job, the better you can speak to them in your resume, cover letters, and interviews.

Network... and then network some more

If you're going to make a successful career change, networking is essential. If you're shy about networking, start small—get the word out by mentioning your hopes of a career change when among friends or family. When you are willing to go further, consider reaching out to people who are already working in your field of interest. To meet potential professional connections, try attending industry events, join relevant professional organizations, and participate in online forums and discussion groups.

Once meeting people in your desired field or position, ask them for a coffee chat or informational interview to learn about their professional experiences—what they like and don't like about their jobs, what kind of training or education they need, what their day-to-day responsibilities involve.

From "5 Steps to Planning Your Career Change" by Amanda Nunez, www.thejobnetwork.com/how-to-plan-a-career-change/

How to Successfully Participate in a Job Fair

As mentioned earlier, Chautauqua Works in Jamestown is hosting a Job Fair at our office on January 27th from 10am to Noon. Check out our website or our Facebook Page for participating employers.

It may seem like there are a lot of things you have to do when preparing for a career fair, but our most important advice is simple: **plan ahead**. These two simple words will be the key to your career fair success if you follow them.

As you take the time to plan ahead, you should focus on:

Having your resume written, proofed, and printed.

A resume should not be thrown together the night before the career fair. This one page document is a snapshot of your education, experience, and accomplishments. It's crucial that you work to make your resume professional. Don't forget to make plenty of copies, as well! You don't want to be short if a recruiter asks for one!

Being well-groomed, and having an outfit ready.

You might be the type of guy who likes the shave the night before or maybe you are the type of woman who likes to have a fresh coat of nail polish before a big day, either way make sure you save yourself some time to get these done. The last thing you want to do is to be shaving in your car while driving to the career fair. Weeks prior to the career fair, plan your outfit accordingly. If you need to go shopping for new clothes, give yourself plenty of time!

Rehearsing your elevator pitch. It will take several times saying your pitch out loud to memorize it and feel confident

when saying it to recruiters. Take days or weeks before the career fair to [prepare your elevator pitch](#) and rehearse it in the mirror. Remember an effective elevator pitch should last no more than 30 seconds!

A polished elevator pitch is useful at career fairs where your time to interact with employers is often limited to just a few minutes. In this instance, use your pitch to quickly make a good first impression and stand out from other candidates. When you introduce yourself to an employer at a career fair, lead with your elevator pitch but try not to jump into it immediately. First, exchange names and greetings, then the employer will likely reply with, "Tell me about yourself." If they don't, then you could say, "I'd love to tell you about myself—would that be ok?" Then begin your pitch.

Researching the companies that will be at the fair.

This part of preparation is crucial to success when speaking with recruiters. Go on a company website and review the information. Knowing who they are and what they do will make you stand out amongst other attendees. Reading up on some company news and happenings will go a long way. Also, many companies like to promote their community involvement. Researching this topic can be beneficial as you will show the recruiter that you are interested in many aspects of the company.

Plotting your course through the career fair.

Attendees often find themselves overwhelmed at career fairs because there are so many booths to visit, with so little time. By researching companies in attendance and

planning a route, you can visit companies most relevant to your career interests first.

Get a Business Card! When you finish your interaction with a recruiter, make sure you ask for his or her business card. In this way, you have a direct line to the company.

Following up after the Career Fair. Remember employers and recruiters are meeting dozens of potential hires in a short amount of time. A thank you email is an effective way to remind an employer/recruiter of your interaction with them. Sending a thank you email shows you are interested in the company and any open positions you are seeking.

Here are several key steps you can follow to write a successful thank you letter:

- Address your email to the right person.
- Reintroduce your self.
- Thank them for their time and consideration.
- State your interest in joining the company.
- Politely suggest an informational meeting or interview.
- End with another thank you.
- Provide your contact information.

Hopefully this article will get you prepared to meet the employers at our Job Fair on January 27th!

From: "The Most Important Things You Can Do To Prepare for a Career Fair" Career Fair Plus, 2022 and "How to Give an Elevator Pitch" by Jennifer Herrity, Indeed.com Career Guide, 2022

The Four Step Elevator Pitch:

1. **Introduce Yourself**
2. **Provide a Summary of What You Do**
3. **Explain What You Want.**
4. **Finish With A Call to Action.**

[Indeed.com Career Guide](#)

Be a volunteer in your community!

How Volunteering Can Benefit Your Professional or Personal Life

There are numerous places in our community where volunteers play an important role. However, if you're considering a new career, volunteering can help you get experience in your area of interest and meet people in the field. Even if you're not planning on changing careers, volunteering gives you the opportunity to practice important skills used in the workplace, such as teamwork, communication, problem solving, project planning, task management, and organization. You might feel more comfortable stretching your wings at work once you've honed these skills in a volunteer position first.

Volunteering as a "tryout"

Volunteering offers you the chance to try out a new career without making a long-term commitment. It is also a great way to gain experience in a new field. In some fields, you can volunteer directly at an organization that does the kind of work you're interested in. For example, if you're interested in nursing, you could volunteer at a hospital or a nursing home. Your volunteer work might also expose you to professional organizations or internships that could be of benefit to your career.

Volunteering can teach you valuable job skills

Just because volunteer work is unpaid does not mean the skills you learn are basic. Many volunteering opportunities provide extensive training. For example, you could become an experienced crisis counselor while volunteering for a women's shelter or a knowledgeable

art historian while donating your time as a museum docent. Volunteering can also help you build upon skills you already have and use them to benefit the greater community. For instance, if you hold a successful sales position, you raise awareness for your favorite cause as a volunteer advocate, while further developing and improving your public speaking, communication, and marketing skills.

When it comes to volunteering, passion and positivity are the only requirements

While learning new skills can be beneficial to many, it's not a requirement for a fulfilling volunteer experience. Bear in mind that the most valuable skills you can bring to any volunteer effort are compassion, an open mind, a willingness to do whatever is needed, and a positive attitude.

Volunteering brings fun and fulfillment to your life

Volunteering is a fun and easy way to explore your interests and passions. Doing volunteer work you find meaningful and interesting can be a relaxing, energizing escape from your day-to-day routine of work, school, or family commitments. Volunteering also provides you with renewed creativity, motivation, and vision that can carry over into your personal and professional life.

Many people volunteer in order to make time for hobbies outside of work as well. For instance, if you have a desk job and long to spend time outdoors, you might consider volunteering to help plant a community garden, walk dogs

for an animal shelter, or help out at a children's camp.

The happiness effect

When researchers at the London School of Economics examined the relationship between volunteering and measures of happiness in a large group of American adults, they found the more people volunteered, the happier they were, according to a study in Social Science and Medicine. Compared with people who never volunteered, the odds of being "very happy" rose 7% among those who volunteer monthly and 12% for people who volunteer every two to four weeks. Among weekly volunteers, 16% felt very happy—a hike in happiness comparable to having an income of \$75,000–\$100,000 versus \$20,000, say the researchers.

Taken from "Benefits of Community Service", Western Connecticut State University, 2022

No Morning Motivation? Here Are 7 tips to Get You Going

Making a few adjustments can make your mornings far less unpleasant, and for some people, a couple of key changes can make mornings their favorite part of the day.

1. Get Enough Sleep

According to the National Sleep Foundation, most people need between 7 - 9 hours of sleep every night. If you are especially behind on sleep, you might need to adjust the times you wake up and go to bed to get more sleep.

There are different ways you can try to get more sleep:

- Try waking up at the same time every day (including weekends) to help stabilize your circadian rhythm.
- Get sunlight on your skin and eyes (avoid looking directly at the sun, of course!) in the morning, which helps your body create the right hormones at the right time for wakefulness and sleep.
- Make it a point to slow down your evenings much earlier, including finishing your evening meal at least four hours before bedtime.
- Take away screens (the blue light from your TV and phone impair your ability to get sleep) at least 30 minutes from when you want to go to bed.
- If you have trouble falling asleep, consider using sleep aid supplements, such as melatonin.
- Avoid strenuous exercise within four hours of bedtime, as this can disrupt sleep hormone production.
- Many people also find white noise from a phone app or a fan soothing and relaxing as they try to fall asleep. Also check out phone apps

designed specifically to help with insomnia.

2. Create Routines

It is not just your morning routine that matters when helping yourself to wake up in the morning. What you do in the evenings before retiring to bed is just as important. For example, if you make it a routine to pick up clutter and clean the mess around your house before going to bed, you will wake up to a clean living space. This does wonders for helping you to feel refreshed and empowered in the morning.

If you have time, try reading for a while before you go to sleep. It will help your brain disengage from your day.

In the morning, if you enjoy easing into your day with a good book and a hot beverage, make it a routine. Create a breakfast nook and keep a good book on the table waiting for you each morning.

3. Open the Blinds

Humans have circadian rhythms: in fact, most of us call our natural response to light and dark our internal "body clock." So, the sooner you can open your blinds or curtains around the house, the better your body will feel in the morning.

Depending on your housing and climate, you might consider spending a little time outside. Put some plants outside your door and plan to water them each morning. Enjoy your coffee outside. Adopting these activities as morning rituals can focus your energy and motivate you to get moving.

4. Listen to Music

If you set an alarm for yourself, there is rarely a sound available that feels enjoyable to wake up in the morning. Once you

are up, put on some pleasant music that you enjoy.

5. Engage Your Senses

Do you enjoy good smells? Buy some fragrant candles or use essential oils around the house. Engaging your sense of smell will energize you in the morning.

If you enjoy hot showers, plan to take one most mornings, even if only to enjoy the feeling of warm water on your skin. You might try finishing with a cold shower to enliven you and boost your metabolism.

If you're a foodie, plan your breakfasts ahead of time and cook yourself a nice meal. Fix yourself your favorite flavor of coffee or tea.

6. Exercise

Doing yoga or brisk walks can be enough to get your metabolism going properly.

If you enjoy exercise, consider taking morning jogs, or getting up a little earlier to hit the gym. You might feel sore and tired at first, but if you keep at it, you will gradually feel more rested after your sleep and more excited to begin your day.

7. Plan Your Day

Set aside 15 minutes to plan out your day with a notebook. Some people like to use paper calendars while others prefer to use "To do" lists. If you prefer using digital tools over pen and paper, there is an app for almost any kind of day planning that you can imagine. It's much easier to have a productive day when you're organized and have planned what you need to accomplish.

From "Morning Motivation Tips to Get Out of Bed", Alison Doyle,, Liveabout.com, 3/5/21

**A New Year's
resolution:
Motivate
yourself to
create better
sleep patterns
and new
routines.**

Chautauqua Works

americanjobcenter®

LOCATIONS

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Find us on Facebook!

[www.facebook.com/
Chautauqua-Works](http://www.facebook.com/Chautauqua-Works)



Back Page: Chautauqua/Western NY Data

Over the past 12 months, the private sector job count in the Buffalo-Niagara Falls metro area rose by 12,800, or 2.5%, to 528,000 in the 12 months ending November, 2022. Gains occurred in educational and health services (+3,800), trade, transportation and utilities (+2,300), professional and business services (+2,100) manufacturing (+1,800), government (+1,400), leisure and hospitality (+1,300), other services (+800), financial activities (+700), and natural resources, mining and construction (+300). Losses occurred in information (-300) (New York State Department of Labor)

The current unemployment rate for Chautauqua County is 3.5 % as compared to 4.2% in August 2022. This is below New York State's unemployment figures of 4.3% and 4.7% respectively.

Largest Industry Sectors of Employment in Chautauqua County

Manufacturing	21.89%
Health Care and Social Assistance	19.54%
Retail Trade	14.60%
Accommodation and Food Services	12.78%

(County of Chautauqua Industrial Development Agency)

Check out our Facebook Page!

Our Facebook page is updated daily to inform job seekers of open positions throughout Chautauqua County. These positions are either full or part time, temporary or permanent and provided by numerous employers as well as the New York State Department of Labor. Job descriptions and information on how to apply are featured. Please visit our Facebook page and like/follow it!

Chautauqua Works On-Line!

Chautauqua Works has its own webpage: www.chautauquaworks.com
This website features events, linkages to websites for job seekers, business services, information on our youth, disability, and veteran programs, and