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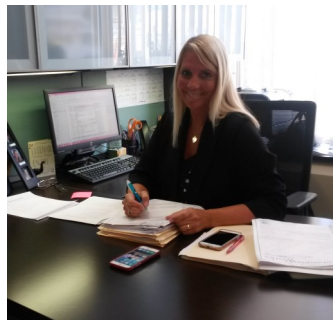
Chautauqua Works

americanjobcenter®

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Winter 2024

Executive Director's Message



Happy New Year! I hope that everyone enjoyed wonderful holidays! The New Year symbolizes new beginnings and potentially trying new things. For young adults, there are MANY programs at Chautauqua Works to help you start gaining valuable work readiness skills at a paid work experience or internship. We are excited to have multiple programs offering PAID positions as well as Chautauqua Works staff supporting you in reaching your employment goals. Please stop in or call either of our Chautauqua Works offices to learn

more about these exciting opportunities. Additionally, there are many training programs offered locally that can provide you with the skills that you need to be competitive in our local labor market. Chautauqua Works' Career Specialists are trained experts in career guidance. A Career Specialist will work with you to review where you are currently on your career path, discuss your employment and career goals, identify the steps that you need to take in order to meet your goals, develop an employment plan outlining those steps, and assist you throughout your career development journey. Your career plan development can be very overwhelming. The Chautauqua Works staff is here to help you every step of the way. Call today to set up an appointment with a Career Specialist to learn how you can start identifying your potential training needs and meeting your career goals!

We look forward to helping you start your new career and employment journey!

**Chautauqua Works
Winter Job Fair:
Thursday, January 25, 2024
10 am to 12 pm at
4 E. 3rd Street
Jamestown, NY 14701**

Bring your resumes, dress professionally, and be ready to meet employers that are hiring! Over 20 employers are planning to attend the Job Fair.

Please enter the North Main Street entrance to get to the Job Fair.

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Resume Services Available at Chautauqua Works.

Do you need a new resume or do you need to update your resume? Chautauqua Works' Career Specialists are available to create with you a new or updated resume featuring your employment objective and your areas of expertise. The Career Specialist can also tailor your resume for different job searches.

We are open from 8:30 am to 4:30 pm, Monday through Friday.

Jamestown—4 E. 3rd Street, 661-9553
Dunkirk—407 Central Avenue, 366-9015

We are here for YOU!

Your American Career Center welcomes the following new employee: Josh Miller, Disabled Veterans Outreach Program Specialist, Department of Labor

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

“Professionalism is knowing how to do it, when to do it, and doing it.”—Frank Tyger

How to Improve Your Professionalism at the Workplace.

Professionalism is the conduct, behavior and attitude of someone in a work or business environment. A person doesn't have to work in a specific profession to demonstrate the important qualities and characteristics of a professional. Professionalism leads to workplace success, a strong professional reputation and a high level of work ethic and excellence.

In a recent study on Career Readiness conducted by NACE (National Association of Colleges and Employers), employers who hire college graduates were asked which professional competencies were essential to workplace success. Professionalism/work ethic topped the list with 97.5% of respondents identifying it as either “absolutely essential” or “essential” for a new college hire's success.

Be productive

Use your time productively at work. Focus on your job responsibilities and avoid getting pulled into social media, web browsing and phone activity while on the clock. Remember your employer will monitor your use of company computers.

Develop a professional image

Project a professional presence and dress appropriately for your industry and organization. A good rule of thumb is to dress in the position you aspire to have.

Take the initiative

Ask for more projects to be given to you or think of assignments that will meet your organization's goals. You don't

want to be under-utilized.

Maintain effective work habits

Prioritize, plan and manage your assignments and projects. Follow up and follow through with your supervisor and team members.

Manage your time efficiently

Establish priorities, set goals and create action plans to meet deadlines. Do your best to improve your daily time management skills.

Demonstrate integrity

Be accountable for your work and actions while behaving ethically at all times.

Provide excellence

Produce work and results that reflect a sense of pride and professionalism, often exceeding expectations.

Be a problem-solver

When you run into problems and obstacles take the time to brainstorm a few solutions and alternatives before you meet with your supervisor.

Be resilient Develop coping skills to manage setbacks and challenges with a positive and constructive attitude. Establish a wellness plan to deal with the stressors at the workplace.

Communicate effectively

Practice professional on-line, in person and interpersonal communication skills. Avoid controversial subjects!

Develop self-awareness

Learn to manage your emotions and gain awareness of your emotional triggers so you can manage your reactions

positively and productively. Accept and reflect on feedback to assist as you learn and grow.

Build relationships

Network with colleagues, customers and clients to build professional cordial relationships, work on teams and collaborate effectively.

Being professional at work shows your supervisor and co-workers that you can be counted on to perform well at work, contribute to the company's success, and may be the link to your future growth in the company.

Your lack of professionalism can lead you to perform bad work habits that can contribute to work malaise and dissatisfaction. Take the time to work on your professionalism to improve your work attitude and performance.

Virginia Tech Career and Professional Development, <https://career.vt.edu/develop/professionalism.html>

Handling a Job Rejection and How to Learn From It.

No one enjoys getting turned down for a job, and if you've done a lot of preparation for a role that you really wanted, it can be harder still to accept a rejection.

But with the right mindset, you can turn the experience into a career development opportunity.

Ask for detailed feedback

The key thing to do after a rejection is to think about what happened, and how you can learn from it.

So start by gathering all the feedback you can from the recruiter – and through them, the employer. If the feedback feels a bit superficial or generic, don't be afraid to ask for a more detailed assessment. You put a lot into the process, after all, and you're entitled to get some actionable insights at the end of it.

Review and reflect

If the process took place in stages, rank your performance for each part and determine where there is room for improvement.

Ask yourself: What did I sense went well? What could I have done differently? Could a presentation have been prepared more thoroughly? Could you have worked harder to build rapport with your interviewer? Were there any questions you feel you could have answered better?

There is always room to improve, so use any setbacks to shine a light on these areas.

Identify learnings and build a personal development plan

Think about feedback from past

rejections, and from appraisals and the like. Are there any recurring themes? What should your development priorities be?

Make a note of any weaknesses or issues that you can do something about, and use them as a focus for the way you approach your preparation next time.

Turn these requirements into a plan. What can you do to fix the gaps in your performance? Depending on the issue, there may be some training or informal coaching you can undertake to help you develop. Or it may simply be a case of working harder on some of your answers, and finding someone to practice them with.

Be philosophical

Feedback can also help you to recognize that sometimes rejection is simply out of your hands – and can even ultimately be in your interest.

Some things can't be changed overnight – if the interviewer prefers someone with extensive client management experience (which you don't have) or they want someone who speaks the local language (and you don't, or not as well), then it pays to be philosophical. The key with your plan is to focus on the things you can realistically change.

Chemistry plays a vital part in any successful working arrangement. So even if you'd felt your interview went perfectly, it doesn't necessarily mean that the role within that specific company was perfect for you.

Refine your search

Sometimes the interview and/or feedback process can make you realize that, although it's disappointing to be rejected, the role didn't, on reflection, feel like quite the right fit for you either.

Look back over the job specification and ask yourself if you could truly see yourself in that role on a day-to-day basis. If there were aspects of the role that didn't excite you, the interviewer may have been able to see this too.

Use your experience to help you refine future job searches. Are you perhaps looking at keywords that don't quite match your ambitions and aspirations? Did the role that went with the job title not quite match your expectations? Did the interview make you realize that this is not quite the right sort of job for you? And if not, then what is?

Build resilience

In today's rapidly changing workplace, developing a mindset of grit and resilience is essential for long-term success. See each setback as a challenge to grow both your self-understanding and your ability to bounce back and deal with disappointment. Overcoming obstacles on your career path will increase your chances of landing the right role. After all, getting turned down from a job happens to everyone, the most important thing is what you learn from the experience.

From "How to Handle a Job Rejection", Robert Walters Group, November 16, 2023

**"Learn how to handle rejection, work hard, and function outside your comfort zone. Success will be yours."—
Gonzo Arzuaga**

Seasonal affective disorder occurs in 0.5 to 3 percent of individuals in the general population.

Nine Ways to Beat the Winter Blues.

Experts at the National Institutes of Health say the so-called winter blues are fairly common and are usually marked by feeling more down than usual, sad, less energized, or less interested in activities one usually enjoys. Estimates suggest anywhere from 10 to 20 percent of American adults experience such seasonal mood changes at some level.

A small percentage of people who experience a change of mood with the season do have seasonal depression, a more severe condition that is a medical disorder, also known as [seasonal affective disorder \(SAD\)](#). SAD affects between 1 and 9 percent of Americans. SAD is a recurrent form of major depression, characterized by feelings of hopelessness and despair, fatigue, problems sleeping and concentrating, and changes in appetite.

Lace Up Your Running Shoes and Get Moving Getting at least 20 minutes of vigorous activity four times a week has been shown to reduce depressive mood. Get a gym membership if that's what it takes to keep you warm and [working out](#), or running up and down the stairs.

Set Your Alarm Clock and Stick to a Sleep Routine. It's best to stick with a [regular sleep schedule](#) — which means waking up at the same times on weekdays and weekends. Establish a routine wake-up time and a soothing bedtime ritual, and if you aren't already in this habit, allow three or four weeks to get used to it. It's important to get at least seven hours of sleep every night for your overall health, according to guidelines from the National

Sleep Foundation. Also, make sure that your sleeping area is comfortable, slightly cool, and free of noisy distractions.

Queue Up a Stream of Laugh-Out-Loud Films.

Experts believe that laughter stimulates processes in your brain that counter depressive symptoms. And since chuckling is downright contagious, you can invite a few pals over to share the popcorn.

Host a Festive Party — But Don't Stress. Any excuse to host a gathering of friends will do — try a dinner party, cheese tasting, or board game night. Planning an event will give you something to look forward to.

Give Yourself a Manageable Task to Accomplish. It's important to build activities into your day — even chores, like cleaning the floor — that will give you a sense of competence and accomplishment. Balance the hard work with little things that bring you pleasure, like treating yourself with fresh flowers or a homemade cup of hot cocoa.

But Don't Let Your To-Do List Get Too Out of Hand.

Don't overwhelm yourself with lists of projects and chores. Complete the business you need to take care of and do it on time. Decide to stop procrastinating and get the tools you need to get organized.

Book a Staycation — Even if It's a Mini One. Most people get a lift when they have

something to look forward to. You may not have the budget or [time off of work](#) but it's much easier to make time for and plan a local staycation treat, such as an afternoon ice skating with friends, trying out a new restaurant in a nearby town, or going to a concert.

Consider Light Therapy if You Can't Get the Sunshine You Need.

A decrease in sunlight can disrupt your body's circadian rhythms, and cause a drop in serotonin levels and [vitamin D](#) levels, which can lead to depressive symptoms. If you have the flexibility and the weather allows for it, schedule in an early-morning walk or lunchtime stroll. If you don't, consider this option, which is especially beneficial for people with full-fledged seasonal depression: a full-spectrum light box. [Light therapy](#) can help regulate your body's circadian rhythms and its natural release of the hormones that help you feel energized and the ones that help you sleep. You should work with a doctor or mental health professional who can advise you on when during the day to use it, and for how long.

Don't Hesitate to See Your Healthcare Professional .

Chronic pain, headaches, [sleep disorders](#), and even heart disease are all [linked to depression symptoms](#), so check in with your healthcare provider to make sure your winter blues aren't something more serious.

From, "10 Ways to Beat the Winter Blues", Madeline R. Vann, MPH, Everyday Health January 22, 2022

The 5 Latest Work-From-Home Scams to Avoid

Reshipping or reselling scams

Scammers post employment ads looking for people to receive items, inspect the goods, and ship them to another address.

But the goods have most likely been purchased using a stolen credit card — unknowingly turning you into an accomplice to a felony crime.

How to spot (and avoid) this work-from-home scam:

Beware of job listings for “package handlers” or similar positions. These scam jobs offer good wages for seemingly simple work. Avoid jobs that promise payment *after* you ship the items. In many cases, fake employers will disappear once you send the items — wasting your time and any money you spent out of pocket on shipping costs and supplies.

The bottom line: Never accept packages from people you don’t know. If someone offers you money to repackage or reship items, it is almost certainly a scam.

Virtual personal assistant job scams

Personal assistant job scams typically include a potential employer that needs an assistant to make purchases for them. The “employer” sends money and then requests that the “employee” return some of it using a different format — such as a payment app or wire transfer.

But after the “employee” returns the money, the original check will bounce — leaving the victim stuck with bank fees and missing funds.

The bottom line: Never return money from a “cleared” check. There’s typically a gap of a few days between the time when

your bank reflects the money from a check in your account and when it has actually been cleared. If you send money to someone during this time, it’s essentially coming out of your account.

Mystery shopper job scams

Mystery shopper scams promise to pay participants to shop and report on the experience. Depending on the version, scammers may send mystery shoppers fake checks to cover their expenses or ask participants to pay to start the job. When the scammer disappears, so, too, will the money you spent.

How to spot (and avoid) this work-from-home scam:

Be wary of jobs that charge you money upfront. Scammers may sell training, credentials, or products that offer little value. You should be paid for your time, not the other way around.

The bottom line: Ignore jobs that ask you to pay to work by using your own money. Mystery shopping jobs that ask you to return unused funds or [buy gift cards](#) are usually scams.

“Start your own online business” job scams

The “start your own online business” scam usually involves a fraudulent business coach or a fake recruiter in a pyramid scam.

Depending on the scam, you may be asked to buy educational materials or sell goods and recruit new business owners. The goods you buy will prove worthless, or you’ll only make money by scamming others.

How to spot (and avoid) this work-from-home scam: Look out for any “get rich quick” business opportunity —

they don’t work. Having your own business takes a lot of hard work. Be cautious with recruiting jobs that offer freedom and riches. While there are legitimate companies in the multi-level marketing space, they rarely offer high-paying jobs.

The bottom line: If it sounds too good to be true, it probably is.

Medical billing or data entry job scams

Medical billing and data entry job scams take different approaches. Some jobs sell fraudulent apps, training programs, or certifications to new hires. Some ask for personal information that leads to [identity theft](#).

How to spot (and avoid) this work-from-home scam:

Be careful of work-from-home opportunities that you never applied for. These scams usually come out of nowhere and offer excellent wages with little or no training and experience required. They tend to promise flexible hours and the ability to work from your home computer. Steer clear of any jobs that conduct interviews via messaging apps and text messages. Many scammers use messaging apps to disguise their identities and make it more difficult to track them.

The bottom line: Never give your information or money to companies without doing your proper due diligence first.

From

The bottom line: You need to investigate every job offer carefully. Look into the employer’s background, check with the Better Business Bureau (BBB), and search for scams involving the company. Legitimate companies or [recruitment services](#) will have publicly-listed phone numbers to verify job offers.

Many scammers ask job seekers to pay an upfront fee. In another twist, the scammer may send the new recruit a counterfeit check that looks real.

Chautauqua Works

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LOCATIONS

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Find us on Facebook!

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



Back Page: Chautauqua/Western NY Data.

For the 12-month period ending November 2023, the private sector job count in the Western New York region rose by 9,800, or 1.8 percent, to 541,700. Employment gains were largest in leisure and hospitality (+6,400), private education and health services (+2,700), professional and business services (+2,400), other services (+1,100) and manufacturing(+700). Job losses were greatest in trade, transportation and utilities (-3000), financial activities (-500), mining, logging and construction (-500) and information (-300). Government sector jobs increased by (+100) over the year. (New York State Department of Labor)

The current unemployment rate for Chautauqua County is 3.8% as of November 2023. The current rate is below New York State's unemployment figure of 4.3%.(New York State Department of Labor).

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 other valuable employment resources.

