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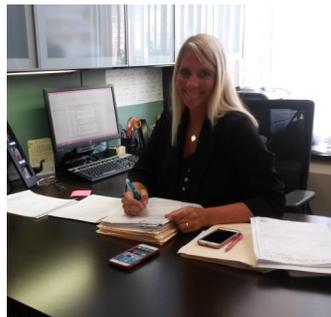
# Chautauqua Works

americanjobcenter®

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## Executive Director's Message



businesses throughout the County. Any young person is encouraged to apply when we release our application in April. If you are interested, please call either of our offices and be asked to be placed on a list of potential participants. If you request to be on the list, we will send you an application by mail as soon as it is available. Any business or organization may potentially host young workers from our Program. There is a Worksite Agreement to be completed. Participants in the Program are placed at businesses based on their interests, skills, transportation, and availability. We make every effort to match participants to employment opportunities that best fit their goals. Please consider hosting a young worker and helping to build the Chautauqua County workforce! Feel free to contact either Chautauqua County office and request a Worksite Agreement.

Spring is a very busy time at Chautauqua Works. We are getting ready to release our Summer Youth Work Experience Program application. The Summer Youth Program is a phenomenal opportunity for businesses and young people to engage in work opportunities developing work readiness skills. The Program is for income eligible young people between the ages of 14 and 20 living in Chautauqua County. The Program consists of six weeks of paid employment at various

**Chautauqua Works Job Fair Happening Soon!**

**Friday, April 28th  
10:00 am—12 :00 pm  
Jamestown Office  
4 East Third Street**

**Bring updated resumes and be ready to meet employers who are ready to hire!**

**Please enter the doorway on North Main Street to enter the Job Fair.**

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### Resource Room Available at Chautauqua Works

Are you having difficulty applying for jobs on your phone? Registered customers can utilize our Resource Room computers and printers to easily complete on-line applications or to print out relevant employment information.

To find out if you have registered with Chautauqua Works, please call us at **716-661-9553**

for our Jamestown office or **716-366-9015** for our Dunkirk office. You can also walk in to any location to complete a Career Center Registration Form.

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

We are here for YOU!

Your American One-Stop Career Center welcomes the following new employee: Caleb Tudor, Bilingual Program Assistant, Self-Sufficiency Center.

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

## Summer Youth Employment Program to start soon!

### What is the Summer Youth Employment Program?

The Summer Youth Employment Program **provides subsidized job opportunities for youth ages 14 to 20** who meet eligibility guidelines and can provide required documentation. Youth are placed on jobs in the private, public and non-profit worksites during the summer months to gain meaningful work experience.

### Are you eligible for the Summer Youth Employment Program?

**Income:** Does your family receive Medicaid, SNAP Benefits (NOT PEBT), Family Assistance, SSI or HEAP? **If not**, is your annual household income at or below:

SIZE	HOUSEHOLD YEARLY INCOME:
1	\$29,160
2	\$39,440
3	\$49,720
4	\$60,000
5	\$70,280
6	\$80,560
7	\$90,840
8	\$101,120

For family units with more than eight, add \$10,280 annually for each additional family member.

**Age:** Are you between the ages of 14 and 20?

**Residence:** Chautauqua County?

If you answered "yes" to the above questions, you may qualify for the Summer Youth Employment Program. [Applications](#) will be released in May 2023. If you are interested in applying for the

Summer Youth Employment Program prior to the applications being released, please contact us at Chautauqua Works (716) 661-9553 and ask to be placed on the waiting list. When the application is released, we will mail the application to you to complete and return to us.

**In the meantime**, start collecting the required information you will need to participate in the program.

**You will need identification.** If you don't already have identification as listed below, start working now to obtain it. The identification you will need is as follows:

- Photo ID
- Social Security Card
- Working Papers (14-17 year olds)

There are other acceptable forms of ID, please contact us for additional information.

We are looking forward to another great summer in 2023 and providing work experience to the young adults of Chautauqua County.

### New York State officials comment on the positives of a Summer Youth Program:

"The Summer Youth Employment program represents a smart, targeted investment in the next generation of our workforce that will pay dividends for New York State," Gov. Kathy Hochul said. "We are committed to tearing down barriers to entry into the labor market for disadvantaged youth, and the young people who participate in this program will learn valuable skills, the

importance of educational achievement, and above all, will be put on a path toward success."

"The Summer Youth Employment Program administered by OTDA keeps kids busy, off the streets and away from their devices by providing them real work experience," said Lieutenant Governor Antonio Delgado. "This program gives kids who might otherwise not have the opportunity the chance to develop real-life skills that will stay with them for life. It is incumbent upon us as a state to ensure that all of our kids, regardless of where they live, the color of their skin, or how they grew up, have the opportunity to improve their lives."

"The impact that a positive workforce experience can have on youth cannot be overstated, especially for those young people coming from low-income households. There is a growing body of research that examines the numerous and wide-ranging benefits of this program since low-income youth often face a challenging transition to living-wage work and higher education. In addition to the income it provides, the Summer Youth Employment Program can help these youth to recognize the importance of educational achievement and ultimately expand their career aspirations," said Daniel W. Tietz, commissioner of the Office of Temporary and Disability Assistance.

We look forward in helping our local youth with this program!

Summer youth employment programs help to address challenges by providing young adults with a chance to discover interests, build skills, and explore careers – experiences that can serve as the foundation for educational and professional success.

## How to Successfully Participate in a Job Fair

As mentioned earlier, Chautauqua Works in Jamestown is hosting a Job Fair at our office on April 28th from 10am to 12:00 pm. 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

your career choice.

**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!

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](#)

**According to the Monster Future of Work: 2021 Outlook survey, 66% of employers agreed that candidates exaggerate skills and competencies on their resumes.**

## The Risks of Lying on or Embellishing Your Resume

You just want to get a job, so it's tempting to stretch the truth a little on your resume. But what are the risks? Is it illegal to lie on a resume? What happens if (more like when) you get caught? Look, think again if you're considering embellishing or [lying on your resume](#).

If you don't want to be looking over your shoulder or hoping no one in HR gets suspicious and decides to audit their files, avoid these [lies on your resume](#):

### Lies about past employers

Tegan Acree, director of human resources and training for Nuance Communications, shares a story: An organization hired a high-level executive who claimed on his resume he had worked on Wall Street as well as for a major celebrity. When the employee underperformed and his employer became suspicious, a few calls revealed he had forged all of his experience. In fact, he was working for three different companies on their time.

### Lies of omission

Lisa Rangel, managing director of Chameleon Resumes and a former recruiter, recalls a candidate for a position in the legal

department of a media company who never completed the degree listed on her resume. The media company rescinded an offer since it could not have an employee in its legal department who demonstrated such "flexible morals," Rangel says. Lying about your degree can come back to bite you. A dean at MIT resigned her post after working there for 28 years when the university audited its files and learned she did not have degrees from the three schools listed on her initial resume.

### Half-truths

Mike Ramer, president of Ramer Search Consultants, recalls an outstanding candidate who failed to mention a short-term position he held, which raised red flags for the employer when it came up in a [background check](#). The company worried that if he lied about that, what else was he not sharing? The company rescinded its offer—not because of the short-term job, but because the candidate had not mentioned it.

### Little embellishments

Acree explains. "If you were an HR assistant, don't call yourself an HR manager. When you lie about your job titles, it's a big

red flag."

Acree cautions job seekers to make sure their resumes match their profiles on professional networking sites. "The employer will wonder what's the truth and what's a lie—and move on to the next candidate."

### Is it illegal to lie on a resume?

If you sign a statement that the information you provide to the employer is true and then you proceed to lie, that is illegal. Depending on the state you're in, the legally enforceable repercussions (aside from getting fired) could include a civil penalty, such as a fine. In other states, the consequences could be more severe. For example, let's say someone lied about having the proper credentials to hold a certain job and as a result, a client or customer was harmed. The company could then decide to sue you. Depending on how serious the offense is, you might even face jail time.

The bottom line is that you are taking a huge chance from being disqualified or fired from a job if you lie or embellish your resume.

Taken from "Lie on Your Resume at Your Own Risk" by Miriam Salpeter, Monster.com, 2022

## 8 Signs That Tell You it is Time to Look for Another Job

Are you feeling unfulfilled in your current job? If you are asking yourself “Do I need a new job?,” it’s likely that you are not happy at your current position. It can be scary to change careers, but sometimes it’s the absolute right thing to do. A new job can lead to better opportunities, more money, and improved job satisfaction. But how do you know when it’s time to move on? Don’t let yourself get stuck in a career rut. Here are 8 tell-tale signs that signal that it’s time to start looking for a new job.

### 1. Your weekends are always too short.

Everybody’s weekends are too short. But yours are really fraught. You get to the office on Monday and by that same afternoon, you’re counting down the hours until Friday. Then you spend most of your weekend dreading Monday morning. Even Sunday is a waste because you’re so miserable thinking about going back to work. A job that has such a big negative impact on your mental health is a sign that it may be time to leave.

### 2. You’ve lost your passion.

If you find yourself glancing at the clock throughout the day or wanting to check out early, chances are you’ve lost your passion. Not everyone can be 100% jazzed about their job at all times. But you’re bordering on burnout. There’s no joy taken in any aspect of your work—even the tasks that used to be enjoyable. You can’t quite remember why you work there anymore. You’ve lost your drive. And now you’re really only there for the money, which probably isn’t that great anyway, and by no means makes up for the apathy and boredom and pervasive emptiness you feel.

Whether your motivation is low due to boredom or lack of recognition from colleagues or bosses alike, then this could indicate that something needs changing – either within yourself or within your work environment.

### 3. You feel trapped.

It’s precisely when you feel that you can’t get out that you should try your hardest to free yourself. Maybe you’re caught in the trap of losing your motivation because you aren’t being challenged. That vicious cycle will only get worse. You’re eternally bored, which drains your energy, and so on, and so on.

If you no longer feel like your job is challenging or inspiring you, then it might be time for something new. Consider refining your career goals and then find a new career path that will help push you closer towards a better professional life.

### 4. You’re envious of, well, everyone.

If you find yourself pining for other people’s career situations, that’s a great sign that there’s something wrong with your own. Clean up your own house. Make sure you’re not looking at other people’s lives, but at your own, and making the changes you need to make. Follow your own big dreams.

### 5. Your health is suffering.

Often your body will tell you first when you need to switch jobs. Stress can wreak utter havoc on the body—through bad eating habits, high blood pressure, and even heart attacks. If you’re losing vitality and sleep at a job, or if you have tension headaches, achiness, and fatigue, it’s time to listen to what your body is telling you. Find a way out.

### 6. You have zero work-life balance.

Your friends don’t even recognize you anymore. You don’t have any time for family or friends. You’re stressed, all the time. You never do the things that used to bring happiness to your home life. If you’re constantly worn out and depleted, it’s time for a makeover for both you and your career. Sometimes our workloads become too heavy due to either lack of resources or an unrealistic expectation from our employers. If this is the case, take some time to talk with your boss about ways to lighten the load – if they don’t listen, then maybe you need a new job.

### 7. Everything is a struggle.

Your company culture just makes everything so fraught and unpleasant. You can’t think of a single nice thing to say about your job. You don’t even have a positive relationship with your coworkers where you can go out and complain about it over lunch. You’re a little bit isolated and a lot frustrated.

### 8. You could do better.

You’re sure that your talents and abilities could really make a difference somewhere, but they are wasted here. Don’t be too scared to go for your dream career. Chances are, that’s where your passion and creativity lie—and where you’ll actually enjoy going to work each week.

It can take great courage to make big career changes, but sometimes they are necessary in order to ensure long-term happiness and success.

Taken from “\*8 Signs It’s Time to Find a New Job”, by Peter Jones, The Job Network, 2022

**The Sunday Scaries (or Sunday blues, as they’re sometimes called) are feelings of anxiety or dread that happen the day before heading back to work.**

# Chautauqua Works

americanjobcenter®

## LOCATIONS

4 E. 3rd Street, Suite 102  
Jamestown, NY 14701  
716.661.9553

407 Central Avenue  
Dunkirk, NY 14048  
716.366.9015

[www.chautauquaworks.com](http://www.chautauquaworks.com)

Find us on Facebook!

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



## Back Page: Chautauqua/Western NY Data.

Over the past 12 months, the private sector job count in the Western New York area rose by 13,500, or 2.7%, to 519,900 in the 12 months ending January 2023. Gains occurred in professional and business services (+2,900), leisure and hospitality (+2,300), manufacturing (+2,300), natural resources, mining, and construction (+2,300), educational and health services (+2,100), trade, transportation, and utilities (+1,800), and other services (+800). Losses occurred in financial activities (-500) and information (-500) (New York State Department of Labor).

The current unemployment rate for Chautauqua County is 5.1% as compared to 4.7% in January 2022. The current rate is now above New York State's unemployment figure of 4.2% and below last year's rate of 5.1%.

### Marijuana and the Workplace:

The New York State Department of Labor has a webpage dedicated to the state's policy on marijuana and the workplace (New York Labor Law 201-D). Because of the intricate and detailed language of this policy, here is the URL. This policy affects workers and management.

<https://dol.ny.gov/system/files/documents/2021/10/p420-cannabisfaq-10-08-21.pdf>

## 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](http://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.

