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Chautauqua Works

americanjobcenter®

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Executive Director's Message



It is Fall and Chautauqua County is entertaining all of us with the glorious colors of the foliage! It is also a great time to think about how to network and take an active role in your job search or in your search for that next great employee! Chautauqua Works has been hosting Job Fairs at both of our locations monthly. Our partners at NYS Department of Labor coordinate these events giving job seekers and businesses an opportunity to highlight employment opportunities in our area in person.

Attending a Job Fair can be

intimidating. But it is also one of the best ways to make a positive impression on a perspective employer. Some ways that you can ensure that you are ready and putting your best foot forward are:

- Dress professionally – Treat this as an in-person interview.
- Have a number of copies of an updated professional resume – Your resume should showcase your skills when you give it to a business representative.
- Practice your interviewing skills – As I said above, this is an interview.
- Bring a positive attitude – Your positive attitude will come across to everyone you meet, and they will want you on their staff.

Attending a Job Fair is a fantastic way to build a rapport with and get to know potential employ-

ees and employers. Reviewing a completed application is not the same as meeting an individual in person and having a professional discussion about employment opportunities.

Upcoming Job Fairs are scheduled at both Chautauqua Works offices. Take a chance, attend a Job Fair, and successfully land that new job!

Chautauqua Works Fall Job Fair:
Friday, October 27, 2023
from 10am to 12 Noon at our Jamestown location.

Bring your resumes and be ready to meet employers that are hiring!

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

Youth Employment Programs at Chautauqua Works.

Chautauqua Works has programs for individuals between the ages of 16-24 who are out of school, have a criminal record, on probation, parenting/pregnant, homeless, and have other barriers to employment.

For more information, on these programs, please contact Leann Austin, Jamestown Youth Navigator,—487-5134, Erica Retzer,

Dunkirk Youth Navigator,—487-5154, or Rachel Barto, Gun Violence Program Supervisor—487-5188

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

Jamestown—4 E. 3rd Street
Dunkirk—407 Central Avenue
We are here for YOU!

Your American One-Stop Career Center welcomes the following new employees: Erika Retzer, Dunkirk Career Specialist/Youth Navigator, Elsie Tecalero, Dunkirk Bilingual Program Assistant

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

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Developing a Positive Attitude at Work.

Having a positive attitude in the workplace can be one of the keys to getting your work done effectively and improving your overall work experience. Here are some strategies for how to develop a positive attitude.

Be encouraging and empathetic.

Developing a positive attitude in the workplace can start with how you interact with your associates, regardless of their place in the hierarchy. Injecting optimism and encouragement into the workplace can benefit everyone.

Rachel Sheerin, a speaker on [burnout](#) and happiness, said “Positive people radiate differently, just by walking in a room with their energy — it changes the world and people around them.” Showing your employees, co-workers or clients empathy and respect demonstrates you care about their well-being.

Be a team player. Talk with your co-workers to see how you can assist them. Helping others lighten their load, within reason, can [strengthen your team](#). “You can show a positive attitude through the words you use,” said Deborah Sweeney, CEO of MyCorporation. “Give your time, and ask co-workers how you can help them out if you have a free moment. Be kind to everyone and genuine — do not gossip constantly or spread rumors.”

When you can do your job effectively and become a dependable team member, that trust you earn can improve your perspective and standing in the company.

Work with the right people.

Surrounding yourself with positive people in your work life can dramatically improve your attitude. Negative people can increase your stress level and make you doubt your ability to maintain success at work.

Both positivity and negativity can spread quickly throughout the company. Amy Finlay, co-founder of Edinburgh IFA says, “As a positive attitude can be contagious, unfortunately, a negative attitude can also spread through people, and before you know it, your mindset can completely change with too much exposure to these types of people.” Working with positive people will help you handle everyday stress in a more constructive way.

Focus on what’s in your control.

Realistically, you cannot control every single aspect of your work. You can be the beacon of positivity, but some people at your job will still be negative. But while you can’t control how people behave, you can decide how you let it affect you.

Lizzie Benton, a culture consultant at Liberty Mind says “Rather than letting yourself be consumed by a negative attitude, question why that person might be coming across in that way. Don’t take it personally, and do your best to build a barrier against negative comments or behaviors.”

Focusing on what you can control will help you manage the amount of stress you allow in your life.

Treat yourself positively.

You should always remember to be your biggest supporter. Practice positive self-talk. Framing daily events in a more positive light will help limit negative thinking. One way to approach

this is to not say anything to yourself that you wouldn’t say to anyone else.. If you start to think negatively, evaluate these ideas rationally. Replace defeatist thinking with affirmations of your strengths. Think about things you’re thankful for in your life, and reframe obstacles or roadblocks as opportunities for growth.

The importance of a positive attitude in the workplace.

Whether it’s you or a co-worker who is going through a hard time, try to keep the negativity at bay.

“Misery may love company, but negativity has never lifted anyone up,” Sweeney said. “You feel better when you surround yourself with positive people. Positivity begets more positivity.” Try to make the work environment more conducive to positive attitudes and help diffuse the negativity.

Maintaining a positive attitude takes work.

Developing a strong positive attitude and mindset is a key to achieving success at work, but maintaining it isn’t always easy. To do so, you must not allow negative thoughts and energy to affect your daily progression. Maintaining a positive attitude at work can be another challenge you conquer.

From “How to Develop a Positive Attitude at the Workplace”, by Bassam Kaado and Jennifer Post, businessnewsdaily.com, 8/9/23.

These affirmations are excellent for everyday

motivation:

- “I am courageous enough to face and conquer my fears.”
- “I am confident in my self-worth.”
- “I have the skills and knowledge to make the best decisions for my career.”
- “I am focused and passionate about my goals and career.”

When Should I Ask My Boss For a Raise?

List your accomplishments from the past six months, the past year and your time with the company.

Describe how your accomplishments have positively impacted your department and company as a whole – and provide specific numbers and statistics if possible. The stronger the data you provide, the greater case you make for a well-deserved raise.

Let your boss know what's in it for them.

Keep in mind that your boss does not care about your mortgage payments or the vacation you want to go on. Your boss cares about what's in it for them. You've already explained what you've done for the company, but you also want to explain your plan for the future. Present them with your goals, how those objectives benefit the company and how you will achieve them.

Be confident.

Be confident when asking for a raise. Yes, it's intimidating, but you have supporting evidence: the reasons you identified for your request and the research you did about comparable salary ranges. Be prepared for some pushback and know that the answer could be no. If you are given the raise, be prepared to continue working hard (or harder). You knew you should get that raise, now show your boss that you deserved it.

Provide your request in writing.

Chances are, your boss has a boss with whom they will need to share your pay or salary raise request. Provide them a handout that summarizes your request, comparable pay ranges and the benefits the company derives from your efforts.

How much of a raise should I ask for?

The average pay raise is 3%. A good pay raise ranges from 4.5% to 5%, and anything more than that is considered exceptional. However, the higher the percentage you request, the better your reasons should be. For instance, if you accepted a position with little travel and now you are on the road more than half the time, asking for 20% isn't unreasonable because your duties have significantly changed.

However, if you are asking for a pay increase because it's been more than a year since your last one and you've continued to perform well in your regular duties, start with a more reasonable percentage. You still deserve a raise, but you need to temper your request with the reality of your contributions.

When is a good time to ask for a raise?

Use common sense. Don't ask for a raise at a sensitive time, such as if your company has laid people off, your department had low numbers for the quarter, or your boss is dealing with a difficult personal situation. Consider your company's current pay increase practices. If they typically give out raises on the first of the year, approach your boss in November or December. This way, you'll give them an opportunity to consider your request and work with their bosses, if there is no standard practice for raises, try to make your request during a "good" time, such as when you know your boss is pleased with your work, during a successful quarter, or a time of year when everyone isn't stressed out.

How should I ask my boss for a raise?

Give yourself time to prepare for the conversation, and give your manager time to consider your request.

Schedule a meeting with your boss in advance instead of knocking on their door and springing your request on them; this shows that you are considerate of their time. If your boss is busy on a certain day of the week, scratch that day off your list.

Once you have scheduled the meeting, treat your prep like a college research report.

Be prepared for a no. A negative response could be based on factors you know nothing about or have no control over. If that happens, ask what you can do to be considered for a pay raise in the future. A good boss will give you the reasons for the rejection and tell you how you can improve your chances for better compensation in the future. In the meantime, stay positive. If you get a yes, maintain your professionalism. Express your gratitude and keep up the good work. It's also important to maintain good relationships with your co-workers. If you brag to others about your pay raise, your boss will regret helping you, and you will create friction within your team.

Requesting a raise doesn't have to be intimidating.

Requesting a pay raise can be stressful and uncomfortable, but you have nothing to lose by trying. Prepare ahead by identifying your accomplishments and considering the value you bring to your team.

From "How to Ask Your Boss For a Raise", by Marci Martin, Contributing Writer at business-daily.com, 6/5/23

"In our survey, we found that just 37 percent of workers have ever asked for a raise from their current employer."
[Payscale.com](https://www.payscale.com)

How To Write a Resume If You Have No Work Experience

Relevant Skills include:
Research,
Microsoft Word,
Office, Excel
PowerPoint,
Communication,
Computer
Programming,
Leadership,
Customer Service

1. Highlight your education. Some items you'll want to consider including in the education section of your resume are:

Relevant coursework: Be sure to list any courses that will emphasize skills that can be helpful for the job. These might include courses that focus on technical skills—like economics, math, or computer science. But don't forget the importance of courses like English or writing that can show your competence in communication or other human skills..

GPA and honors: A strong grade point average (GPA) can indicate a willingness to work hard and an aptitude for your field. Experts recommend listing your GPA if it's at 3.5 or above. If you've received any academic honors, it's a good idea to list them, too.

Relevant projects: If you've completed projects in classes that are particularly relevant to the job you're applying to, list and briefly describe them. If you have more than one, This can be its own section.

Certifications and online courses: If you've completed any coursework outside of school or received a professional credential, list these under the education section as well.

2. Include relevant experience. A little digging into your life could unearth several experiences that show your professionalism, interests, and character—all things a potential employer can consider important:

Volunteer experience: Volunteering demonstrates your community in-

volvement, ability and willingness to work with others, and your interests. It might even have gained you some hands-on experience in a related field.

Part-time jobs: Maybe you worked part-time while you were in school, tutored or babysat kids, or helped your parents out at their small business. If you're applying for your first full-time job, don't shy away from including these. Part-time jobs can demonstrate your employability and experience with key skills like customer service.

Extracurricular activities: Whether you played sports, were part of a cultural club, or participated in student council, extracurricular activities can help show a willingness to explore your interests, develop new skills, and work on a team. Don't forget to include any leadership positions you might have held.

3. List your skills. Chances are even if you don't have any formal work experience, you probably have skills that will be useful in the field. Look through several job descriptions of positions you're interested in to see what skills are commonly requested. The skills you'll choose to list will likely depend on the job.

Not sure if you have the necessary skills you need?

Try emphasizing your [transferable skills](#), like critical thinking, problem solving, and teamwork. Or try taking some coursework in essential skills in your field. You can also look out for [entry-level jobs](#), which typically have fewer skill requirements than other jobs.

4. Include a summary.

A [resume summary](#) is a brief description of your experience and qualifications. Usually one to three sentences long, a summary gives recruiters a way of quickly understanding your background and assets as a worker. Don't forget to emphasize traits and skills that fit the job you're applying to. You can also include a sentence about your **objective**—what type of job you're looking for. Here are two examples:

Recent college graduate with background in computer science and communications. Seeking to leverage strong skills in Python, C++, and public speaking for full-time engineering opportunity.

Curious and hard-working high school honors student with passion for working with children and one year experience baby-sitting.

5. Use a template.

Eliminate the stress of coming up with your own layout by using one of the many resume templates you can find online. Customize any template you find to fit your needs and tastes. A word processing program like Microsoft Word or Google Docs can be helpful here. Need access to one? Try approaching your local public library. If you're a student, your school library will likely have resources you can use. You can also create a Google account for free.

Hopefully, these tips will help you get that job!

From "How to Write a Resume With No Experience: 5 Tips.", Coursera, 8/28/23

Dealing with Changes at the Workplace

Changes at the workplace is as common as the changing seasons. While getting a new manager, new co-workers, or a new way of punching in and out, this can add additional stress to a very busy workplace. Here is an article which demonstrates positive ways to deal with these changes.

According to Heraclitus, the only constant in life is change. That couldn't be truer than in today's work environment. For one thing, automation is eliminating many manufacturing jobs making strategic and managerial roles more critical. With most of the workforce comprised of Millennials, we're seeing more people demanding flexible schedules and more relaxed office environments.

As always, companies continue to restructure and reorganize. The corporate ladder has collapsed. Career progression is no longer well-defined within companies, and career change is the new normal.

Unfortunately, change isn't always easy. A study from the [American Psychological Association \(APA\)](#) found that organizational changes such as restructuring or new leadership can lead to employees who are overly stressed, have less trust in their employers, and have a greater desire to find new jobs.

While coping with change in the workplace can be challenging, there are ways to make it easier. Here are my top five tips for dealing with change in a way that will benefit you and your career:

1. Help others

Chances are you're not the

only one who feels uncomfortable with change in the workplace. If you can take the focus away from your own situation and direct it toward someone else's, it will help you cope. Invite co-workers out to lunch or for a walk outside so you can discuss the situation. The process of helping others will help you to deal with the stress and adapt more quickly to change.

2. Embrace new opportunities

According to Ian McClarty, President at [phoenixNAP](#), "The silver lining to any change in the workplace is opportunity, often to add new skills to your repertoire or work with new team members." Change often translates to possibility for those who are willing to embrace it. For example, reorganizations or mergers can create new positions, new divisions or departments, or a chance to create a new job title.

3. Maintain relationships

Try to stay connected to previous co-workers and continue to expand your network. Don't forget about the people you've already had the chance to work with because they could become extremely beneficial to you in the future.

If you're like many professionals and haven't kept in touch with your contacts, don't hesitate to start up that relationship again. Think of it as a win-win situation—you never know when you might need each other down the road.

4. Accept rather than resist

There are generally [two types of coping](#): *escape coping* and *active coping*. *Escape coping* is a form of coping that involves changing our behavior to try to avoid thinking or feel-

ing things that are uncomfortable.

Active coping is a form of coping that allows us to tackle a problem head-on. This approach is healthier because you are addressing the stress, rather than avoiding it. Ultimately the most important thing to do to cope with change in the workplace is to acknowledge it. Recognizing and accepting change is one of the first steps toward managing it

5. Overcommunicate

When things are changing at work, communication is critical. Any communication gaps can instantly be filled by rumors and speculation, which create even more fear and uncertainty around the idea of change. If you can effectively communicate your concerns to co-workers and managers within the organization, your anxiety can be better addressed and alleviated.

Change in the workplace is here to stay. While it can be disruptive and uncomfortable, there are benefits to change, like promoting the development of new skills and bolstering innovation. With the right attitude and a specific set of actions, you can find the opportunity in any situation. Learn to embrace change, and you'll start to appreciate it for what it is: the chance to grow.

From 'How to Cope With Changes In the Workplace.', by Caroline Castrillion, Forbes.com, 2/26/20

"The only way to make sense out of change is to plunge into it, move with it, and join the dance." – Alan W. Watts

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For the 12-month period ending August 2023, the private sector job count in the Western New York region rose by 12,400, or 2.3 percent, to 541,000. Employment gains were largest in leisure and hospitality (+7,700), private education and health services (+3,200), professional and business services (+2,500), manufacturing (+1,500) and other services (+1,400). Job losses were greatest in trade, transportation and utilities (-2,200), financial activities (-900), mining, logging and construction (-500) and information (-300). Government sector jobs increased by (+1,000) over the year. (New York State Department of Labor)

The current unemployment rate for Chautauqua County is 3.8% is as compared to 3.2% in May 2023. The current rate is below New York State's unemployment figure of 4.0% and below last year's rate of 4.1% (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.

