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# Chautauqua Works

americanjobcenter®

Volume 3, Issue 3

Summer 2021

## Executive Director's Message



Life in Chautauqua County appears to be moving onto the best path for our economy. Many local stores and businesses are not requiring customers to wear face masks because virus cases have dropped. This is very good news for everyone but we still need to be cautious against the delta virus variant since it is highly contagious.

The county COVID-19 infection rates have come down drastically due to the number of citizens getting vaccinated. This is wonderful news! The

sooner more people get vaccinated, the sooner we will stop the spread of the virus. It will take some time for us to get completely back to pre-pandemic employment numbers, but there is sense that we are moving in the right direction.

Chautauqua Works (CW) will be re-opening up its Jamestown office on July 26. Face masks will be required for unvaccinated individuals. Customers who do not wear a mask must have proof of vaccination. The Dunkirk office will continue to be by appointment only with staff.

CW is excited to announce that the Summer Youth program began on July 6, 2021. Once again, this worthwhile program is assisting youths ages 14 through 20 years old obtain work experience. Summer youth participants are

placed at local businesses and will gain valuable employment skills while earning wages. CW staff wishes much success to the youth this summer program.

Since the local economy is heating up, several local businesses are looking to hire more workers to meet their labor demands. Job postings have been plentiful on the NYS DOL website and on CW's Facebook. Make sure to check these pages daily. Many companies are offering higher wages and sign-on bonuses to those who get hired.

Chautauqua Works is here to help you get back to work. Staff is not able to help with Unemployment Insurance (UI) questions. You will need to call **1.888.209.8124** or utilize the website at [Department of Labor Home Page](#) | [Department of Labor \(ny.gov\)](#) for assistance

Stay informed.

## What a difference 15-months make!

In the past month, you may have noticed that the economy is opening up more each day. Employment agencies continue to list many job opportunities on their webpages. Multiple job listings have also been posted on the NYS Job Bank. Driving throughout Chautauqua county observers will notice many help wanted signs posted at area businesses. If you are in need

of, or want a job, now is the time to apply for one. Extended unemployment benefits are scheduled to end on September 6, 2021. Be smart, don't wait too long to look for work, you might miss out on a great job.

Vaccinations have been crucial in reducing community infections. Getting vaccinated will give you a peace of mind when

you go back to work. So do it for yourself, your family, and your community.

Need help looking for and applying to a job posting? Contact us at Chautauqua Works for job search.

Training assistance is also available. To schedule an appointment call **716.661.9553** for assistance in your job search.

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**“Professional in approach to help you find a job, friendly, courteous people who want you to succeed!”**

**Jobseeker Quote on Facebook**

## Hybrid work: Prepping for the post-pandemic office

by Kate Lopaze

There's no shortage of anxieties around Covid-19, and that's not likely to change as we emerge into a **post-Covid world**. Some things will go back to some form of “normal,” and some won't. One of the aspects of life most likely to be changed forever (or at least in a very long-term way) is how we approach work and the workplace.

Now that vaccination rates are rising across the U.S. and infection rates start to decline, most organizations have started thinking in earnest about what it would mean to bring back remote employees, what the workplace looks like with more public health rules and safety precautions than ever, and how their employees will interact in person.

### **Expect to implement a hybrid work model.**

As many offices went empty over the past year, companies struggled with paying rent and overhead on spaces that are going unused, while balancing the idea that there may be people back at desks in the near future. Realistically, most organizations won't have all employees back in the office now that people have transitioned into working remotely. Still, phasing out “the office” entirely just isn't feasible for many companies. Surveys have shown that some workers need a fixed in-office routine, while others would like to have the *option* of coming in, if only on a part-time basis while working from home other times.

A hybrid model might require adjustments all around, with employees having to make a concrete choice about which method they prefer (assuming they have work that can be done remotely long term) and leadership making choices about what their facilities may look like.

Some companies are downsizing their space because they're unlikely to have a full return of their workforce. Some are moving

individual offices to a more open plan and are looking to alternative layouts like “first come first serve” workspaces instead of desks designated for specific employees.

### **Rethink how personal interactions will work in a hybrid workspace.**

One of the biggest losses in a remote work world has been **collaboration**. Thanks to meeting software like Zoom and others, people are talking as much as they ever did—but the benefits of being in a room with your colleagues have been largely lost. Even if people will only be in the office on a limited basis, it's important to think through how they will be interacting. Will your kitchen or break areas need to be laid out so that employees can gather in a safely distanced way? Are there modifications that can be made to conference rooms or meeting spaces to make them more open spaces with distanced seating? Will some rooms or areas just be off-limits for safety reasons?

### **Be mindful of the potential inequities of remote and hybrid work.**

One of the most challenging work issues that surfaced over the past year has been the variation of experience for people working remotely. Some employees (like service or customer-facing ones) don't have the luxury of working remotely at all. Some people struggle with internet access or childcare issues. Any post-Covid office plan should include accommodations for workers that have those kinds of challenges. Companies going entirely remote, for example, might pay for rented local office or coworking space that employees can use.

### **Invest in high-quality communications systems.**

We've all had communication failures this year, whether its connections dipping in and out during meetings or tech platforms that get buggy and overwhelmed during the workday. Many organizations are just getting by with the

services they have but looking to the future is also a good time to re-evaluate whether your communications platforms and tools have been enough—and will continue to be so. That may mean prioritizing tech upgrades that may have been put off by Covid-era budget challenges.

### **Robust public safety measures will be the norm.**

Another major lesson of the past year is that public health guidelines can change *fast*, whether it's on the federal, state, or local level. The post-Covid office should have a comprehensive base plan in place for in-person employees, whether that's frequent testing, physical distancing guidelines, vaccine requirements (including any exemptions), and employee education. But any organization should also be flexible enough to change if there's a change in infection rates or if government guidance shifts.

If the post-Covid office seems fairly similar to the office life we've developed over the past year, that's because we already have a cautious template for the new normal. A mindful transition is going to be necessary in any case, with likely partial or hybrid measures in place that can be adapted or walked back if the world changes abruptly (again).

Any office reopening should include a thoughtful evaluation of what's been working this year, what hasn't, and what employees think. Honest feedback and assessment are the most important factors in moving forward with our future hybrid work life.

Adapted from:  
<https://www.thejobnetwork.com/hybrid-work-post-pandemic-office/>

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

## How to upgrade an outdated resume

by Kate Lopaze

Maybe it's been a while since you've been in the job market. Maybe you've been sending out the same resume for years, relying on Old Faithful when a new job opens up. Either way now is a great time to revamp your resume and make sure it's clean and modern. The average time spent reading a resume is seconds, not minutes, so you've got to grab hiring managers fast and make a good impression. Let's walk through some tips for sprucing up your resume so that you're attracting the right kind of attention.

### Let go of unnecessary text

Real estate is crucial in your resume—you want to make sure you're using every bit of space for useful, compelling information. That means letting go of some more traditional (but less practical) parts of the resume.

An objective section is usually a one-sentence blurb announcing what you want out of your job search. Psst . . . anyone reading your resume already knows what you want: this job. This is space that could be better used with a brief headline of your most relevant skills and experience instead of a vague sentence about how you're seeking a position.

Another holdover from the old days of resume-ology is the line "references available upon request" or a laundry list of potential references. These days, it's a foregone conclusion that you'll need to provide references at some point before you're hired. That's something you'll be asked by the company if you make it to the next stage (or get an offer), so there's no need to use up resume space up front telling the reader that you do, in fact, have references.

Now that resumes are mostly digital, the "one-page" rule of thumb may seem outdated, but it's still a good guideline to help you keep things concise and organized. If you have absolutely relevant information that goes beyond a page, great—but be conscious of the fact that you want your best information to be clear to even the fastest readers.

### Update your skills

One of the biggest mistakes people make on resumes is including a laundry list of *all the skills*, leading to the most important ones getting lost. Ideally, your resume is targeted toward a specific job opening, which means your **listed skills** should be the ones most relevant to that specific gig. Even if your resume isn't super-targeted you should still only be including the most applicable skills and within a certain window. You don't need to include old skills or certifications if they're not directly relevant to the job you're seeking now.

### Get rid of old jobs that aren't relevant

A resume is just a snapshot of your best qualifications for the job; it's not necessarily a forensic history of your working life. If you're not a recent grad and yet your resume goes all the way back to school days, it's time to do some thoughtful editing. Again, space is important—do you really need to go into the details of a job you had ten years ago?

If you want to make sure you show continuity in your work history, you can condense older jobs under a brief heading and a set of years instead of fleshing them out with detailed bullets. And if you had old jobs that aren't really applicable, those should be taken out entirely. For example, the life and

work skills you gained waiting tables that summer may be significant to you, but they aren't likely to help you get a job in healthcare administration now.

It's important to look at your work history with a critical eye—what is most essential and relevant to the job you want *now*? Those are the bullet points where you want to focus your care and energy.

### Think about your format

The reality of the 2021 job search is that you're not printing your resume on nice paper and mailing it to be opened and read by hand. You're emailing it or submitting it to a digital engine to be skimmed by keyword bots or a busy professional. Your focus should be on making the text clear and readable. Bullet points should be concise and to the point. Descriptions should be about a sentence or two. Break up long chunks of text, because those can be hard to read on a screen.

By taking a critical look at your resume—or, ideally, rebuilding from the ground up—you'll help make sure that your resume is a sleek, modern advertisement for your greatness as a candidate.

If you need help with your resume, call Chautauqua Works at 716.661.9553 to set up an appointment with a career specialist.

Adapted from:

<https://www.thejobnetwork.com/hybrid-work-post-pandemic-office/>

**Chautauqua  
Works helped  
95 job seekers  
to get hired  
with SKF Aero  
engine this  
year!**

**“Professional in approach to help you find a job, friendly, courteous people who want you to succeed!”**

**Jobseeker Quote on Facebook**

## What to Wear for a Walmart Job Interview

Have you applied for a job at Walmart, Target, or another major retailer and now have an interview coming up?

Congratulations, and good luck preparing for the interview. If you are not sure what to wear to your interview, we've got advice. Our first tip: Don't show up looking sloppy. While the dress code for both the interview and work shifts at big box retailers are less formal than at a corporate office, it's still important to make a good impression. The company cares about your appearance and professionalism, no matter where you're working.

When you interview, making the best possible impression will require dressing neatly and appropriately to convey confidence and reliability.

### Interview Attire for Hourly and Management Jobs

If you've applied for an hourly job, you can choose a business casual outfit. That means neat, clean, and well-fitting attire. Men should pair a button-down shirt or a shirt and vest with khakis or slacks. Women should wear neat, coordinated separates—a skirt or slacks and sweater or blouse.

If you're interviewing for a higher-level position in management or a leadership role, the proper attire is typically a suit.

### Options for Men

Though men have fewer options, there are still some rules you must follow to achieve a neat, conservative, and professional appearance. Always wear your shirt tucked in—shirttails are unattractive and may give off the impression that you're too casual or sloppy. (Since you're tucking in your shirt, it's also a good idea to wear a belt.)

Choose a shirt color or pattern that is not too loud. Khaki, gray, black, or blue slacks are good options. Even if you don't wear a suit jacket, a tie is always a nice touch and helps convey the message that you're serious about the impression you give prospective employers.

### Options for Women

Women have the option of wearing slacks, a skirt, or a dress, provided you keep the hemline and neckline

conservative.

Check the length of your skirt or dress while sitting to make sure it's not too short. For women, a blouse or sweater is appropriate. Keep the color and pattern conservative, and avoid overly casual tops, such as graphic T-shirts, crop tops, and tank tops.

### Piercings and Tattoos

A Salary.com poll revealed that 76% of respondents think tattoos hurt an applicant's chances of getting hired.<sup>1</sup> Though our cultural norms have changed, hiring managers may still have an unconscious bias concerning body art.

So, consider concealing your tattoos and avoid wearing flashy jewelry to the interview. After you're hired, check with your manager on what's appropriate, so you're in compliance with Walmart's policies.

### What to Bring to the Interview

It's a good idea to bring extra copies of your resume (if you need one), a few questions to ask the interviewer, a list of three references, a pad of paper, and a pen to write down important details, such as the interviewer's name and title, or the date and time of your second interview. A resume isn't required for hourly positions.

Before the interview, write down things you want to remember to tell the interviewer, like your available hours or any particular experiences you feel will help you get the job. You might jot down, "Talk about experience working in the women's apparel department at JC Penney." Review your notes while you wait in the lobby.

### How to Ace the Interview

Though dressing for success is imperative, ultimately winning the job comes down to your personality, preparedness, and interaction with the interviewer. Follow these tips to knock the interview out of the park:

### Research the company

Before the interview, learn about Walmart's workplace culture and policies by reviewing the company's LinkedIn page and website. Take it a step further and visit a store to talk with associates and get the lay of the land. By researching the company and even visiting a store, you'll bet-

**by Alison Doyle**

ter understand how the company—and even the specific sales floor—functions, which will impress the hiring manager.

Walmart conducts behavioral interviews so that the hiring team can get a good sense of your thought process and how you would mesh with existing employees.

### Arrive ten minutes early

Arriving late is high on the list of interview mistakes to avoid. Doing so suggests poor time management and a lack of respect for the company, the position, and your interviewer. Not to mention, the stress you'll feel will damage your confidence and inhibit your ability to think clearly. So be sure to give yourself an extra ten minutes to reach your destination. That way you'll still be on time even if there's some light traffic.

### Stay relaxed and present

To effectively calm your nerves before the interview, take three deep breaths. For each breath, inhale for three seconds, hold for three seconds, and exhale for three seconds.

### Remember that your body language conveys so much about you

It's important to look and feel confident. Therefore, avoid slumping back in your chair and instead lean slightly forward. Showing your hands—a sign of honesty—is also proven to significantly improve your odds of getting hired. So, place them on the table, as opposed to on your thighs or (even worse) in your pockets. Finally, ask questions, listen, and hold eye contact!

### Today's the day

You are freshly showered, light on the perfume or cologne, have fresh breath (throw out your gum or mint), are appropriately dressed, and ten minutes early. Meeting all of these guidelines will add to your overall presentation and allow you to go in with a clear head and quiet confidence. Good luck!

Walmart. "How to Prepare for a Walmart Interview." Accessed Nov. 17, 2020.

"Tattoos Hurt Your Chances of Getting a Job." Accessed Nov. 17, 2020.

## Is a career in logistics right for you?

If you're at a point in your career journey where you're exploring new options in preparation for a possible change, then you may want to consider a career in logistics if your interests, background, and skill set align. It's a growing field with lots of interesting challenges and opportunities for those who are up to the task. Are you intrigued? Let's take a closer look at the field and what a career in logistics might look like should you decide to take the plunge.

### The basics

Let's get some of the basics out of the way first. At its core, logisticians are typically tasked with analyzing and overseeing supply chain management (SCM) for a company and making sure that productivity and efficiency are maximized at every step. Depending on the size and scope of a business, the range of complexity and interconnected parts of the supply chain can vary wildly, so you may be tasked with coordinating a massive system that requires nonstop effort.

An understanding of today's leading-edge data analysis and SCM software tools is important for achieving success in this field. According to the Bureau of Labor Statistics, employment of logisticians is projected to grow 4 percent over the next decade, and job prospects should be best for candidates who have experience using logistical software or doing logistical work for the military.

### Opportunity awaits!

Sure, this field can be stressful and time-consuming to say the least, but if you're up to the task the good news is that opportunities abound for talented logisticians. Nearly every conceivable industry employs some type of SCM and logistics

experts to oversee it—handling everything from vendor and supply management to shipping and receiving; addressing customer needs and issues; reviewing workflow, materials, and costs of goods; and a myriad of other crucial data analysis tasks to keep it all running smoothly.

Make no mistake, this can be a full-time job and then some—but those who find satisfaction in high-stress work environments where mission-critical decisions need to be quickly evaluated and made it can be a great career choice. With a median annual salary north of \$75,000 (which can easily go much higher depending on the size of the company and complexity of the supply chain) it can also be quite rewarding.

The “on-paper” requirements for entering the field are pretty reasonable—typically an associate's or bachelor's degree in a related field can get your foot in the door for an entry-level position. That said, there's nothing more valuable than practical on-the-job experience in this field, especially for positions higher up the ladder. So, if this is a completely new endeavor for you, make sure you're okay with starting at the bottom and think about volunteer and internship opportunities to help you get your feet wet—this will also help you make a decision about whether the field is a good fit for you, so it's a real win-win.

### Is Logistics right for you?

So, if your curiosity is piqued, how can you determine whether a career in logistics is right for you? A great place to start is to do a critical self-assessment to determine if you possess the following crucial skills—if you do, then it may be worth exploring further.

Here are the skills needed for this career:

#### Analytical skills

It goes without saying that an effective logistician has razor sharp skills in data analysis, mathematics, and statistics, including a thorough understanding of today's operations and database management software. This can often be learned on the job, though some companies will require that you possess these skills as a cost of entry.

#### Organizational skills

As noted previously, logisticians often have to manage incredibly complicated supply chain networks in order for their businesses to operate smoothly. This requires a meticulous attention to detail to ensure that nothing gets overlooked or neglected, in addition to keeping detailed records and multitasking for a wide variety of projects amidst an often-hecky environment.

#### Problem-solving skills

Are you good at facing each workday with an array of unexpected and unforeseen issues that you'll have to handle? The life of a logistician can be chaotic, with problems and challenges arising when least expected that you'll have to quickly jump on, often when the pressure is on and the stakes are high. Often, overcoming these challenges will require you to be flexible, forward-thinking, adaptable, and dependable, in addition to having solid decision-making skills.

#### Communication skills

The very best logisticians are often great communicators and must work closely alongside their teams, as well as with vendors, suppliers, customers, and everyone up and down the supply chain, to make sure everyone is involved and informed appropriately.

The post *Is a career in logistics right for you?* appeared first on *TheJobNetwork*.

**Chautauqua Works helped 95 job seekers to get hired with SKF Aero engine this year!**

## LOCATIONS

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## How to Move Forward After Being Laid Off

Once you've been laid off from your job, it is important to prepare a strategy for coping with being out of work by managing your finances and eventually finding employment again. Although being laid off can feel isolating, many people have gone through the process of recovering from a sudden layoff and there are plenty of resources available to help you take control of your situation.

Following these steps after losing your job can help you recover from a layoff, allowing you to leverage the time as an opportunity for growth:

1. Give yourself time to mourn
2. File for unemployment
3. Practice self-care
4. Draw up a budget
5. Reassess your goals
6. Reach out to your network for job leads
7. Contact Chautauqua Works

## Reasons to check out Chautauqua Works' Facebook Page

1. Job postings from employers seeking new employees.
2. Facebook Live Events on various topics, e.g., resume writing; interviewing; searching for jobs when you have a disability; and choosing your career path.
3. Videos of past FB Live events to be watched at your convenience.
4. Inspirational posts for motivation.
5. Job search articles from experts to help you as you look for your next position.