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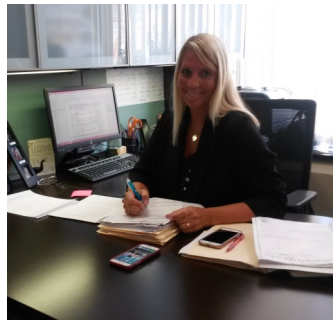
Chautauqua Works

americanjobcenter®

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Summer 2024

Executive Director's Message



It has been a beautiful summer in Chautauqua County and August is promising to bring even more lovely weather. As you enjoy the last month of summer, I encourage you to explore new career opportunities in emerging sectors. Fall has always been a time for new beginnings with the school year starting in late August or early September. Strive for new beginnings in your career journey.

There are many employment opportunities in sectors that I am sure you have heard of such as Manufacturing, Healthcare,

Finance, Tourism and Hospitality, the Trades including Construction Trades. All of these sectors have been the consistent, strong backbone of our economic environment. They continue to offer long term career paths that will provide stability to a worker and their family. Additionally, there are some newer sectors growing at rapid paces. Clean Energy and Tech are among the fastest growing occupations nationally and internationally. I challenge you to explore all of the opportunities that these sectors offer and start to plan your next career step on your journey.

The knowledgeable staff at Chautauqua Works are here to help you assess where you are and where you hope to go next. Additionally, they will help you craft the plan to use to make it a reality!

Why Should I Update My Resume When I Am Not Looking For a Job

Recruiters Could Pass You By When someone contacts you and asks you to apply for a job, you want to be ready if the position sounds like a fit for you.

You Want to Ask for a Raise or Promotion Your boss will need to see what new skills you've acquired and what you've achieved to consider you for a raise or promotion.

Keeping Track of Your Accomplishments Your resume can help you keep track of important accomplishments at work, the certifications you earn, and the new skills you have learned.

From "Why It's Important to Regularly Update Your Resume", Charter College, 2024.

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Chautauqua Works Facebook Page!

Our Facebook Page is updated with new job openings in Chautauqua County as well as weekly articles on workplace issues from our Jamestown Youth Navigator, Leann Austin.

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

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

Jamestown—4 E. 3rd Street,, Suite 102, 716-661-9553

Dunkirk—407 Central Avenue, 716-366-9015

We are here for YOU!

Your American Job Center welcomes the following new employees:

Kylee Braymiller
Program Assistant—Jamestown

Raiza Kirschman
Bilingual Program Assistant—
Jamestown/Dunkirk

Make Better Decisions at the Workplace.

Success is not final, failure is not fatal: it is the courage to continue that counts.” — Winston Churchill

People have natural characteristics that can shape their decision-making at the workplace. Understanding your personality can help you identify how you currently make decisions and how you could make better ones.

Many people overestimate their performance and knowledge. Timing yourself completing everyday tasks can help you gain a more realistic understanding of your performance, and this knowledge can help you make better decisions about the number of assignments you can accept in a given period.

Everyone has biases and concerns that can impact decision-making. Perhaps you have made assumptions about certain people in your professional or personal sphere. You may feel fearful of certain situations, like public speaking at meetings or flying for business trips. The media and the opinions of others can also shape thinking. For example, watching recent news stories about car accidents may make you more nervous about driving to meet a client. Think carefully about whether you let your biases and concerns sway your judgment and impair your decision-making.

The decisions you make should help you or your company achieve goals. Identifying your individual and business goals can direct you toward the best choice. When you know what results you want, making decisions can be more straightforward. Identifying your professional goals can help you make the best decision for your future.

Understanding why you are making decisions, what your options are and the impact of selecting each option helps you make more informed and better choices. Your colleagues, industry experts, trusted friends and family members might also be able to guide you toward the best decisions. While they can be valuable knowledge sources, you should ultimately make your own decisions. The most successful decision-makers know when they have collected enough information to make the best decisions.

The more alternatives you consider, the more likely you are to make successful decisions. Carefully considering a wide range of potential choices is best. Communicating with others during your decision-making process can offer fresh perspectives that may present alternatives you hadn't considered.

Imagining what could happen before you act can help guide you toward the best decision. Consider how your decisions would improve your life and the lives of others close to you. This approach can be more effective than making a list of pros and cons, as it recognizes not every benefit or drawback is weighted equally.

Resisting the urge to draw conclusions and staying open-minded until reaching a final decision can help you to overcome confirmation bias and make better decisions. It is a natural tendency to draw conclusions first, then seek out evidence that supports it. However, this can cause you to overlook important

information.

Having a variety of choices early in the decision-making process is important, but in time a wide range of choices can be overwhelming and confusing. Eliminating options throughout the decision-making process reduces these feelings. As you narrow your options, you can focus better on each one available and ultimately make the best decision.

Rushed decisions are rarely the best decisions. When someone makes decisions too quickly, they are often guided by biases and natural inclinations rather than objective information. Take advantage of the time you have available to make your decisions. If someone wants a quick answer, ask whether you can have more time. While this is not always possible, extra time for gathering information and reflecting usually leads to better decisions.

Finally, every decision you make has consequences for you, and potentially for other people as well. Try to adjust your thinking to make decisions without worrying about making mistakes. Though you need to consider potential outcomes, the safest option is not always the best one. If you choose carefully without fear holding you back, you can embrace the consequences to make the best decisions possible.

From “How to Become a Better Decision-Maker in the Workplace”, Indeed.com, 7/9/24

Creating an Effective Elevator Speech.

What is an elevator speech?

An elevator speech is a brief, written or verbal speech lasting 30 seconds where you introduce yourself, to a potential employer, explain what you do, and to connect with a person from a company you're interested in. The idea is to intrigue someone with your career in the time it takes to ride an elevator. The following steps will help you create an effective elevator speech

1. First, introduce yourself.

Keep it simple and friendly:
"Hello, my name is Andrea Baker. I'm a graphic design student at Bryant & Stratton College. I was so excited to hear ABC Designs would have a table at this job fair."

2. Tell them about what you do.

With pleasantries out of the way, it's time to talk about what you are currently working on. There is no need to give your entire employment history. If you have more than one job, just mention the one that applies to the situation: *"I'm currently assisting with commercial productions. I've worked in seven nationwide commercials through Uva Productions. I also produce local commercials for a smaller agency in my town."*

3. Explain what you can do for them.

Regarding this step, consider what sets you apart from other candidates and how you can address the company's needs. *"I've heard about your new data department. I understand it is still in its infancy, and I'd love to hear more about it. I'm always looking for new opportunities and challenges to tackle."*

4. Ask for what you want.

Once you give all your information, it is time for a call to action. Clearly and amicably request that meeting, phone call or business card to discuss your career further. If the person is reluctant, simply offer your resume and move on. *"I'd love to hear more about your projects and discuss the opportunity to join your production team in the future. What's the best way to reach you?"*

Elevator pitch do's and don'ts

Research the company and industry.

Learn all you can about the companies that pique your interest. And always keep your pulse on the latest industry news.

Keep a natural tone of voice.

An elevator pitch can be a conversation starter. A good rule is don't be smug, but be confident!

Create written and speaking versions. We do not write the same way we speak. Create and improve an elevator pitch, then adapt it to different audiences and scenarios.

Don't sound rehearsed.

Avoid this by rehearsing until it becomes second nature. Practice with friends and in front of the mirror to see your body language.

Don't take more than a minute or a few sentences.

Be clear and concise. A long elevator pitch loses its power, and the recruiter will lose interest.

Think of the pitch as a sample: You want to give enough to hear; "Tell me more."

Don't make it just about you.

The elevator pitch should sing your praises, but at the end of the day, it should present a solution to a problem or offer the company something they need.

Afraid you don't have what it takes? According to [Finances Online](#), 66% of companies will train and hire candidates who may lack skills but have potential. Don't be afraid to reach out and pitch what a valuable candidate you are.

Be sure to thank the person you talked with.

Always thank the person you talked with and also request his or her business card. Be sure to send a "thank you" email the next day. Make sure your contact information is on your email.

You can always review YouTube videos to get an idea of what an effective elevator speech looks like. Hopefully, these steps will help you connect with a future employer!

From "Elevator Pitch About Yourself", BetterUp, 7/14/23.

The 3 c's of a good elevator speech: confident when it comes time to pitch, clear in your delivery, and concise in your messaging.

The Value of Getting Your HSE.

“Recipe for success:
Study while others are
sleeping; work while
others are loafing;
prepare while others
are playing, and dream
while others are
wishing.” – William A.
Ward

If you're among the 39 million adults in the U.S. who never graduated from high school, then you've probably considered getting your high school equivalency (HSE) diploma. It's a credential worth getting.

A high school equivalency diploma is awarded to people who pass the HSE exam. These exams measure basic skills, knowledge, and the ability to apply them.

The tests are four-part or five-part exams covering reading, writing, math, science, and social studies. The tests aren't too difficult if you prepare the right way through a local study program. If you take some time to understand the test and brush up on what you need to know, an HSE test can be easy.

A good starting point is to take a practice test. You can use Google to research free HSE practice tests to find out what you need to study and then follow up by contacting the local agency holding HSE classes for more information.

Why Should You Bother With an HSE Test?

Just consider the following facts and research that demonstrate the benefits of an HSE credential:

An HSE diploma will help you get and keep a job.

Employers would rather hire someone who has the basic skills to pass the HSE than someone who does not. When it comes time for layoffs, employers consider education and skills.

You can expect to earn more money in your lifetime with an HSE diploma.

Research shows that people with a high school-level credential make an average of \$385,000 more in their lifetime than people who don't have a diploma.

Passing an HSE test will make you more valuable to your employer.

You will have gained basic reading, writing, math, and thinking skills. You'll probably find it's easier to get a promotion once you have your diploma.

Having an HSE certificate opens up a lot of doors for advanced training.

Most specialized training programs require either a high school diploma or equivalent. And with a diploma, you'll be eligible for most workplace or on-the-job training programs, along with higher educational opportunities.

A high school equivalency diploma is respected as equal to graduating high school.

Online diplomas or "GEDs" are fake. A real state-issued GED diploma gives you access to more jobs, advanced workplace training, and higher education. It's accepted as an equivalent to a high school diploma by about 97% of colleges and universities in the U.S. and 95% of employers, including the military, the government, and police departments.

You'll probably feel better about yourself.

With a HSE certificate because you've accomplished something that only 60% of high school graduates can do.

Consider the impact on your family.

Your family benefits because an HSE certificate can increase financial security. Research also shows that once parents get a diploma, they're more likely to encourage their children to seek educational opportunities and complete educational milestones. You can get your high school equivalency diploma. It doesn't have to be hard.

Getting an HSE looks favorable on a resume.

Potential employers look for educational achievements when reviewing your resume. Having that credential gives you an advantage over applicants who don't have a HSE.

If you are interested in pursuing an HSE, please contact Erie 2-Chautauqua-Cattaraugus BOCES at 716-805-3123. There are locations in both Jamestown and Dunkirk for individuals to take HSE classes, tuition free!

From "What a GED Can Do For You", Danielle Doyle, Essential Education, 1/3/23

Do You Have to Disclose Medical Information to Your Employer?

If you have a medical condition, you have likely thought whether to tell your boss about it. But you are worried that sharing this information will be held against you.

You don't have to disclose your medical condition if it does not interfere with your job. But if you need support or accommodations to do your job then you should talk to your employer.

Telling your employer about your condition will give them the information they need to help you. You may not have to tell them your specific diagnosis or all of the details—just why you need the accommodation.

An accommodation at work is a change to help you perform the essential functions of your job. Some examples of accommodations include:

- You need to work from home to attend appointments or to reduce travel
- You need an adjustable desk because you can't sit comfortably all day.
- You need to bring a service dog to work.

If you ask for accommodations, your employer is required to consider your request. This should start a collaborative process. You and employer should discuss your needs and try to come to an agreement about the accommodation. Your request for accommodations needs to be "reasonable".

That means it won't cause too many financial difficulties or hardships for the company.

When is your employer allowed to ask for medical information?

Generally, employers can't ask for your medical information. An employer can ask for medical information in **certain situations:**

You're requesting accommodations or medical leave. In this case, your employer can ask for information on your condition. This helps them figure out what support you need. You will only need to provide information related to your request.

You're having trouble fulfilling your job responsibilities. Your employer may have reason to believe that you're not performing your job duties successfully. If so, they can ask for your medical conditions.

For example, let's say you develop back pain and no longer can lift 50lb. boxes. Your employer can ask for your medical information. But the request must be based on evidence that you are having trouble performing your job.

Your employer is following government regulations.

For example, certain testing is required for transportation jobs.

How are you protected under the Americans with Disabilities Act (ADA)? This restricts employers from asking job candidates medical questions. Also, employers can not

while you are applying for a job. However, they are allowed to ask potential job candidates about their ability to perform specific job functions.

If you choose to disclose your medical information, your employer needs to follow laws about privacy. **Under the ADA, employers must ensure they keep your medical information private.**

What's the best way to disclose medical information to an employer? Before going to your employer, consider what you want to share in order to achieve your goals. You don't need to tell them your whole history—only what you're comfortable sharing what they to know to support you.

Make a plan for sharing your information. Legally, you can share information with your boss through a face-to-face discussion, email, or any other form of communication.

If you are not comfortable talking to your boss directly, try speaking with your Human Resources Department. They can make sure issue is dealt with properly and that the company obeys the law.

If you think you're experiencing discrimination, you may want to contact an employment discrimination lawyer. If you are unhappy with an employer's accommodations, you can file a complaint with the Equal Employment Opportunity Commission (EEOC).

From "Do You Have to Disclose Medical Information to Your Employer?" Jacqueline Cripps, July 12, 2024

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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.

For the 12-month period ending June 2024, the private sector job count in the Western New York region rose by 10,900, or 2.0 percent, to 549,400. Employment gains were largest in private education and health services (+5,700), leisure and hospitality (+3,100), mining, logging and construction (+1,000), trade, transportation and utilities (+700), financial activities (+500), and manufacturing (+400). Job losses were greatest in information (-300) and professional and business services (-300) Government sector jobs increased by (+3,300) over the year. (New York State Department of Labor)

The current unemployment rate for Chautauqua County is 4.1% as of May, 2024. The current rate is below New York State's unemployment figure of 4.2%. (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.

