



TELEPHONE:
(716) 661-9553
(716) 366-9015

Chautauqua Works

americanjobcenter®

Vol.7, Issue 1

Winter 2025

Executive Director's Message



Chautauqua Works is working hard to find innovative ways to help job seekers find jobs and businesses fill their open positions. On March 4, 2025, we will be hosting a Business Roundtable for Manufacturers, Tech businesses, and businesses with Tech related positions to hear directly from businesses what skills they need their workers to have. Our goal is to identify area businesses' needs and share them with training providers. Further, we will inventory current training offerings to determine any potential gaps and develop strategies to fill those gaps. Finally, we will provide opportunities for businesses to

recruit and hire individuals with the skills needed. If you are a business and would like to receive information about the Business Roundtable, please email Kim Olson at kiolson@chautauquaworks.com

Work readiness skills are a commonly identified general need by businesses. Chautauqua Works offers subsidized employment opportunities for young adults ages 14-24 so that they may learn and practice work readiness skills in real employment settings. If you would like to become a part of the solution to the lack of work readiness skills problem, please consider becoming a worksite our young adult programs.

If you are a business and would like to learn more about this opportunity, please email Megan Hall at mhall@chautauquaworks.com.

Mid Winter blues got you down? Here are some ideas to renew your sprits!

1. **Find a regular class or activity.**
2. **Spend time outside every day.**
3. **Plan your next trip.**
4. **Master a complicated recipe or hobby.**
5. **Check in on your resolutions.**
6. **Take on a new book or streaming series.**
7. **Use the time for indoor productivity.**
8. **Stay connected to others.**
9. **Appreciate this slowed-down time.**

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Come in From the Cold!

All registered individuals are invited to utilize the Chautauqua Works' Reference Room!

Computers are available for your job search as well as printers to print our your resume or other employment documentation.

Once you arrive at Chautauqua Works, we will check if you are

registered with us. If not, you can complete the Career Center Registration Form to enable you to use the Reference Room. Hope to see you soon!

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 East 3rd Street, Suite 102
716-661-9553

Dunkirk
407 Central Avenue
716-366-9015

We are here for YOU!

Steps to Keep Your New Year's Resolutions.

“Keep your face always toward the sunshine, and shadows will fall behind you.” – Walt Whitman

New Year's Resolutions can be tricky to follow through with, or even come up with. If you're struggling to think of or commit to a resolution, but want to find a way to better yourself professionally next year, hopefully our simple, easily attainable goals will give you a great starting point:

Learn something new that will help you do your job better.

No matter what sort of field you work in, there's always some way to improve or something to learn that will benefit you! For example, if you're a school bus driver, you can take a First Aid class, or if you're a service technician, you can pursue another certification. You'll feel more satisfied with your job when you can say that you learned something new and bettered yourself through it!

Give yourself more credit.

All jobs in all career fields are thankless at times, and many people place too much pressure on themselves. After all, the saying is, “you're your own worst enemy.” When you start to doubt yourself, just remember that you wouldn't have been hired for your job if your boss didn't have faith that you could do it!

Track your “to-dos, doings, and done.”

Disorganization is a fault among many in the workforce and leads to lower productivity. Consider keeping an agenda and track all your current projects, categorizing them into the three categories of “to-do,” “doing,” and “done.”

Determine the priority of everything in your “to-do” category, keep your “doing” category realistically attainable, and move your projects to “done” when you've completed your duties. Not only will this keep you on track and minimize the number of duties that you need to remember off the top

of your head, but you'll also get to breathe a sigh of relief when you move something to “done!”

Practice being professionally courageous.

What are you used to doing when you see something in the workplace which you don't agree with? Do you stay quiet despite your better judgement? Make a resolution to change that; the next time you see something you don't think is right, calmly, and professionally voice your opinion. You never know, things may change for the better, and you just might gain more respect from your coworkers!

Leave workplace drama behind.

Let's face it; not everybody is going to like you, and not everybody is going to get along. Instead of getting involved in who's fighting with who and who dislikes who, focus more on your work and your daily activities. After all, the only opinions of you that matter are your supervisor's and your own!

Let go of grudges.

This point ties in with the previous point, but if you've been harboring a bad relationship with one of your coworkers, try your best to ditch your bitterness. Toxic relationships with coworkers only make your job unnecessarily stressful, so do yourself a favor and be nice to those you don't get along with. You never know, they may reciprocate your kindness!

Volunteer for work activities.

Many workplaces throw picnics or host other sorts of fun events with their employees, many of which need some employees to help to make the event fun for everybody. So, volunteer to serve food at the next work picnic, or bring a dish to the next potluck luncheon. You'll be able to work and bond with people

you don't usually get to interact with and have a bit of fun in the process!

Adopt healthier habits at work.

It's easy to feel negative about work when you constantly engage in unhealthy habits at your workplace. Take steps to improve your health while at work; they don't even have to be drastic changes! If you sit at a desk, take time to get up and stretch every hour or so, or pack a healthy lunch instead of running to the nearest fast-food place on your lunch break. You'll be amazed how much your mental health can improve along with your physical health!

At the end of the day, do something just for you.

If you're the type of person who continues to worry about what happened at work after you go home, you might benefit from getting a new hobby!

Improving your work-life balance is essential to improving your attitude and productivity while you're at work; what better to take your mind off work than something you do for nobody but **YOURSELF**? Read a book, make some crafts, play an instrument, and enjoy something you love to do.

Keep track of your progress in your journey.

Keep a record of your progress in reaching your goals. On the flip side, review any difficulties you are experiencing. Brainstorm ways you can improve your outlook in finding your objective.

Hopefully you have a better idea of what resolution you want to commit to in 2025.

From “9 New Year's Resolutions for More Successful Work”, Rohrer Bus, December, 2024.

#Learningabouthashtags

Do you use hashtags in your job search? Hashtags are a great networking tool, and they can be useful in finding job opportunities. But how do they work and how do you use them? Learn the dos and don'ts of using hashtags with our guide below.

What are hashtags?

Hashtags are simply a label for content. With thousands of images and content posted on social media platforms every day, it can be hard to stand out from the crowd. Hashtags help users who are interested in a similar topic find content on the same topic. Including a # in your posts, it can be indexed by the social network so that it can be discovered by everyone.

Why should you use hashtags?

Using hashtags means that your posts aren't just limited to just your followers. Your content will now be opened to every one of the social platforms interested in that topic. Choosing the right hashtag will increase the reach of your posts but be careful not to use broad words for your hashtags. For example, "#jobs is broad and probably a popular hashtag so the chances of people seeing your content is slim. However, adding something like #digitaljobs will give you better odds because it is more specific.

How can hashtags help your job search?

Find available jobs.

A lot of companies use social media platforms such as Twitter, LinkedIn, Instagram to find em-

ployees and they will often include hashtags. Search for hashtags related to job listings such as #jobsearch. To increase your chances, search for specific hashtags such as the job role e.g. #webdeveloper, #uxdedesigner.

Promote your job search.

You can use hashtags to help recruiters find you. Use hashtags that promote your job search. For example, if you are posting something that is related to your job search, include relevant hashtags such as #jobhunt. If you are posting articles on LinkedIn for example, including hashtags relevant to your industry. This is a great way to get potential employees to discover you.

Using hashtags to network.

Even if you are not job hunting you should be using hashtags on platforms such as LinkedIn to find people in your industry to network with. Use hashtags to participate in conversations, find networking events, and connect with people that can help you with your career progression.

When you attend networking events, you will find that most of them will have hashtags that you can use when sharing photos and post at the event. Another great way to connect with other attendees of the event. And potential employees to discover you on social media.

Using hashtags for job searching.

Before you start using hashtags for your job search, you should do some research. Look at the hashtags influential people in

your industry are using and try to use them with your content. Make sure you are using hashtags that are used by people you want to be associated with. And always remember to make your hashtags relevant to the content you are posting. So don't just stick on #jobhunting hashtags on a selfie or a photo of your dog.

You should think strategically about how you use hashtags, and you should use them sparingly. You don't want to go overboard with them. A good way to use them is to incorporate them into your content. 3 is the magic number. Aim to have 3 hashtags in your post. If you overdo it, it will look too overcrowded and unprofessional.

Hashtag examples:

#JobSearch
#JobSearching
#Employment
#Careers
#CareerSuccess
#JobHunt
#Application
#TweetMyJobs
#JobTips

Using hashtags in your job search is a way to keep up with today's digital networking and job searching techniques.

From "How to Use Hashtags to Boost Your Job Search", Cadence Resources, Webpage.

"Your talent determines what you can do. Your motivation determines how much you're willing to do. Your attitude determines how well you do it." — Lou Holtz

“Never bend your head. Always hold it high. Look the world straight in the eye.”—Helen Keller

Are You Ready For That Promotion?

When to ask for a promotion .You can watch out for some common circumstances that indicate you could be ready for a promotion. These include:

You’ve been doing the job for a while and are looking for more responsibility.

Your current responsibilities no longer match your title.

You’ve already demonstrated your abilities and know you have more to offer.

Some times are better than others when choosing a time to discuss a promotion. For example, if you recently had a positive **annual performance review**, you might consider using your earned goodwill to discuss a promotion. However, if your employer recently laid off other employees due to poor financial performance, consider waiting until the business is headed in a more positive direction.

How to ask for a promotion

1. Research the job.

- Ask someone already in the position about their day-to-day duties and the skills they use to perform them.

- Use online professional resources, such as articles from industry organizations, to identify the most common duties, responsibilities, and skills.

Read several job descriptions for the same position at other businesses and identify the most common duties, responsibilities, and skills.

2. Prepare your promotion pitch. Your pitch should include the following elements:

- **Clarify the position’s purpose:** Define for yourself how the position fits in the organization, the problems it’s focused on solving, and the responsibilities it entails.

- **Demonstrate your value:** Outline your suitability for the position by defining the relevant skill set you already possess and your previous work achievements.

- **Depict your future:** Paint a picture of how you can help your employer meet their goals by describing what you will do if promoted. Support your argument by tying it back to your previous work achievements. This will help your employer imagine you in the job.

- **Know your weaknesses:** Anticipate any objections or concerns that your employer may have about your suitability for the position by creating a plan for what you will do to overcome your current weaknesses. For example, if you lack a specific **technical skill**, then outline how you will work to gain it.

3. Schedule a time to talk. When you request your meeting, be clear that you are ready for the next step in your professional development and that you’d like to discuss the possibility of increased responsibilities. This will also give your manager time to prepare for the discussion.

4. Make your case. On the day of the meeting, it’s important to show up on time to demonstrate your professionalism. During the meeting, you should present your pitch clearly and concisely, respecting your manager’s time by keeping it

focused and direct. Some of the strategies to keep in mind as you are discussing your promotion to your employer include:

- Offer an overview of your time working at the job, emphasizing your key achievements and the concrete impact of your work.

- Clarify why you are interested in the position and why you feel you are well suited to it.

- Paint a picture of what you will do in the role and how you will add value to your employer’s business.

5. Look to the future. Either during or after the meeting, your employer will come to you with their decision. While it can be difficult to wait for their decision, remember that filling a new role with the right person is as important to your boss as it is to you.

If you get the promotion, congratulations—you did it! Now, you should prepare for the transition by finishing up the last of your tasks and getting everything ready for your replacement. If you didn’t get the promotion or your employer says it’s not feasible right now, try to be optimistic. While rejection can be discouraging, it can also be a great opportunity to reassess your priorities. Sometimes, it might mean that you simply need to work on honing your skill set and open the conversation again later. In others, you might realize that you need to look elsewhere to achieve your professional goals.

From “How to Ask For a Promotion: A Step-By-Step Guide”, Coursera, December 3, 2024.

Staying Safe at the Workplace.

In busy workplaces like warehouses, factories, construction sites, and hospitals, employees can be put at risk for injury or illness just by doing their jobs. You might strain your back lifting heavy boxes, injure your lungs with exposure to toxic chemicals used in industrial cleaning, or develop a repetitive motion injury to your arm or wrist by working on the same assembly line for hours at a time.

“Employers and employees are both responsible for worker health and safety,” says Martin Cohen, ScD, a teaching professor in the Department of Environmental & Occupational Health Sciences at the University of Washington School of Public Health.

How can you protect yourself from injuries caused by your job? Every job has its own unique risks, experts say, but there are basic principles that can help keep you safe in any job. It’s called a “hierarchy of controls,” and the National Institute for Occupational Safety and Health (NIOSH) says it is the “fundamental method of protecting workers.”

Keep Yourself Safe

The hierarchy of controls starts with the most effective and protective methods at the top, working down to the ones that are less effective at the bottom. What should you ask for to keep yourself safe at your job?

Elimination. If there’s a way to eliminate the hazard, that’s the best way to ensure workplace safety. For example, if you work on a building construction site, are there jobs people are doing nine stories above

ground that could actually be done on the ground, eliminating the risk of a fall?

Substitution. The next best thing to elimination, substitution means switching out the dangerous situation for something less dangerous. That could mean replacing a toxic chemical with a less toxic one, like paints that are “low VOC,” meaning they contain very low or no volatile organic compounds that can be hazardous to your health.

Engineering controls. If you can’t eliminate the hazard or substitute something else, can you redesign the way the job works to lessen that hazard? If you’re working at heights, that can mean installing guard rails and covering holes. If you’re exposed to dust and fine particles from construction or cutting marble countertops, adding ventilation fans and ducting can help.

“Ideally, the different controls should all work together to help make a workplace as safe as possible,” Cohen says. “As an example, think of a worker who uses a loud circular saw all day. You can substitute a quieter saw if possible. You can put the worker in a soundproof area to control others’ exposure. You can adopt breaks so that the worker isn’t constantly exposed to the noise. And then, of course, the worker still needs ear protection.”

“Many workplace injuries are the result of repetitive motion,” Cohen continues, “People performing the same task over and over again can develop chronic pain and musculoskeletal damage. To prevent this, changes to a workstation is set up.”

Administrative controls. If the other solutions don’t completely address the problem, administrative controls should also be put in place, like warning labels on dangerous machine parts, reducing the time a worker is exposed to a dangerous situation through things like regular breaks and job sharing, and providing training programs on how to safely operate machinery or lift heavy materials.

Personal protective equipment (PPE). You should always use PPE if any hazard is present. This can include respirators to lessen breathing in particulates and gases, ear protection when exposed to loud noises, and fall arrest systems if you’re working high in the air.

Other tips for staying safe at work include:

Don’t guess. If you don’t know how to do a particular task, or how to operate a piece of equipment, make sure you get the right training first.

Keep it clean. Keeping your workspace neat, tidy, and free of clutter and spills makes falls and other injuries less likely.

Report immediately. If you see a dangerous situation, such as a defective piece of equipment, or you have a “near miss,” where an accident is narrowly avoided, let your employer know right away

Be prepared. Be sure you’re familiar with things like emergency exits and locations of first-aid kits and eyewash stations and know your workplace’s policies for what to do in emergencies.

From “Workplace Health and Safety”, Gina Ward, WebMd, Website Archives.

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

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, 2024, the private sector job count in the Western New York region rose by 3,400, or 0.6 percent, to 543,600. Employment gains were largest in private education and health services (+3,200), leisure and hospitality (+1,400), and mining, logging and construction (+1000). Job losses were greatest in professional and business services (-1,400), information (-300), financial activities (-200), and other services (-200). Government sector jobs increased by (+600) over the year. (New York State Department of Labor)

The current unemployment rate for Chautauqua County is 3.8% as of November, 2024. The current rate is below New York State's unemployment figure of 4.4%. (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.

