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Chautauqua Works

americanjobcenter®

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Executive Director's Message



Summer is a very busy time at Chautauqua Works! For more than 18 years, Chautauqua Works has been administering the Summer Youth Work Experience Program. The Summer Youth Program provides more than 100 young people throughout Chautauqua County the opportunity to experience paid work for six weeks during the summer. Participants are between the ages of 14 and 20 and must meet program specific eligibility requirements. Businesses and organizations across the County are hosting these young workers. This

takes great commitment on the part of the worksites because they are truly mentoring and developing the work readiness skills of every young worker. Here in Chautauqua County, most years more than half of our worksites are private sector businesses. This is not the case in all areas throughout NY State. This demonstrates the dedication and commitment of our area businesses to invest their time and energy in developing the future labor force in our community. Finally, please note that we have exciting news at the Chautauqua Works Dunkirk location: The Chautauqua Works Dunkirk Office is fully open to walk in customers! If you need assistance in finding a job, preparing a resume, exploring career and training opportunities, please stop in to either of our locations Monday – Friday from 8:30AM – 4:30PM.

Fun Facts About Working Life

- If you work 40 hours a week up until 65 years, you will work just over 90,000 hours in your lifetime.
- Leonardo Da Vinci is credited with writing the first resume.
- Around the world, the working week ranges between 40-44 hours per week, but some countries have a great attitude toward work-life balance! The Netherlands has the shortest work week in the world at 29 hours per week.
- The word 'boss' is Dutch, meaning 'a master'.
- The word 'employ' is Latin, meaning to 'enfold, involve, associate'.
- The word 'work' means 'werg' meaning 'to do'.
- Once an item is filed, there is a 98% chance it will never see the light of day again.
- The average office worker spends 50 minutes a day looking for lost files and other items.
- McDonald's has 1.7 million employees worldwide.
- One of the perkier jobs going - A Netflix Viewer! You analyze what viewers are after and watching content before it becomes public.
- One of the worst jobs in the world - Sewer Swimmer! In Mexico City, the sewer system is maintained by a group of workers who have to dive through waste and rubbish to undertake repairs.

References:
<https://www.factretriever.com/working-facts>

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Our Resource Room is Available for Job Searchers at No Cost!

Searching for that perfect job? Our Resource Room features computers to look up job openings and printers to take information home with you.

Our computers are linked to the New York State Job Board and Indeed.com. You can also be linked to other job websites as well as employer web-

sites. You can apply for a job right now!

Our Resource Room is free to all registered Chautauqua Works users, You can register in-person or we can e-mail you a registration form.

For more information on our Resource Room services, please call us at **716-661-9553** for our

Jamestown office or **716-366-9015** for our newly reopened Dunkirk office. We are open from 8:30 am to 4:30 pm, Monday through Friday.

Chautauqua Works, your American Job Center welcomes aboard new employees: Mary Thue, Resource Room Assistant (Jamestown) Linda Rosa, Program Assistant (Dunkirk).

10 Character Traits to Include On Your Resume.

If you are looking to build your resume and want to make sure that you have the right skills and qualities, then read on! We will discuss 10 personal character traits that employers are looking for in their candidates.

Strong Communicator: This involves really paying attention to what the other person is saying and responding in a way that shows you understand. Remember that nonverbal communication, such as body language and facial expressions, can be just as important as words. By [improving communication skills](#), you will make yourself more valuable to any employer.

Creative: When it comes to job hunting, listing creative skills on your resume can help you to stand out from the crowd. And once you land a job, you can use your creative thinking skills to come up with new ideas and solutions that could benefit your employer.

Honesty: Simply put, honesty is about doing the right thing, even when no one is watching. And while it may not always be easy, it's always the best policy. When an employer isn't closely monitoring an employee, it's essential that they can be trusted with information and tasks.

Hardworking: Including work ethic on your resume can be beneficial, as it sends a signal that you are dedicated and willing to put in the extra effort to get the job done. When listing work ethic on your resume, be sure to back it up with specific examples. For instance, you might mention that you regularly stay late to finish projects or that you are

always the first to arrive in the morning. By providing concrete evidence of your work ethic, you will give potential employers a better sense of what kind of employee you are likely to be.

Problem Solver: Hiring managers are always looking for candidates who can identify and solve problems, so including this skill will help you stand out from the crowd. Problem solving skills are important in any workplace since every business faces challenges big and small on a daily basis.

Team Player: Employers are looking for candidates who can work well with others and who are willing to contribute to their mission as a company. As a result, team player has become a common buzzword on resumes. If you're wondering whether or not you should list team player as a trait on your resume, the answer is almost always yes. Doing so can help you to stand out from the competition and show that you're the type of employee who will be an asset to any team.

Accountable: This is the ability to accept responsibility for your actions and their results. It's about taking ownership of your work and being reliable. Being accountable shows that you're a dependable employee who can be trusted to get the job done. Employers often look for candidates who are able to take initiative and ownership of their work. By including examples of times when you have been accountable, you can show potential employers that you have the qualities they are looking for.

Adaptable: When it comes to the workplace, adaptability is key. No two days are ever the same, and being able to adapt to changes in plans and situations is an essential skill for any employee. In fact, adaptability is so important that it's often listed as a key trait in job postings. By showing that you're adaptable on your resume, you're demonstrating that you have the skills to handle whatever comes your way – and that's sure to impress potential employers.

Punctual: This shows that you are reliable and can be counted on to show up on time. As a result, punctuality is often seen as a key factor in determining whether or not someone will be successful in their job. For this reason, it is important to list punctuality as a trait on your resume. Doing so will show potential employers that you are someone who can be relied upon to be punctual and meet deadlines.

Passionate: It's important to be aware that not all employers place the same value on passion. Some may see it as a bonus, while others may view it as a necessity. As with any other trait, it's important to tailor your resume to the specific employer and position you're applying for. That said, if you are passionate about your work, don't be afraid to let it shine through on your resume!

From **"10 Character Traits to Include On Your Resume in 2022" - TheJobNetwork**, "Guest Contributor"

"If you are working on something that you really care about, you don't have to be pushed.

The vision pulls you."

— Steve Jobs

Employment Myths That Can Affect Your Job Search.

Not all career advice is gold. Some insights are well intentioned but outdated or misapplied, while others can just be plain wrong. Professional success is never one-size-fits-all. What works for your co-worker might not work for you, and vice versa.

Whether you're looking for a new job or trying to earn a promotion from the one you have, it's important to avoid getting bogged down in popular assumptions about what helps workers get ahead. Here are some career myths that might be holding you back, with tips for what to do instead.

Most Jobs Aren't Advertised

You may have heard that as many as 80% of jobs are filled through networking or referral, not listings on job boards or the like. The problem with this statistic? It's more than 40 years old.

In short, the 75% to 80% figure is most likely based on research from a time before the advent of job boards, online social networks, or mobile technology. Today, of course, you can apply for a job opening on an employment site, reply to an email from a recruiter, and approve a LinkedIn recommendation from your old boss, all from your tablet while commuting to work.

The best job search strategy is a multipronged approach. To maximize your chances of finding the right job for you, tap your network, search for jobs online, and forge relationships with recruiters in your field.

Your Resume Must Always Be One Page

Whether it's from a guidance counselor, career coach, or job search expert, you might have been told that a one-page re-

sume is the way to go. But what if you have more experience than will fit on a single page?

Before you start trimming down sections, research suggests that a two-page resume may actually increase your chances of getting hired. Prepare two versions of your resume: a one-page version to hand out at job fairs and networking events, and a longer version containing more details about your experience and skills. Remember to customize your resume for each job opening.

No One Reads Cover Letters

Not every hiring manager reads cover letters. Regardless, if a cover letter is required, you'd better write one. Why? Because you won't get past the applicant tracking system if you don't. Employers want to see that you know how to follow directions. Beyond that, they're looking for motivated candidates—not folks who'll skip part of the process if they can. If you're frustrated by the idea of spending time writing cover letters that may not get read, look at it this way: Simply by including a cover letter, you have an advantage over the competition. Research shows that six out of 10 applicants don't include a cover letter, even when it's required. That's a lapse that only 13% of decision-makers are willing to overlook a candidate from contention. Even if a cover letter isn't required, it's a good idea to include one. In addition to giving you a chance to highlight your most valuable skills and accomplishments, a cover letter is an additional chance to use keywords that appeal to applicant tracking systems. This can help you get your application to a human's inbox. To identify the best keywords to

include in your cover letters and resumes, analyze the job listing. Look for words and phrases that describe the most important qualifications for the job.

You Have To Know Someone To Get Hired

[Job referrals](#) are a cost-effective way for employers to find candidates for open positions, but they're far from the only way to get hired. In fact, a Jobvite survey of recruiters showed that the importance of employee referrals in candidate evaluation has declined from 51% to 31% over the past five years. Factors that increased in importance include certificates, resume format, cover letters, and online social presence. Research has shown that referral programs can undermine diversity efforts in hiring because employees are likely to refer candidates with backgrounds similar to their own. You can incorporate referrals into your job search strategy, but don't rely on them. Referrals can be a good source of other valuable career help, including informational interviews, recommendations, and advice.

Do What You Love

If you're looking for your dream job, consider whether you really want your life's passion to be centered around your work.

The answer may be yes, and that's fine. But it's also possible that for you, paying work is simply a way to keep the lights on while you pursue other interests.

From ["Career Myths You Should Ignore"](#) (thebalancecareers.com) by

Jen Hubley Luckwaldt, March 3, 2022

Networking can be a valuable source of job leads and other support, but it's only one part of a successful job search strategy.

The Value of Hiring a Senior Worker

They've been there. They've done that. And when it comes to filling open positions, they might be the best choice out there.

Who are they? Mature workers. As millennials and Gen Zs flee their jobs as part of the Great Resignation, the over-50 crowd is stepping back in, providing businesses and companies with the unmatched expertise and wisdom that comes from years of experience. Among the many reasons employers are wise to hire the well-seasoned workers are:

They're happy where they are. Unlike younger workers, mature employees aren't climbing a ladder, and the years of wanting to prove themselves are long past. They're not going to skip out after a few months because they think the next move will put them farther ahead. And they don't feel the need to muscle their way into a promotion, creating workplace tension. Further, studies have shown that newly hired older workers [stay with their employers longer](#) than their younger counterparts.

They are problem-solvers. Before the internet had all the answers, people — these people — had to find them for themselves. Whether that required making a trip to the library, phoning an expert or taking something apart for a diagnosis and repair, resourcefulness was born of necessity. They'll put that talent to work on the job.

They know how to think. Information technology changed our lives for the better in many ways. But a steady stream of soundbites over social media has nothing on actual knowledge, critical thinking and common sense. These are strong and irreplaceable

assets the older generation gained in their decades of experience.

Their soft skills are superior. Texts and emails have their place, but there's nothing like the much-practiced chutzpah of picking up a phone or knocking on a door, not to mention making eye contact, writing a well-crafted letter and engaging in face-to-face conversation. This generation understands the value of interpersonal communications and puts it to good use.

They take pride in their work. They're not just putting in their time; they are getting a job done and doing it right. They understand that their work reflects upon them — positively or negatively — and they possess a sincere and profound desire to exceed expectations. For many of them, it's personal.

They are dependable. Employer surveys show that older workers are [more punctual and take fewer days off](#) than younger workers. This is backed by statements by the [U.S. Department of Labor](#) as to the work ethic of those over 55. Although they might be in the stage of life where they're caring for elderly parents (and employer flexibility is critical here), that's nothing compared to boyfriend/girlfriend personal drama, wedding-planning on the company computer, new-baby exhaustion and child-raising demands that can consume the minutes and minds of the younger set.

They contribute to a diverse and inclusive workforce. We've heard these buzzwords many times in the last few years in regards to color, gender, physical ability, etc., but age seems to have

been left off the list. Put it back on. Because no team you put together is complete without the perspective of the person who has been around the longest.

They do learn new tricks. Studies by the U.S. Department of Labor Aging Worker Initiative reveal that workers over 50 possess [a high capacity to learn new processes and technologies](#), and knowledge gaps can be easily overcome. That younger, ear-budded woman you employ might be on top of her Insta game, but that doesn't mean Tom or Kathy can't master it too. Even better, pair generations on projects to make the most out of their individual skill sets.

They are motivated. It might surprise some to learn that older, more tenured folks make the best entrepreneurs. People over 55 make up [almost 26%](#) of new companies as a result of the collaborative and patient dispositions they have nurtured over the years. It goes without saying that bringing an older worker into the fold will make a business flourish, too.

They are a significant segment of the workforce. Baby Boomers make up [more than 20%](#) of the available talent. With [49% of businesses](#) reporting they have spaces to fill, it's a talent pool that companies can't afford to overlook.

From "Senior Workers: The Answer To Your Hiring Woes" by [Harry Kazakian](#)
[Forbes Business Council](#)
Jan 21, 2022

The Bureau of Labor Statistics (BLS) indicates that in 2020, 10.6 million people 65 and older were in the workforce. Breaking down that number further, 26.6% in the age group 65 to 74 were working, while the percentage was at 8.9% for those 75 and older. (BLS, Nov 14, 2021)

How to Make an Impression During Your First 100 Days in a New Job.

Getting a new job leaves you vulnerable to plenty of mistakes and pitfalls. It's worth mentioning that a significant percentage of all new hires throw in the towel within the first 100 days. But you should make your best effort to demonstrate that the management made a great decision in selecting you as the best possible candidate for your new job.

1. Preparation: Understand the Expectations

Like it or not, you're entering the firm as the "new person" – when you're not an internal hire, you've got a lot of learning to do about your new organization. Therefore, it's in your best interest to do some research before you begin. Which tools and software does your new company use? Already on your first day, you should put together a list of who can help you with each individual situation – this way, you'll know who to contact, should you encounter any issues in your transition. Inform yourself about your future tasks and responsibilities, and be sure that the expectations for your performance are clear on both sides.

2. Learning: Ask Questions

Ask any burning questions you may have in your first few days. You're new, so this won't raise any eyebrows – it's expected. It would be much worse if you went several weeks before asking your supervisor a critical question – this would lead him or her to wonder how you've managed to work a month without understanding the basics of your tasks and responsibilities. In the first few days and weeks, you'll receive tons of information and input. Use a notebook, a folder, or a document on your computer to collect all of this information.

3. Establishing Contacts: Build Relationships

Take a few days just to observe. Who sets the tone in the office? Who can you talk to when you need help? Exercise restraint, even if it's not in your nature, and try to hold back from joining in the office gossip at the water cooler. Demonstrate that you're polite, kind, and competent. Introduce yourself, but also make sure not to reveal all of the private details of your life all at once. Being too open can usually backfire, as you want your new colleagues to base their initial impression on your working competencies.

4. Demonstrate Your Capacity: Bringing In New Ideas

From the moment you set foot in the company, you should strive to convey a motivated attitude to your new colleagues. This means asking questions, networking, and demonstrating that you want to integrate 100% in the company. However, it's completely inappropriate to try and restructure the entire organization within your first week. But you must restrain from criticizing during your first 100 days at your new job. Do not step on any toes at your new job. Wait to impose any large changes until you're properly acclimated in the new company. This means working there for at least three months.

5. Take Your Time: Avoid Taking On "Too Much Too Soon"

It's much more impressive to hold back from mentioning your countless skills and strengths – it's preferable to show what you've got, rather than bragging uselessly.

But kick it down a notch. Think long and hard about which additional projects you can afford to take on, before you overextend yourself and cannot take care of your regular daily duties. When you're positive that you have the capacity to take on this new project, wonderful. If not, you should wait until you've mastered your first 100 days at your new job.

6. Focus on The Goal: No Mistakes

Even when you've successfully completed the first few weeks at your new employer, that's no reason to rest on your laurels. In fact, just the opposite: now is the time to work even harder! Come earlier in the mornings, not later, and avoid leaving the office at 5:59 on the dot. This only makes you look demotivated. Also, it's equally important to take note of the names of all of your new colleagues. Nothing is more uncomfortable than asking, "What was your name again," when you've been working with your colleague for eight weeks already. Think carefully – those who master their first 100 days at a new job have a great advantage for the rest of their career with a company.

From "The First 100 Days in a New Job—Make Them Count" by Susanne Schlossbauer, *Experteer.com Magazine*, 2022

A new Pew Research Center survey finds that low pay, a lack of opportunities for advancement and feeling disrespected at work are the top reasons why Americans quit their jobs last year. (Mar 9, 2022)

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Back Page: Chautauqua/Western NY Data

Over the past 12 months, the private sector job count in the Buffalo-Niagara Falls metro area rose by 16,000, or 3.7%, to 449,300 in April 2022. Gains occurred in leisure and hospitality (+8,300), trade, transportation and utilities (+2,800), manufacturing (+2,400), other services (+1,700) and natural resources, mining and construction (+500). Employment losses occurred in educational and health services (-200) (New York State Department of Labor)

The current unemployment rate for Chautauqua County is 3.4% as compared to 5.1% about the same time last year. This is below New York State's unemployment figures of 4.4% and 7.4% respectively.

According to the NYS Department of Labor, Long Term Industry Employment Projections, 2018-2028, for Western New York:

BEST:

Health Care/Social Assistance (22.5%)
Transportation and Warehousing (20.3%)
Professional/Business Services (13.6%)

WORST:

Retail Trade (-8.4%)
Utilities (-5.4%)
Wholesale Trade (-4.9%)

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.