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Chautauqua Works

americanjobcenter®

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Executive Director's Message



It is Fall in Chautauqua County! Along with the cool changes in the air, Chautauqua Works is experiencing some changes as well. We have started hosting mini job fairs at both of our Chautauqua Works locations. In September, the Jamestown location held a job fair with 17 businesses and more than 60 job seekers in attendance. In Dunkirk, a job fair will be on Friday, October 21st from 10:00AM – 1:00PM. 16 businesses will be in attendance in person! All 16 businesses

have a number of open positions. Please stop in so that you can have an opportunity to find your next job! Make sure to remember to dress for success and bring copies of your resume. If you do not have a resume, call either Chautauqua Works office and ask to schedule an appointment with a Career Specialist to complete one. As you continue your job search, make sure that you are checking the Job Bank and all other job search platforms daily. New job postings are added every day. Make sure that you are providing a working phone number on your resume. Also, check the email that you provide multiple times throughout each day. You want to be as responsive as possible when a business contacts you to set up an interview. Preparing for an interview can be overwhelming. Here are

some interview prep tips: look at the website of the business where you are going to interview; be prepared to answer questions including ways you can contribute to that specific business; be prepared to articulate why you would be a good fit for the position they are hiring for; have some questions of your own to ask about the position, the goals of the business, the expectations. If you would like assistance in preparing for your interview, please contact Chautauqua Works office and ask to set up an appointment with a Career Specialist to conduct a mock interview. Chautauqua Works is here to help you put your best effort forward and land that new job!

Visit us online at:
www.chautauquaworks.com

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Chautauqua Works Locations and Hours of Operation

Chautauqua Works has two locations in Chautauqua County to help individuals looking to find part-time or full-time employment.

We can help registered individuals at Chautauqua Works with resume writing, job development, and interviewing skills. You can also use our Resource Rooms to job search and apply

on-line to companies looking for new workers.

Did you know we have also funded eligible individuals training for CDL and LPN licensure as well as for JCC/JBC courses?

For more information on our services, or how to register, please call us at **716-661-9553** for our Jamestown office or

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

We look forward to hearing from you!

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

Should I Stay or Should I Go?: Making That Life-Changing Decision

How to Fight Through Work Apathy

It's normal to feel unmotivated and apathetic about work from time to time. We all have days (or even weeks) However, if you find yourself feeling this way more days out of the week than not, this could be a sign of a bigger problem involving your mental health.

1. Change your attitude.

Try thinking about why you don't want to work. Is it your job itself that's the problem, or is it something else? If it's your job, can you think of ways to make it more enjoyable? If it's something else, can you find ways to deal with those feelings so they don't affect your work? It might also help to remember why you wanted to work in the first place. Focusing on the positive aspects of your job can help you to re-evaluate how you feel about your job, and make your next steps clearer.

2. Reward yourself.

Even if you hate your job and are thinking of turning in your two week notice, it is still your responsibility to show up and complete your tasks. If you are struggling to figure out a way to be able to get through your day, setting small goals and rewarding yourself when you reach them can be a great way to motivate yourself. If you finish working on that one task you're dreading, allow yourself to grab coffee with a friend. If you finish a huge project, allow yourself to take a personal day and do something fun. These are not only

ways to help yourself get through the work week, in the long term they also help you engage more in the activities and things you enjoy.

3. Talk to your boss.

If your work makes you feel unchallenged or uninspired, consider having a conversation with your boss about **moving forward**, taking on more interesting work, or shifting to another department. While it can be difficult to work up the courage to meet with your boss, setting up the meetings now will help you realize your best future in the long term.

What to Do If You Plan to Quit Your Job

1. Rethink your priorities.

Many of us work and stay in our jobs to make a living. While it is critical to save money and get your personal finances in order before you quit a job, it is also important to take a step back and re-evaluate what money means to you. A lot of us have been taught that we need to make a lot of money in order to be happy. But that's not necessarily true. Figure out which is more important to you—money, or time.

2. Reach out for support

When you feel like you don't want to work anymore, it's important to reach out to your support system. This could include friends, family, or a professional counselor. Talking about what you're feeling can help you figure out why you're feeling this way and how to address the root of the problem.

However, if you're struggling with burnout or depression, a therapist or counselor can help you to understand your emotions and find ways to deal with them. Don't be afraid to reach out for help if you're feeling overwhelmed.

3. Prepare your next steps.

This is the most important thing. Once you understand why your position isn't working for you, you need to take ownership of your next steps. Figure out a way to incorporate what you really care about into your professional life. It's important to have a plan so that you don't end up feeling aimless and lost. And if you're not there yet, don't worry. If you're sure you don't want to work anymore at your current workplace, start preparing for your next steps. Whether that is working full time, remotely or creating a side hustle to build a small business, there are many ways to create fulfilling career paths and earn money.

From "What To Do If You Don't Want To Work Anymore" by Peter Jones, The Job Network, 2022

What To Do If You Don't Want To Work Anymore by [Peter Jones](#)

Some reasons why workers get burned out :

Lack of control

Unclear job expectations

Dysfunctional workplace dynamics

Lack of social support

Extremes of activity

How Being Nice Can Help Your Career

Looking for a new job or trying to get ahead at the job you have? Try this exercise: Be nice and be kind. It can help you more than you might expect, and serve as the key to a successful career

It's not just the right thing to do—it's also the best thing you can do for your career. Research has shown that being agreeable (otherwise known as "being nice") is associated with better friendships, stronger family relationships, and increased professional success. In short, thinking of others builds better relationships, which creates a stronger network that can help you when you need it.

Being Nice Helps You Make a Good First Impression.

"We know initial judgments about a candidate are often made in the first four or five seconds when meeting them in person or seeing them virtually," said Mike Komives, the older adult employment specialist at the Orange County, NC Department of Aging. "We advise job seekers to consider: 'Do you appear super-interested in yourself, overly self-confident? Or do you have an openness, a friendly and inviting smile?'"

Gives You Peace of Mind

One of the worst job interview mistakes is to badmouth your previous employers. Why? Because the hiring manager might assume that you're the problem—and that you're likely to treat your

new employer the same way. It can cost you job offers, sour your relationships with colleagues, and even get you fired. It's better to be nice, focus on the positive, and enjoy the peace of mind that comes from knowing that you conduct yourself professionally.

Ensures That People Will Want to Help in the Future

Think of it this way: if you had a choice between helping someone who's always been there for you and helping someone who hasn't used their resources on your behalf, which would you choose?

Creates a Nicer World

But perhaps the best reason to help is that it's needed—perhaps now more than ever.

Choosing to Be Kind

The key lies in the subtly different motivation between kindness and niceness. Kindness implies a desire to provide benefit to the other person, while niceness implies a desire to be agreeable.

The Benefits of Kindness

Kindness benefits you as well as the people you choose to help. "There are measurable emotional and physical benefits for people who choose to demonstrate kindness," said Janet Scarborough Civitelli, Ph.D., a psychologist and career coach. "Some of the benefits are tangible, like the release of mood-improving hormones and reduced inflammation in the body.

Other benefits are less tangible but contribute to making the world a more generous and compassionate place, and couldn't we all use more of that?"

Ready to make your work environment a nicer, kinder place? There are many small steps you can take to get started.

1. Look for a Chance to Help Don't wait until your contacts ask for referrals, recommendations, and other job search help. Volunteer your connections, your time, and your proofreading and mock interview assistance.

2. Offer an Escape "Simple things like talking to someone about things other than their challenges can often provide an escape from the desperate feeling he/she/they might have," said Amy Soricelli, vice president of career services at Berkeley College.

3. Take a Deep Breath One of the kindest things you can do for your fellow humans is to recognize that no one is perfect. Practice waiting a beat before you jump to conclusions, and be ready to give your colleagues and contacts a break.

Taken from "How Being Nice Can Help Your Career" by Alison Doyle, liveabout.com, 7/8/21

The choice to be kind can help you be successful in ways that go beyond your workplace. It can make you a happier, healthier person in general.

Calming Your Nerves Before a Job Interview

It is not difficult to understand why job interviews make us so anxious. A little nervousness is okay, but if you let it get out of hand, then your anxiety could actually cost you the job.

The first step to remaining calm for a job interview is to understand why you get so nervous. There are many reasons why we are naturally nervous. For one, we know that we are being judged by others and that they are expecting us to perform well if we want the job. Sometimes, subconsciously we may feel like we don't measure.

You can also take comfort in the fact that the interviewer expects you to be a bit nervous for the meeting because they are likely a bit anxious in their own interviews. However, if you show constant signs of nervousness, like visible shaking, fidgeting, or you lash out and say inappropriate things, then the hiring manager may see those as red flags and assume that you act like this on the job as well. So, while some anxiety is to be expected, there are many tactics you can try to keep that visible nervousness to a minimum.

The best way to calm your nerves and perform to the best of your ability is to prepare your body and mind in the days leading up to the interview. The best trick you can do is to look online for commonly asked interview questions and come up with answers that apply to the job you are trying to land.

For instance, many interviewers will ask about your greatest strength, weakness, and **what you know about the company**, so you will want to have pre-planned answers for those questions.

Some interviewers may also ask tougher questions, like inquiring about a time that you had to overcome adversity on the job or a time when you made a mistake and had to learn from it. So, you will want to think about answers to those questions as well. You should start doing your research at least a day or so in advance and avoid pulling an all-nighter the evening before the interview. It is also important to get enough sleep the night before. By getting your eight hours, you will wake up feeling refreshed, and you will remember the information better than if you'd crammed all night.

If you get too stressed out for the interview, then you could make yourself physically ill, and that could lead to increased nerves or even missing the interview altogether. During the week leading up to the interview, try to eat healthy foods and make sure to drink enough water because hydration is essential to helping your body to work at peak efficiency.

For some, researching interview questions and having prepared answers is only half of the battle. The other half is being able to sit in front of several people and provide those answers with confidence. The first thing that you can do to improve your confidence is to arrive at the

interview ahead of schedule. That way, you can find where to park, make your way to the right office, and have some time for final prep without feeling rushed.

The same goes for **remote job interviews**. Log in early and test your equipment ahead of time, so you know there won't be any hiccups. That means testing your camera, speaker, and microphone. If you are on time for the interview, then you will prove that you are a punctual person.

Finally, whether you are interviewing in person or over the computer, **wearing the right interview outfit is another way to increase your confidence** because you will give off the idea that you are serious about the interview. At a minimum, women should wear a nice blouse and men should wear a collared shirt. In general, it is better to be overdressed instead of underdressed.

In the end, while you may not be completely able to eliminate your stress, with proper preparation, you can nail your interview. Follow the tips mentioned here, and you can get the job you deserve.

From by "Strategies for Calming Your Nerves During a Job Interview" by Jori Hamilton, The Job Network, 2022

Experts have come up with many techniques that you can try to calm your nerves before the big meeting. Follow these tips, and you could be a shoo-in for the job.

Five Interviewing Tips for Veterans Returning to the Workforce

For military veterans, navigating a career path as a civilian can seem to be an insurmountable task. It isn't, but it can be a tricky business.

Where advancement in the military is typically regimented and linear, careers following your time in the service will require adapting, often without the sort of direction to which you may be accustomed. Beyond simply finding a job, career progression can involve making lateral moves to enhance the variety of your experience; identifying and addressing skills to acquire — sometimes with your employer's knowledge and assistance, sometimes not; and taking the initiative to meet with your supervisor about potential avenues of career development. Here are some tips to help you thrive in the private sector.

1. Look into VR&E

Formerly known as Vocational Rehabilitation and Employment (VocRehab), Veteran Readiness and Employment (VR&E) — available through the Veterans Administration — offers services to help with job training, employment accommodations, resume development, and skills coaching.

2. Network

In the military, networking may be frowned upon because it is essentially going outside your chain of command. As such, many veterans are uncomfortable with the idea of networking in the private sector, even though it can further your career. Don't worry about seeming underhanded or asking for

favors — networking is how most private citizens improve their employment circumstances. Ask fellow veterans, friends, and family for their help in identifying decision-makers at places you might like to work.

3. Translate to “Civilian”

Your resume and certifications need to be made applicable to your private-sector career path. For example, you may need to take an exam or recertification course to enable you to use your military training in the civilian workforce.

As for your resume, don't assume that a civilian employer will understand a military description of the work you performed or the titles you held in the service. Have a non-military person review your resume to see if they're confused by any military jargon that may have snuck in there. Concentrate on the skills you developed to perform your military tasks rather than getting too deep in the weeds on the details of the tasks themselves.

Also, make sure to have your paperwork in order. Have copies of your DD214 (Report of Separation) or DD2586 (Verification of Military Experience and training) available to verify your military experience to prospective employers or schools.

4. Leverage available resources

Some employers — knowing well the work ethic and collaborative abilities of employees with a military background — have specialized programs to help veterans. Many organizations and sup-

port groups exist specifically to help veterans find a place in the workforce. The federal government gives qualifying veterans preferred status over other applicants for many jobs. A simple trick such as doing a Google search for your military occupational specialty (MOS) code could yield worthwhile results, including jobs tagged for your skillset.

5. Be you

Ultimately, employers are attracted to preparation, confidence, and the abilities to take direction, work with others and step into a leadership vacuum — all attributes that your military training has given you. In conversation, a cover letter or a resume, demonstrate your character, moments when you adapted and placed team goals above your own. Don't be afraid to demonstrate the maturity, resilience, communication skills, and life experience that your competition likely does not have.

This article was written by: Veteran Car Donations is a national organization that accepts vehicle donations to better the lives of veterans. The organization partners with a number of well-known veteran charities to help provide essential medical care, mental health services, and more.

*In August 2022, the veteran unemployment rate was **2.4%**, down from **2.7%** the previous month and from **3.6%** the prior year.*

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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

Over the past 12 months, the private sector job count in the Buffalo-Niagara Falls metro area rose by 21,500, or 4.2%, to 531,600 in August 2022. Gains occurred in leisure and hospitality (+5,200), trade, transportation and utilities (+5,200), educational and health services (+4,900) manufacturing (+2,500), other services (+1,300), professional and business services (+1,200), financial activities (+1,100), government (+600) and natural resources, mining and construction (+200). (New York State Department of Labor)

The current unemployment rate for Chautauqua County is 4.2% as compared to 3.6% in April 2022. This is below New York State's unemployment figures of 4.7% and 4.5% respectively.

According to a recent Careerbuilder study, there is news for the U.S. job scene between now and 2023: middle-wage jobs (like customer service representatives, maintenance workers, construction workers, or truck drivers, for some examples) are not expected to keep pace with high-wage jobs (like nurses, accountants, and IT specialists) and low-wage jobs (like home health aides, retail sales, and receptionists), which are both poised for serious growth.

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.