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Chautauqua Works

americanjobcenter®

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Executive Director's Message



It's hard to believe that it has been a year since customers could freely come into the Chautauqua Works' job center. In July 2020, CW staff began seeing customers for scheduled appointments only. Appointments with customers vary but have not reached the pre-pandemic level of 2020.

During this year we have learned to adapt to a new way of managing our personal and professional lives. For the time being, Chautau-

qua Works is not offering face-to-face workshops but customers are encouraged to visit our Facebook page and view live videos or previous recorded online workshops. Several workshop topics have been created for customers. The topics include: "Tailoring your resume"; "Choosing a career"; "Managing Trade Act benefits"; "Researching online potential employers"; "Tips for digital job interviews", "Job searching tips for when you have a disability"; and "Benefit Advisement for SSDI and SSI recipients." More workshops will be coming soon to the FB page.

Our local economy is picking up as you will see by the many job postings on our FB page, and on the NYS Job Bank. Employers are looking for workers to fill job open-

ings in manufacturing, customer service, and health care.

The development of three vaccines gives us all hope that we will be able to return to a somewhat normal society. In the meantime, Chautauqua Works staff will continue, as we all should, to practice safety protocols to make the center inviting for our customers.

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 www.labor.ny.gov for assistance

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

CW is ready to help you find a job, schedule your appointment today!

Chautauqua Works staff want customers to know that they practice all CDC, federal, and state Covid safety guidelines.

Staff regularly wipe down communal areas, wear face masks outside their cubicle, practice frequent hand washing, and social distance to ensure they are virus free. Customers will feel safe during their visit.

Staff are eager to help you with your next job search. In this newsletter, on page 3, we list the Covid guidelines businesses must follow to remain open. These guidelines will help you to know what to look for when interviewing with potential employers.

Currently, there are many job opportunities available in our

county. Employers and temporary employment services are recruiting new workers daily. The future looks promising but we all still need to continue to do practice safety procedures. CW staff hope to see you soon!

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

Best way to follow up on your submitted job application.

To quote the late, great Tom Petty, “The waiting is the hardest part.” That’s especially true in the job hunt. You work so hard on your resume, your cover letter, your interview skills...and then you wait. At every step of the process, you...wait. Every company and every job seem to have their own timeline—there’s no overarching guidance on how long it takes to fill a position. It’s also a process subject to human error and human delays (people out sick, holidays, overwhelming work load), which make the waiting feel even more uncertain.

However, that doesn’t mean you should always resign yourself to an open-ended period of waiting. There are ways to handle application queries and follow-up that won’t annoy your friendly local HR rep and won’t make you look like too much of an eager beaver.

Find out up-front about the timeline

Recruiters and hiring managers may not know exactly how long it will take to fill a position. (Again, the unpredictability of life and business can disrupt even the most efficient timelines.) However, it’s legitimate to ask the question initially: “Hi! I just submitted my resume for Job Name. Do you know roughly how long before you’re expecting to notify candidates?”

Or maybe you’ll get an auto-response when you submit, either saying that the company doesn’t guarantee a response or that you’ll hear (for example) within a week. If it’s the former, you won’t win any friends by calling them to follow up on an application that isn’t guaranteed a response. If it’s the latter, wait at least the amount of time that they indicated.

If you’re interviewing and can reasonably expect some kind of official notification of whether you got the job or not, it’s okay to ask for a time range in the interview. Again, it may not be exact, but at least you’ll know whether you should call if you don’t hear back after that period of time has passed.

Give it at least a week

If it’s been more than a week since you submitted, it’s legitimate to send an email thanking the company for their time and consideration and letting them know that you’re available. It should just be a brief note—and again, don’t try to pin them down on exact specifics that they may not have. It’s about reminding them of your application and your availability.

For example:

Hi Ms. Jackson, I hope you had a lovely weekend! Thanks again for speaking with me last week. I’m very interested in this position at Company X and would love the opportunity to join your team. Please don’t hesitate to let me

know if there’s more information I can provide as part of the hiring process. Best, Rosa

Call if email doesn’t work

Email is usually the best way to reach someone these days. Phone calls can feel more intrusive and less sensitive of someone’s time. However, if it’s been a few weeks and you’ve heard nothing after an interview or other promise of notification, it’s okay to reach out via phone to your contact. Again, be very mindful of the person’s time and understand that it might be circumstances—and not laziness or forgetfulness—that explain why you haven’t received a response. Always be friendly and polite and don’t get upset if you don’t get the exact response you’re hoping to get. That’s life, but you’ll have made a good-faith effort to get more information.

The waiting game is always tough, but you don’t need to watch your inbox forever, waiting for any response whatsoever. You can reach out in polite, non-pressuring ways that can help you get the updated information you need.

The post How to follow up after submitting a job application appeared first on TheJobNetwork.

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

Plenty of job opportunities available in Chautauqua County.

Chautauqua Works has several job postings from local employers up on its Facebook page. The economy appears to be opening up in our area. Job opportunities are available.

When looking for a new job, it is important to use as many sources as possible. Check out CW's FB page daily but also network with everyone, and check out the company's webpage for job openings.

Job announcements are posted

on FB as soon as we get them from an employer. Please follow the directions listed on how to apply in the job post. Chautauqua Works does not send applications to the employers. It is the job applicant's responsibility to apply as directed in the post.

Some job postings want a resume and cover letter. Job seekers should highlight their experience and skills in their cover letter. Tell employers why you are a good fit for the

company. If you are asked to contact the employer directly then you should do so promptly. Many employers have online applications for potential job candidates complete as a first step in applying for openings. Follow directions thoroughly!

Besides using Chautauqua Works Facebook page, job seekers should also check the New York State Job Bank for job openings. Here is the link: <https://labor.ny.gov/jobs/regional.shtm>

COVID-19 safety protocols employers are required to follow

After months of looking for that new job you finally get an interview. You have been a bit nervous about COVID-19 in your area but the number of cases seem to be coming down. But, still you wonder if companies are following the necessary procedures to keep workers safe.

How can you work and stay COVID safe?

Under OSHA's standards, employers are responsible for providing a safe work environment even if workers are employed by, for example, a third-party subcontractor or are independent contractors. Employers should therefore consider reviewing agreements with temporary staffing agencies, subcontractors, independent contractors, and other third-party vendors to ensure updates to workplace safety plans are updated consistently in response to COVID-19.

The CDC has recommended

the following non-exhaustive list of safety protocols for all employers in response to COVID-19:

- *Social Distancing:* Employers should implement policies to practice social distancing when possible. This includes staying 6 feet apart and avoiding "large gatherings."
- *Implement Flexible Sick Leave Policies:* Employers should ensure that sick leave policies are flexible and consistent with public health guidance.
- *Institute an Employee Training Program to Educate Employees About Reducing the Spread of COVID-19:* CDC guidance states that employers should set clear expectations with their employees when it comes to illness and personal hygiene.

EMPLOYEE USE OF PPE
Personal Protective Equipment has become commonplace in most workspaces in response to COVID-19. Employers are under an obligation from OSHA to properly train employees on proper PPE use.

The COVID-19 pandemic has altered the reality of workplace safety and corresponding industry standards. Employers face dramatically different workplace challenges and resulting new obligations regarding safety precautions and worker protections.

When you are asked if you have any questions in your job interview, ask about the company's COVID-19 safety protocols. Doing so will give you information about your potential working environment. Happy job searching!

*Adapted from New Employer Obligations in the Age of COVID-19, Employee Relations

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.