

Job Search Made Simple

Your Go-To Guide for Getting Hired



Brought to you in partnership with Age Friendly Herkimer County, Herkimer Working Solutions, Herkimer County Office for the Aging, and Herkimer County HealhNet



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I am Ready to Look for a Job. What's NEXT?

Finding a job at any age and career stage can be difficult and overwhelming, but having the resources you need can make the process easier, and Herkimer Working Solutions is here to support you. We are here to offer services that can help you in your journey to employment, all free of charge.

This guide details step by step how you can enter the workforce as a teen or young adult. It also includes general knowledge that will help older people re-enter the workforce

Step 1

Exploring the Job Market

The Job Market is always has many different things and many different places to look. There are different fields such as healthcare, human services, customer service, culinary arts and more. It is important to know what you are looking for and how you can find it.

How to narrow your search

- **Make a list of your specific interests** and what fields you would be interested in entering
- **Create realistic boundaries** that would make a workplace uncomfortable for you (i.e. distance, inside/outside, accessibility)
- **Assess your own skills** and see what qualifications you have **BEFORE** you apply

Where to look

- Sites such as Indeed and ZipRecruiter are a great place to start, and give you a good idea of what is out there, but they are not reliable enough to apply through
- New York State Job Bank is a reputable website that does give you real jobs you can apply for in NY
- **GO IN PERSON TO ASK IF SOMEONE IS HIRING!!!** This gives you the opportunity to show initiative, but it also confirms if a position is actually available.
- **Look for local Job Fairs or recruiters nearby to network!**

Career Exploration Resources

One of the best ways to start narrowing down potential career paths is through career exploration quizzes and websites



My Next Move Interest Profiler - a quick quiz that uses your interests to make suggestions: mynextmove.org

Work Values Matcher - makes suggestions based on your values: careeronestop.org/explorecareers/explore-careers

O*Net Online - breaks down job titles with sample tasks and average wages for your area: onetonline.org

Career OneStop Video Library - videos that actually show people completing the job described:
careeronestop.org/videos/careervideos/career-videos

JOB SEARCH SITES

In the age of technology, one of the best ways to search for and apply to positions is using online resources. Below is a list of websites to add to your job search. DO NOT limit yourself to one site, use multiple!

General Employment

NYS Job Bank: myjobsny.usnlx.com

Indeed: indeed.com

ZipRecruiter: ziprecruiter.com

Snag A Job: snagajob.com

LinkedIn: linkedin.com

Working Solutions: working-solutions.org

Civil Service Positions

Herkimer County: herkimercountyny.gov/employment

Oneida County: oneida-portal.mycivilservice.com

New York State: statejobs.ny.gov

Step 2

Prepare your skills

When looking for new employees, companies will be looking for people who have “soft skills,” or skills that can be used as a foundation to build on.

On the next page, we detail the top 5 soft skills that employers are searching for, but let’s talk computer skills.

No matter what your job title is, there is a very good chance that at some point throughout your day, you will be touching technology. Having a basic understanding of how to use and navigate on the computer will not only help your job search, but it will help in keeping your job as well!

Looking for assistance with learning the computer?

Herkimer Working Solutions offers FREE digital literacy classes for all skill levels every 1st and 3rd Wednesday and Thursday of the month at 2pm.

Herkimer County Office for the Aging partners with T-Mobile in Herkimer to offer FREE tech support for cell phones and other handheld devices. Call 315-867-1121 for upcoming class information.



Top 5 Soft Skills desired by today's employers

It is important to not just say you have them, but show WHY you have them with past experiences.

COMMUNICATION

- Active listening, conflict resolution, public speaking
- Written, verbal and nonverbal ways of sharing information or emotions.

PROBLEM SOLVING

- the “grandmother” of all soft skills
- Requires elements of communication, creativity, dependability, decision-making, leadership, and analyzing information

TEAMWORK

- Building relationships and working with other people using important skills and habits
- Working cooperatively
- Contributing to groups with ideas, suggestions, and effort.

LEADERSHIP

- Personal characteristics that allow leaders to interact effectively with people.
- Emotional intelligence. can form strong connections with others
- Has empathy, compassion, and authenticity.

ADAPTABILITY

- Easily adjust to different circumstances, and are skilled at dealing with change
- Can keep up with moving priorities, projects, clients, and technology.

Step 3

Creating a Resume and/or a Cover letter

An important step when launching yourself into the job market is making sure you have a strong resume and cover letter before you start applying.

What is a resume and what should it include?

- A resume is a document sent to possible employers that highlights past work experience, training, or skills if it is your first job.
- If it is your first job, highlight volunteer experience, schooling, summer work such as babysitting, and if nothing else, sports teams and valid extracurriculars.
- Templates can be found on herkimercountyny.gov/employment/working-solutions

Cover letter templates and resources

- A cover letter gives you a chance to explain why you are qualified for a position, and what value you would add to a company.
- Templates can be found on herkimercountyny.gov/employment/working-solutions

Our services

- Working Solutions has several employment specialists that can help you create or edit a resume or cover letter
- Each appointment and conversation is personalized, our focus is to get to know YOU.
- We take your past experiences, skills and training and turn them in to a ready-to-use resume.
- Resources such as registration forms, appointments, ChatGPT and ONET Profiler are also utilized.

Step 4

How to Apply for a Job (physically and digitally)

This part of the process is often seen as the most difficult because each application is slightly different based on where you are applying. However this step is also the most crucial to getting a job!

How to fill out an application

- When **applying online**, go directly to a businesses' website, to minimize the risk of scams or the position being unavailable.
- **Physical applications** should be turned in personally at the place you are applying
- **Know your personal information**, this includes your Social Security Number.
- Thoroughly read each job description as well as the requirements to focus on applying for jobs you qualify for.

After I apply, What's next?

- **KEEP TRACK OF YOUR APPLICATIONS**, call if it has been over 1 week and you haven't heard anything (bonus tip: make a spreadsheet and update as you hear back from employers)
- Check your emails regularly and look to make sure you complete all steps in the application process.

Step 5

The Do's and Don'ts of an Interview

An interview is your chance to make a good impression with possible future employers. Take each interview seriously and do your best to improve each time.

The Do's and Don'ts:

- **DO:** show up early
 - **DONT: Chew gum**
 - **DO:** Be clean and appropriately dressed
 - **DONT: Go in blind**
 - **DO:** Educate yourself on the company beforehand
 - **DONT: Be negative**
 - **DO:** Ask questions (Example: What are the companies values? What does this company do to take care of it's employees?)
- (BONUS TIP: Send a follow up email after your interview thanking them for the opportunity.)**

What to bring/What to expect

- **Bring:** Extra copies of your resume
- **Expect:** Questions about your work history (Why there is a gap in your employment history? What experience do you have that makes you qualified?)

Practice, behaviors, language

- Do a **MOCK INTERVIEW!** Practicing questions with a friend or family member can better prepare you for the real thing
- **Go in confident** have good posture and introduce yourself with a firm handshake, maintain eye contact and avoid fidgeting. No slouching or looking down.
- **No swearing**, speak clearly and at a medium volume.
- **BE HONEST WITH EVERY ANSWER!!**

Preparing for a Job Interview; Making a Lasting Impression



Research the company

Prior to your interview, you want to know what the company does so you can confidently promote your skills. Know what their products and services are and read their mission and value statements.

01

02

Review the job description

Revisit the job description for the position you're interviewing for and think, "How do I fit in this role?" Review your resume and identify the skills you have that transfer into this position.



Practice your answers

Practice your interview answers with friends, family, or with the help of your local Career Center. Stuck on situational questions? Use the S-T-A-R method to form your answers (Situation, Task, Action, Result).

03

04

First impressions matter

Arrive at the interview location 10-15 minutes prior to your appointment. Dress professionally and appropriately and present a clean appearance. Refrain from using heavy colognes or perfumes.



Come prepared

Have extra copies of your resume with you, along with copies of any required degrees or certifications. Have questions ready to ask at the end of the interview and have a thank you note ready to send.

05

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Step 6

How to Conduct Yourself in the Workplace

What behaviors and language are appropriate

- Conversations between coworkers should always be respectful and professional. No swearing or rude jokes
- Always be on time to work and let your supervisor know if an issue arises that stops you from making it to work.
- Environment matters, where you work may change your clothing, footwear, volume, and workload, be prepared to change your attitude and adjust to circumstances

How to keep your job as long as possible

- Make yourself flexible, try to adapt in a timely manner, and always complete all assigned tasks.
- Ask questions when you do not understand a task, it is better to understand and work slower at first, then do it wrong and have to complete the task twice.
- Work to make yourself an important part of the company. Employers like people who are professional and easy to work with, ready to rise for the challenge at hand and be a team player.
- Treat everyone with respect

What to do about problems in the workplace

- It is necessary to know your rights as an employee at a company.
- Call Labor Standards if you believe you have faced discrimination in the workplace.
- EQUAL OPPORTUNITY IS THE LAW

Entering the Workforce as a Youth/Young Adult

Entering the workforce for the first time can be scary, but with these tips and the steps outlined throughout this guide, you'll be able to land that job you've been eyeing!

Things to keep in mind to be successful in the workplace:

1. **Be punctual**; early is on time, and on time is late!
2. **Dress appropriately** for your job, make sure your clothing is neat and clean and fits your company's dress code
3. Unplug at work, **turn off cell phones** while you're on the clock
4. Keep **personal problems out** of the workplace
5. **Be considerate** and polite to your supervisors, coworkers, and customers/clients
6. Accept constructive criticism and **learn from your mistakes**
7. Learn how to be **flexible in your job duties** to help where needed
8. Keep a balance between work and personal life, **don't overwhelm yourself!**

As someone in their late teens/early twenties, you have your entire career in front of you, use your first job as a tool to gain those life long skills that will follow you to every job you have!

Re-entering the Workplace as an Adult/Older Individual

While age discrimination is protected under the equal opportunity law, a lot of job seekers 55+ are still (understandably) nervous when it comes to applying to new jobs.

By using the tips laid out in this guide and the “age proofing” outlined below, you’ll be well prepared to look for a new role successfully!

1. Age proof your job search by leveraging your networks, becoming a life-long learner, and keeping up to date with current labor market trends by using websites like O*Net Online
2. Age proof your resume by only including the last 10-15 years of experience and understanding the use of the Applicant Tracking System (ATS)
3. Age proof your interview by showing energy, enthusiasm, and passion. Put emphasis on relevant accomplishments, and use up-to-date terminology for your field

Want to learn more? Visit herkimercountyny.gov/employment/working-solutions and view the “Aging in the Workforce” brochure under documents

Looking for one-on-one help?

Herkimer Working Solutions provides FREE job search assistance services that helps address roadblocks with all steps outlined in this guide.

Please use these resources to help with any step of the job search process.

To make an appointment with an Employment Specialist, call 315-867-1400 or visit us at 320 N. Prospect St. Herkimer, NY