Why You Should Visit Your SUNY ERIE One-Stop Career Centers in 2018
The One-Stop Career Centers are part of a federally funded employment and training network under the Workforce Innovation and Opportunity Act. We help individuals find jobs and help employers find well-qualified employees. But we do a lot more, and we help everyone: downsized professionals from the community, students, career changers, college graduates, people stuck in dead-end jobs, people in need of a fresh start, veterans, refugees, and individuals with disabilities. The SUNY ERIE One-Stop Career Centers have something to offer you, regardless of your educational level, employment status, or career plans.

Tuition Scholarships. One of the hardest decisions students make when it comes to college is how to pay for it. Students working with our One-Stop Career Centers are assessed for grant eligibility for local high demand occupations, and are linked to additional scholarships through the Buffalo and Erie County Workforce Investment Board and New York State Department of Labor whenever possible. Our office also connects students to our sister office, the Buffalo Employment & Training Center, for a successful Department of Health grant that awards scholarships to nursing and medical office students. For more information on grant scholarships, please attend an Orientation to One-Stop Services prior to the start of a new semester.

Career Coaching: Do What You Love. There are many reasons why individuals want to change careers. Sometimes the economy downsizes our jobs, disrupts our security, and diminishes our employment opportunities. Other times, as we mature, we become more aware of our passions and abilities, and have a desire to align them with a better job or an improved employment culture. Whatever motivates you, we are ready to help. We know that a successful career path often leads to a productive, happy future, so we study the labor market, help you sell your skills to the highest bidder, invest wisely in your education by providing grants to eligible students, teach you leadership skills, re-brand your image, and more.

Improve Yourself. Employers want well-trained workers who have great “soft-skills.” Soft-skills are the personal attributes you need to succeed in the workplace, including work ethic, accountability, communication skills, empathy, positivity, problem solving, time management, motivation, flexibility, and leadership. If you weren’t born with these skills but want to improve yourself and your relationships, you can learn these skills through our free workshops and one-on-one coaching sessions. We are all a work in progress, and people who routinely work on sharpening these skills find success throughout their lives.
Give Yourself a Social Media Makeover
Social media can be a great tool for your job and internship search, or it can be a detriment. Many hiring employers search social media sites to learn about job candidates, so make sure you create a positive profile that represents a responsible and professional version of yourself.

Choose your username wisely. Think about what name people would use to find you and use this as your username. Include this in your URL.

Check your privacy settings. Privacy settings vary among social media platforms, but you will need to make sure the information you want others to see is viewable. If your goal is to hide your account from future employers, hiding your profile from the public reduces the likelihood that it will come up in a quick Google search, but your information may be viewable anyway through other people’s accounts and previous online activity.

Update your Profile and Bio sections. Your social media profile and/or bio is often your first impression with employers. Make it inviting by keeping it short, yet positive. Update your profile photo to show a smiling, energetic you.

Be mindful of your photos. You are building your brand to invest in your future self, so it is definitely important to filter the photos you post. You should remove and untag any pictures of yourself engaging in controversial activities or partying. You may want to use a default photo for all your social media accounts as well, so hiring employers can recognize you easily.

Watch what you say! Watch your language and tone. Try to keep it light; you don’t want employers to think that you are volatile. Status updates can also draw unwanted attention to your personal and professional situations.

Friends and Followers. Employers and colleagues may check out your followers and friends while they are reviewing your pages. If you associate with and like tweets or posts from someone who treats others poorly, you may be hurting your career opportunities and damaging your personal brand.

Promote yourself! Add your social networking profiles to help people find and connect with you. Add it to your resume, cover letters, email signature, and website if you have one.

Cheers! SUNY ERIE Brewing Science & Service Program Grows
The New York State Department of Labor recently awarded SUNY ERIE $100,000 in economic and community development funding through the Regional Economic Development Council initiative. The grant will grow the College’s innovative Brewing Science and Service Certificate program to provide graduates with the skills they need to increase their employment, retention, and earning potential in the brewing industry. Hands-on training along with theoretical courses enhance student knowledge in this specialized field, which includes brewing technology, operations, sales and management, and advanced brewing-related business sectors.

Tuition grants are available for eligible under-employed individuals. If you are interested in learning more about this opportunity, please contact Crystal Messina at 270-4450 or messinac@ecc.edu for an appointment. The one-year, 31-credit curriculum includes an internship.
It’s All About YOU!
When you use any of Erie County’s five One-Stop Career Centers, you are not just a student, business, or jobseeker. You are our raison d’être – the reason why we are here, and the nucleus of our daily activities.

Our team collaborates with hiring employers and provides recruitment services for companies growing their workforce. Last semester, SUNY ERIE made 1,533 personalized job referrals for our registered students/customers, matching individuals’ unique skillsets with local job vacancies.

We update our workshop curricula, learn new resume techniques, and assess our services frequently for continuous improvement. New workshops added this semester include Ace the Interview, Excellence in the Workplace, and Maximize Your Online Job Search. 1,228 individuals participated in our SUNY ERIE career workshops in the Fall 2017 semester.

Visit Us
North Campus One-Stop Career Center, Room G166
Monday - Thursday 8 a.m. - 6 p.m.
Friday 8 a.m. - 4:30 p.m.

South Campus One-Stop Career Center, Room 6202
Monday, Tuesday, Thursday & Friday 8 a.m. - 4p.m.
Wednesday 10 a.m. - 6 p.m.

Seven Tips for Job Fair Success
The SUNY ERIE One-Stop Career Centers have hosted dozens of successful job fairs. Here’s what we’ve learned about how to succeed at a job fair:

1. **Update your resume** using a style that will sell your abilities and skills. Have it critiqued by a Career Coach.

2. **Research participating companies.** Most job fair organizers advertise participating businesses several weeks before the event. Google the companies that interest you to learn about them and the industry trends. Develop 1-2 good questions for each targeted employer based on your research.

3. **Comfortably communicate your career goal.** Practice your “elevator speech” — a brief infomercial (15 seconds) to convey who you are and how you can benefit a company.

4. **Make a good first impression.** Put your cell phone on vibrate and do not text or talk on your phone when waiting to speak with an employer.

5. **Have a game plan.** Bring 15+ copies of your resume and a pen. Meet with employers you researched and give them a resume targeted for their job postings. Be prepared to answer questions on the spot.

6. **Develop your relationship building skills.** Job fairs are social events! Ask the recruiters how their day is going. Share why their companies interest you. Recruiters are more likely to interview and hire likable people.

7. **Follow-up.** Organize business cards gathered at the fair, notes, and company literature. Follow-up with an email, note, or phone call approximately 1-2 weeks later.

Workforce Buffalo Launches New Website
[http://workforcebuffalo.org/](http://workforcebuffalo.org/)

We are excited to announce a new look to our local Workforce Investment Board’s website that is faster, easier to navigate, more user-friendly and mobile compatible. Stay current with our SUNY ERIE North & South One-Stop Career Centers through our dedicated pages at [http://workforcebuffalo.org/ecc/north](http://workforcebuffalo.org/ecc/north) and [http://workforcebuffalo.org/ecc/south](http://workforcebuffalo.org/ecc/south).
Introducing Rashada Stewart, M.S., CPRW

Rashada Stewart has a Master’s in Higher Education and Student Affairs Administration and a Bachelor’s degree in Public Communication from SUNY Buffalo State. She is a Certified Professional Resume Writer through the Professional Association of Resume Writers and Career Coaches (PARW/CC). She is a Job Developer at the SUNY ERIE South Campus One-Stop Career Center. Rashada has gained valuable work experience in a variety of roles including Job Developer (Olmsted Center for Sight), Academic Advisor (D'Youville College), and Career Advisor (D'Youville College). As a result, she embodies a well-rounded perspective on helping others achieve their academic and career goals. Rashada continues to follow her passion in helping others achieve their career aspirations through facilitating career-development workshops, creating beautiful resumes, offering job search assistance, and providing career coaching. Rashada may be reached at the SUNY ERIE South Campus in Building 6 Room 6201c/6202.

SUNY ERIE One-Stop Career Center Workshops & Networking Meetings

Register online at https://elinks.ecc.edu/onestop/ or by calling us at 716-270-4444.

Ace the Interview: Learn how to handle questions about salary requirements, your weaknesses and strengths. Offered at South Campus.

Creating a LinkedIn Profile: Learn how to create a professional profile that shows off your abilities and accomplishments. Offered at North Campus.

Excellence in the Workplace: Learn how to stand out from the crowd by developing a reputation as someone with high standards, diplomacy, and personal accountability in the workplace. Offered at North Campus.

Interviewing Skills: This workshop will increase your understanding of the interview process and help you answer the most common and often challenging questions. Offered at North Campus.

Help with LinkedIn: Receive one-to-one feedback on your existing LinkedIn Profile and make recruiters take notice. Offered at South Campus.

Maximize Your Online Job Search: Learn best practices, tips & tools to improve your online search. Offered at South Campus.

Monday Morning Job Club: Need some fresh ideas in a stalled job search? We’ll help you strengthen your skills. Seating is on a first-come, first serve basis. Offered at North Campus.

Occupational Exploration Using JOBZONE: This workshop can help you identify what occupational areas are strongest for you based upon your skills, interests and work values. Free NY.GOV ID is required. Offered at North Campus.

Orientation for One-Stop Jobseekers: Learn about our free career development services. Please bring your resume and we’ll critique it for you when we meet for a confidential Initial Assessment. Offered at North & South Campuses.

Secrets to Job Search Success: Learn what you can do to take your job search to the next level. Offered at North Campus.

Social Networking: Facebook & Your Job Search: Social networking has become a large part of today’s culture. This workshop will help identify some Facebook Do’s and Don’ts that you should keep in mind. You will also learn how to adjust your privacy settings, how to find and join groups as well as using Facebook as part of your job search. Participants are welcome to bring a laptop or mobile device to access their Facebook account during the workshop. Offered at North Campus.

Thursday Afternoon Job Club: Meet others looking for work, build new contacts and receive advice on interview techniques, resumes, and more. Seating is limited to the first 25 individuals on a first-come, first serve basis. Offered at North Campus.

Vision and Goal Setting: This interactive two-hour workshop allows you to develop and write-out specific goals. Offered at North Campus.

Funded by the Buffalo and Erie County Workforce Development Consortium, Inc. on behalf of the Workforce Development Board of Buffalo and Erie County, Inc. We are an equal opportunity employer program. Auxiliary aids and services are available upon request to individuals with disabilities.