

## Upcoming Recruitments - Jobs - Workshops 5/11/17

All events, workshops and recruitments take place at Livingston County Office of Workforce Development, 6 Court Street, Room 105 unless otherwise noted.

### Livingston County Job Fair

**Thursday, May 18, 2017**  
**10am - noon**

**Genesee Community College**  
**31 Clara Barton Street, Dansville**

#### Employers as of 5/8/17... (More employers being added daily!)

Aldon Corporation	Lifetime Care
Allen-Bailey Tag & Label, Inc.	Liv. County Personnel
Applebee's	Liv. County Sheriff's Office
AT&T Mobility	Medical Solutions
Barilla America NY, Inc.	O-AT-KA Milk Products
Campus Auxiliary Services, Inc	Partyman Catering
Companion Care of Rochester	Pioneer Credit recovery
Cheesed and Confused	Remedy Intelligent Staffing
Coast Professionals	RTS Livingston
Coastal Staffing	ST James Mercy Hospital
Dunkin Donuts	SUNY Geneseo
Goodwill of the Finger Lakes	US Customs and Border Patrol
Health and Wellness Referral Services	Venture Forthe Inc
Lifetime Assistance Inc.	Walmart

### New Local Jobs Posted with Department of Labor

A select listing of jobs available through the DOL web site. A full listing or full text of job postings are available at <http://newyork.us.jobs/>, Put in your zip code and the name of the position.

- [Bookkeeper/Tax Processor](#) - Dawn's Bookeeping & Advisory Services (Avon)
- [Packaging Operator - AVON, NY](#) - Barilla Americas (Avon)
- [STORE MANAGER](#) - Dollar General (Avon)
- [Vehicle Mechanic](#) - Dansville Auto Mart Inc. (Dansville)
- [Event Specialist Part Time Sales](#) - Advantage Solutions (Geneseo)
- [Helping Hands Customer Service](#) - Wegmans (Geneseo)
- [Maintenance Customer Service](#) - Wegmans (Geneseo)
- [Meat Customer Service](#) - Wegmans (Geneseo)
- [Personal Care Aide / Home Health Aide](#) - Companion Care of Rochester (Geneseo)
- [Prepared Foods Customer Service](#) - Wegmans (Geneseo)
- [Treasury Consumer Care Manager](#) - Coast Professional, Inc. (Geneseo)
- [Treasury Consumer Care Representative](#) - Coast Professional, Inc. (Geneseo)
- [Route Sales Relief Driver and Trainer](#) - Schwan s Home Service, Inc. (Groveland)
- [Machinist - Davenport Setup Operator](#) - Southco (Honeoye Falls)
- [Certified Personal Banker 1 - Lakeville Office](#) - Five Star Bank (Lakeville)
- [Chip Holt Nature Center Program Assistant](#) - Cornell Cooperative Extension (Lakeville)
- [Chip Holt Nature Center Program Coordinator](#) - Cornell Cooperative Extension (Lakeville)
- [Physical Therapy Assistant - Livingston County](#) - Lifetime Care (Lakeville)
- [Lead Carpenter/Foremen](#) - Lakeview Construction LLC (Leicester)
- [Lowboy Operator](#) - Lakeview Construction LLC (Leicester)
- [Skilled Carpenter](#) - Lakeview Construction LLC (Leicester)
- [Store Manager - #1003](#) - 7-Eleven (Leicester)
- [Office Assistant](#) - Superior Talent Resources, Inc. (Leroy)

[Part Time - Office Assistant](#) - Robert Half (Lima)  
[Sales and Delivery Driver](#) - Schwan Foods (Nunda)  
[School Bus Driver](#) - Keshequa School District (Nunda)  
[Bilingual Collectors-June 12th Start](#) - Navient (Perry)  
[Shift Supervisor - Part-Time](#) - Rite Aid (Perry)  
[Teller](#) - M & T Bank (Perry)  
[Teller - 3DCTE](#) - M & T Bank (Perry)  
[Customer Support Specialist](#) - Cantel Medical (Rush)  
[Technology Sales Associate](#) - Staples (Henrietta)  
[Print & Marketing Associate](#) - Staples (Henrietta)  
[Sales Associate](#) - Staples (Henrietta)  
[Print & Marketing Supervisor](#) - Staples (Henrietta)  
[Medical Secretary](#) - Robert Half (Henrietta)  
[Outside Purchaser](#) - RR Donnelley (Henrietta)  
[Sales Representative - Tucker Printers](#) - RR Donnelley (Henrietta)  
[Outside Purchaser](#) - RR Donnelley (Henrietta)  
[Companion Animal Leader -Department Manager](#) - Petco (Henrietta)  
[Merchandise Ops Leader-Department Manager](#) - Petco (Henrietta)  
[Restaurant Manager](#) - Longhorn Steakhouse (Henrietta)

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## **Upcoming Job Search Workshops**

(Contact John at [JJaegeer@co.livingston.ny.us](mailto:JJaegeer@co.livingston.ny.us) or call 243-7047 to register for a workshop)

**Fliers and full workshop descriptions available at <http://www.co.livingston.state.ny.us/index.aspx?NID=541>**

Monday, May 15: 9am - Noon: **Jump Starting Your Job Search**

Thursday, May 25: 1pm - 2pm: **Crafting Your Cover Letter**

Monday, May 22: 9am - Noon: **Finding Job Leads**

Monday, June 5: 9am - Noon: **Impressive Interviewing**

Monday, May 8: 9am - 10:30: **Building a Better Resume**

Monday, May 8: 10:30am - Noon: **Application Academy**

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## **NY State Civil Service Exams**

(Click on link for full job description and how to apply)

[DHSES Program Administrator 2](#) Salary: \$70,438 | Deadline to Apply: May 31

[DHSES Program Administrator 3](#) Salary: \$78,282 | Deadline to Apply: May 31

[Medicaid Eligibility Examiner 1](#) Salary: \$33,972 | Deadline to Apply: May 31

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## **Livingston County Civil Service Exams**

(Click on link for full job description and how to apply)

### **Open Positions (No Exam Necessary)**

[Advanced Life Support Technician @ Emergency Medical Services](#) Deadline: May 12

[Registered Professional Nurse \(Hospice per diem\) @ Department of Public Health](#) Deadline: May 12

[Social Services Attorney @ Department of Social Services](#) Application deadline: Until Filled

### **Competitive Exams**

[Library Clerk - Open Competitive](#) Application deadline: May 19

### **Bi-Monthly On-Going Exams**

[Account Clerk Series](#) - Application Deadline: June 7, Test Given: June 21

[Clerk](#) - Application Deadline: June 7, Test Given: June 21

[Clerk/Typist](#) - Application Deadline: June 7, Test Given: June 21

[Custodian](#) - Application Deadline: June 7, Test Given: June 21

[Library Aide](#) - Application Deadline: June 7, Test Given: June 21

[Telephone Operator](#) - Application Deadline: June 7, Test Given: June 21

[Water Wastewater Treatment Plant Operator/Trainee](#) - Application Deadline: June 7, Test Given: June 21

## **Subscribing**

If you would like to subscribe to these weekly announcement. Please send an email to [JJaegeer@co.livingston.ny.us](mailto:JJaegeer@co.livingston.ny.us)

# Preparing for a Job Fair

Find out which employers will be attending (see above). Do some research ahead of time. Look them up on the Internet so you are prepared to talk about their company.

Have some questions prepared for those companies that you are most interested in working for (NOT How much do you pay or what are your benefits?)

Dress as if you were going to an actual job interview... because you are. No sweatpants, camo-clothing, ripping or dirty clothing.

Don't smoke before or during the Job Fair.

Don't be texting on your cell phone while at the Job Fair.

Go early in the day... some employers leave the Job Fair early before it ends.

Bring many copies of your résumé. Don't expect to be able to make photocopies on site.

Bring more than one format of your resume or resumes with different objectives.

Don't carry your backpack, large purse, or other paraphernalia with you. Carry your resume in a folder, portfolio or a small briefcase. It will keep your resume neat and handy, and gives you a place to file business cards of recruiters that you meet.

Offer the employer a firm handshake and a smile when introducing yourself.

Do not bring your children, spouse or other relatives along with you; unless they are job-hunting themselves. Especially children in strollers.

Do not eat or drink while circulating through the booths.

Bring your own pen. (Bring 2 just in case one dries up)

Bring paperclips to attach your resume to their application, but never write "See attached resume" since this will make you look lazy.

Bring a copy of a "Master Application" or "cheat sheet" with all your employment, references and contact information so you can fill out applications on the spot without having to look it up.

Speak with as many representatives as possible.

Start with the employers that you are least interested in to become comfortable in the Job Fair setting and work the bugs out of your communication skills.

Scope out, then psych out: Stand near the tables you want to visit, and eavesdrop on the recruiter and the other applicants. Is the recruiter hard-nosed or a pussycat? What questions are being asked? Can you give better answers than the other applicants? You'll never have a better opportunity to prepare for an interview.

Do not talk negatively about past employers, other employers attending the job fair, the competition of prospective employers represented at job fair, or other job seekers.

*Don't* jump into your spiel. Begin instead: "I'd like to know more about your company." Listen to the recruiter's spiel first. (They're there to sell themselves too.) Then swing into a short summary of what you have to offer — your "60 second commercial". Listen attentively, give short but meaningful answers, and end with a "Thank you, it was a pleasure to meet you. I hope to hear from you soon."

Don't ask, "What jobs do you have?" Instead say, "What career opportunities are available with your company." Job implies short-term... career implies long-term.

Ask for business cards of the individuals you talk with. You'll want this information later so you can follow up with the employers. Read the business card before putting it away and/or jot down notes on the back... this shows a genuine interest in the company.

Don't be a "give-away-grabber" someone who goes from table to table grabbing all the free items and candy they can get.

Don't be a "Monopolizer". Monopolizers are people who take all the interviewer's time. The interviewer is to try and see as many people as possible within a short amount of time. If someone insists on taking up the interviewer's time, they are immediately eliminating themselves from consideration.

Send thank you letters to the representatives you met along with any additional materials you promised to send. This forces the employer to give your resume or application a second look when they go to attach your letter to it.

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# Why Attending a Job Fair Is Still Important

*By Joe Stein*

As you sit in front of your computer sending out your Resume and passively waiting for a Recruiter to call, you may be wondering why you should even consider attending a Job Fair. The simplest answer is “why wouldn’t you?” especially if you are currently unemployed. In a situation of unemployment, you should be trying anything possible to find a new job.

There are some more subtle reasons why attending a Job Fair makes perfect sense, and they may be things that you have not considered. So, here are 6 reasons for you to place an importance on attending a Job Fair.

- **Actual Time with Recruiters** – It is generally accepted that when you submit your Resume for a position, a Recruiter may review for (at most) 20-30 seconds before making a decision. Compare this scenario with a Job Fair. In a Job Fair, you can actually speak to a Recruiter in a face-to-face conversation. You can also do it for more than a cursory few seconds (although you should be respectful of his or her time). Since it is a rare occasion when a Recruiter will pick up a phone and speak to a calling potential candidate, this is one of the only opportunities you will have to present yourself beyond a paper Resume.
- **Good Conversational Practice** – It is rare for a person to feel comfortable selling themselves in an interview. Unless you have that rare extroverted personality that is conducive to this, then only practice will help you get better at it. It helps to role play with your friends and family, but let’s be realistic - you still need to be able to present to someone outside of your inner circle. Going to a Job Fair is a great way for you to get some of this real world practice. You can try different “selling techniques” in order to determine what seems to work with Recruiters, and work on that all important “small talk” that can be so awkward at times. You can do all of this without the pressure of being in an actual interview with a job on the line.
- **Open Positions!** – A Job Fair can be a fairly expensive option for an employer. You have the cost of the table, all the promotional items (pens, etc.), plus the tremendous cost of time (you are tying up a Recruiter or two for an entire day). The point being that these companies are generally pretty serious about hiring. It may be because they have multiple openings, they can’t find the right person, or they need someone immediately. All of these reasons can be viewed as good news for you.
- **It is Efficient** – If you are looking for a job, I am going to write something that you already know...searching can be a lot of work. You have to search online for postings, read papers, network, etc. With a Job Fair, you have all the Recruiters in a room...waiting for you! All you need to do is go to each table that interests you, hand in a resume, and start a conversation. In a couple of hours, you could have several legitimate job leads and the name of the actual Recruiter working on it. Now that is a good use of your time!
- **Discover Something New** – With online or paper postings, you are primarily finding what you are searching for. By this, I mean you are looking at certain positions, industries, or companies. With a Job Fair, however, you really don’t have any restrictions. You are free to explore and find out about different industries (perhaps a company you never heard before) or even a different career.
- **It Physically Engages You** – I mentioned in the opening that most Job Seekers take a passive approach to job searching. They conduct it from their home, send out resumes and wait for a call. Going to a Job Fair requires you to take your search off of auto-pilot. In my opinion, that is a good thing. For one, it gets you out of the house, which is especially important if you are unemployed. A Job Fair can also be a great place to network. You can meet and engage with other Job Seekers, there often are seminars that you can attend, and (of course) you meet a bunch of Recruiters.

If you think a Job Fair is a 1990s relic of the past then you are sadly mistaken and, unfortunately, missing out on a great opportunity. The next time there is a Job Fair near you, make a point to attend with a stack of your freshly printed Resumes, as there will be dozens of Recruiters waiting for you. You will probably find that a Job Fair is very much a 2017 thing.