

May is One-Stop Month!

Stop in and See Us Today!

May 2010

50 Worst of the Worst (and Most Common) Job Interview Mistakes

Karen Burns is the author of the illustrated career advice book [The Amazing Adventures of Working Girl: Real-Life Career Advice You Can Actually Use](#), recently released by Running Press. She blogs at www.karenburnsworkinggirl.com.

Adapted from USA Today

You may have heard the horror stories--job hunters who take phone calls or text during an interview, or bring out a sandwich and start chomping, or brush their hair, or worse. You wouldn't do any of those things, would you? Of course not.

But there are tons of other job interview no-no's you may not have thought of. Or that you've forgotten. The job hunting trail is long and arduous, and a little refresher course can't hurt. So for your edification and enjoyment, here are 50 (yes, 50!) of the worst and most common job interview mistakes:

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Celebrate Finger Lakes Works Month May 10th – 14th in Seneca County

Finger Lakes Works-Seneca
1 DiPronio Drive
Waterloo, NY 13165

Everyone is welcome to visit the center. Space is limited for workshops so please call ahead to register at 315-539-1905. Information also available at

www.co.seneca.ny.us/workforce.php

Monday, May 10th - **Youth Employment and Training Opportunities** 1-5 pm

- 1-3 Job Corps Representative on site
- 2-4 **Earn and Learn-FL Works Internship Program**
- 2-3 **WorkKeys - Assess Your Job Skills and Key Train - Improve Your Job Skills and Earn a National Credential**
- 3-4 **Training and Employment Opportunities** featuring local employers including Seneca Cayuga ARC, McDonalds and Tops.

Ongoing demonstrations of job related websites, online learning, and social networking. We will be offering **free** Microsoft Elevate America training vouchers, and **give-a-ways**.

Tuesday, May 11th - **Open House** 1-5 pm

- 2 Presentation of the Proclamation of **Celebrate FL Works Month** and Recertification Awarded – Remarks (Elected Officials invited)
- 1-4 Tours of the One Stop and visits by Local Elected Officials
- 1-4 Interested in starting your own business?
Partner agencies on site: Vocational Rehabilitation programs, Finger Lakes Community College, Job Skills Incubator Program

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50 Worst Interview Mistakes...continued from page 1

1. Arriving late.
2. Arriving too early.
3. Lighting up a cigarette, or smelling like you did.
4. Bad-mouthing your last boss.
5. Lying about your skills/experience/knowledge.
6. Wearing the wrong (for this workplace!) clothes.
7. Forgetting the name of the person you're interviewing with.
8. Wearing a ton of perfume or aftershave.
9. Wearing sunglasses.
10. Wearing a Bluetooth earpiece.
11. Failing to research the employer in advance.
12. Failing to demonstrate enthusiasm.
13. Inquiring about benefits too soon.
14. Talking about salary requirements too soon.
15. Being unable to explain how your strengths and abilities apply to the job in question.
16. Failing to make a strong case for why you are the best person for this job.
17. Forgetting to bring a copy of your resume and/or portfolio.
18. Failing to remember what you wrote on your own resume.
19. Asking too many questions.
20. Asking no questions at all.
21. Being unprepared to answer the standard questions.
22. Failing to listen carefully to what the interviewer is saying.
23. Talking more than half the time.
24. Interrupting your interviewer.
25. Neglecting to match the communication style of your interviewer.
26. Yawning.
27. Slouching.
28. Bringing along a friend, or your mother.
29. Chewing gum, tobacco, your pen, your hair.
30. Laughing, giggling, whistling, humming, lip-smacking.
31. Saying "you know," "like," "I guess," and "um."
32. Name-dropping or bragging or sounding like a know-it-all.
33. Asking to use the bathroom.
34. Being falsely or exaggeratedly modest.
35. Shaking hands too weakly, or too firmly.
36. Failing to make eye contact (or making continuous eye contact).
37. Taking a seat before your interviewer does.
38. Becoming angry or defensive.
39. Complaining that you were kept waiting.
40. Complaining about anything!
41. Speaking rudely to the receptionist.
42. Letting your nervousness show.
43. Over-explaining why you lost your last job.
44. Being too familiar and "jokey."
45. Sounding desperate.
46. Checking the time.
47. Over-sharing.
48. Sounding rehearsed.
49. Leaving your cell phone on.
50. Failing to ask for the job.

THROUGH THE EYES OF OUR CUSTOMERS

My heartfelt thanks to all of you here for your patience, guidance, and encouragement. The warm and friendly way you do your jobs has made this rough time in my life more bearable.

Thanks so much for helping me get back to the workforce!

S. W.

Last fall, my car broke down and couldn't be repaired. Due to the location of my job and a varying schedule, public transportation or carpooling were not viable. Some unfortunate circumstances had damaged my credit. The high interest rates of loans I was approved for made the monthly payment unaffordable. The Wheels for Work Program enabled me to get a car at a reasonable payment and to keep working. Thanks Wheels for Work!!

KW

EMPLOYER'S POINT OF VIEW

We at REDCOM Laboratories had 60 employees participate in your WorkKeys job skills assessment program. Almost all qualified for CRC (Career Readiness Credential) certificates and about half signed up to participate in your KeyTrain online training program so they could potentially upgrade their skill levels in each of the three core areas.

The data we derive from the program provides REDCOM with an additional metric for determining employee qualifications for future job openings within our company. Additionally, your programs have stimulated interest in employees continuing their education through KeyTrain training, REDCOM in-house training courses and the pursuit of collegiate Associate's and Bachelor's degrees.

In summary, the WorkKeys and KeyTrain programs have been well received and have provided many benefits to both REDCOM and its employees.

Sincerely,

Remo D'Ortenzio
REDCOM Program Coordinator
REDCOM Laboratories

Celebrate Finger Lakes Works Month

Wednesday, May 12th – **Business Services and Opportunities** 1-5 pm

1-2:15 **Workforce and Economic Development – Partners for Progress**

Available Services for Businesses

Dawn Mulheron, Finger Lakes Works & Seneca County IDA

2:30-3:30 **HIRE, Employer Tax Credits and more!**

New York State Department of Labor representative

3:30-4 Tours of the One Stop

Thursday, May 13th – **Training and Educational Opportunities** 1-5 pm

1-2 **Interested in Training—where do I begin?**

2:30 **Preparing for the Future—Labor Market Information**

1-4 **Local Training providers will be available for consultation, including**

Finger Lakes Community College
Monroe Community College
Cayuga Onondaga BOCES
Wayne Finger Lakes BOCES

Friday, May 14th - **The Internet and You –Social Networking for Job Seekers**

1-2 **Social Media and Job Seeking**

Finger Lakes Community College Bridge Program

Finger Lakes Works-Seneca
1 DiPronio Drive
Waterloo, NY 13165

Everyone is welcome to visit the center but space is limited for workshops so please call ahead to register 315-539-1905. Information available at www.co.seneca.ny.us/workforce.php



CAREER NAVIGATOR

AN INTENSIVE, "BEYOND THE BASICS" TRAINING PROGRAM FOR JOB SEARCH & SUCCESS

Jump start your job search with this 5-day interactive, strategic approach to proactively managing your future.

- Learn how to redefine your skills to fit existing and emerging industries and occupations.
- Design a job search strategy to fit your values, skills and goals.
- Learn the marketing techniques that will get your message out to the people that make the hiring decisions.
- Discover the increased power of working in teams, led by certified career professionals.
- Navigate the obstacles and challenges of the changing economy and learn the new rules of job search.
- Master the ability to successfully transition into new directions of employment and control future employment paths.

WHO SHOULD ENROLL IN CAREER NAVIGATOR?

Job-seekers whose background includes consistent and/or significant work history, advanced training or certification, supervisory or management experience who:

- Desire to stay in the same field and who want to learn how to compete.
- Require an industry and/or career change based upon their transferable skills.
- Need support in identifying new search strategies, tools and techniques.

ITINERARY:

- Day 1: Competency Definition
- Day 2: Career Management Strategy
- Day 3: Branding and Marketing You
- Day 4: Evaluation and Decision Making
- Day 5: Foundation for Career Success

TO ENROLL:

Must be a Finger Lakes Works member to enroll in this free program.

Dates and Times: May 17-21, 2010 9 a.m. to 4 p.m.

Location: FLCC Newark Campus, 110 Technology Pkwy, Newark

If you have additional questions, please contact Scott Sigel at 315-946-7268 or scott.sigel@labor.state.ny.us

Dates and Times: June 14-18, 2010 9 a.m. to 4 p.m.

Location: Seneca One Stop, 1 DiPronio Dr., Waterloo

If you have additional questions, please contact John Vrabel at 315-539-1904 or jvrabel@co.seneca.ny.us

Visit: www.fingerlakesworks.com to register on-line.

Sponsored By:

