

CSEA Local 635



Executive Officers

Darlene Duncan, President
duncandh@yahoo.com
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Joe Roberts, 1st Vice President
joekimroberts@aol.com
436-3143

2nd Vice President—Vacant

Marilyn Loomis, Treasurer
tbanta@frontier.com
436-2858

Kelly Spettel, Secretary
kspettel@yahoo.com
436-3488

** Please note there has been a change in our Vice Presidents positions. Joseph Roberts is now 1st Vice President

Tools for Success

As a job applicant, you have two opportunities to stand out to prospective employers: Your resume/ cover letter and your interview.

Resume

Your resume is the first piece of work you are submitting, and should reflect your neatness and organization, while boasting your skills and experience. Show employers that you have the skills, knowledge and abilities by making a strong first impression with your resume. The New York State Career Mobility Office (CMO) offers a number of free, easily accessible resources to assist you in building a strong resume at <http://careermobilityoffice.cs.ny.gov/cmo/resume.cfm>. At this link you will find resume and cover letter templates, samples, organizational writing tips and even sample action words and phrases to assist you in crafting a well thought, organized and thorough resume which showcases your skills and abilities. Even if you are responding to a canvass, a proper resume and cover letter should be submitted to show the hiring manager why they should select you for an interview. Remember, you are convincing the hiring manager that you would be the best fit for the job.

Interview

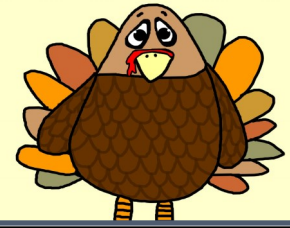
If you are selected for an interview, the CMO has many free, easily accessible features that will help you prepare to make a lasting impression: <http://careermobilityoffice.cs.ny.gov/cmo/interviewing.cfm>. No one can predict exactly how an interview will go, or what questions will be asked, but you can prepare yourself. The CMO site can assist in preparing for your interview, with sample interview questions and answers, as well as webinars to help guide you through preparing for your interview. As the saying goes, dress for success and put your best professional foot forward. Presenting yourself in a professional and positive manner will help you stand out to employers. The CMO also has sample questions that you can ask the interviewer about the job. The Career Mobility Office offers a number of resources for job seekers who are both new to the work force or looking to prepare for the next step in their career. Check out their website at <http://careermobilityoffice.cs.ny.gov/cmo/index.cfm>.

Contact

For help navigating the CMO website, or if you have questions regarding resume building or other general questions concerning employment please contact:

Tracy Hartwell
Office of Employment Opportunities-SUNY Oneonta
236 Netzer Administration Building
436-2581

2015 Turkey Raffle Winners



Congratulations to all of our winners who received \$20.00 gift cards to Hannaford. Thank you to all of our CSEA volunteers who helped sell tickets.

*Craig Young
Paun Albu
Kevin Meenan
Gloria Hall
Blair Mosher-Stahl
Amy Clarvoe
Craig Loudon
Audrey Porsche*

*Ben Wendrow
Amy Clarvoe
Terri Doane
Chris Barberio
Darlyn Polli
Kelly Spettel
Joe Carentz
Jean Yaro*

*Liz Brockert
Jackie Tripp
Doug Hurlburt
Tim Stafford
Paul Lord
Cynthia Weigel
David Reilly
Maggie Ostrander*

2012-13 Deficit Reduction Leave

Cash value of the four days from the 2012-13 furlough will be repaid in equal installments over 18 months beginning the final pay period of fiscal year 2015-16.

Membership Meeting

There will be a membership meeting on January 6, 2016, from 12:00 PM to 1:00 PM in the Hunt Union Ball room.

Training

Discipline and Interrogation training will be held at the Craven lounge in Morris Hall, on March 22nd and 23rd, from 6:00-9:00 PM. If you are interested, please contact a member of the executive committee. Dinner will be served before the training at 5:30 PM.

CSEA ELECTION FOR Statewide Officers, Region Officers, Statewide Board of Directors

On January 19, 2016, election ballots will be mailed to CSEA members for the Statewide Officers, Region Officers and Statewide Board of Directors elections. It is very important for you to exercise your right to vote. Instructions on how to vote and mail your ballot in will be included with the mailing. February 9, 2016 is the deadline to receive ballots.

The ballot count will commence at 9:00 am on February 10, 2016. Election results will be announced after the ballot count is complete and certified. Candidates will be notified by mail of the results. Election results will be published in the March 2016 edition of *The Work Force*.

Danny Donahue – current Statewide President is running for re-election and will have a slate of people running with him for Vice President, Secretary and Treasurer.

Kathy Garrison – will be running against him. She also has a slate of people running with her for Vice President, Secretary and Treasurer.