When job hunting and exploring employment-related services, do not overlook full-service Workforce New York Career Centers. These centers offer a single (one-stop!) destination where job seekers can access a broad array of services and receive valuable resources from which they can choose based on their job search needs and interests. A listing of full-service Workforce New York Career Centers can be found at http://labor.ny.gov/workforcenypartners/osview.asp.

In Tompkins County, Tompkins Workforce New York One Stop Career Center is the full-service one-stop center that offers no-fee services to jobseekers of varying levels of education, skills, and work experiences. Specific to job seekers, Tompkins Workforce New York provides:

- Comprehensive listing of jobs, ranging from entry level to professional
- Job readiness services, such as resume and cover letter preparation, skills assessment, career counseling with experienced career advisors, interviewing assistance and workshops
- No fee access to phones for employer contacts
- No fee fax machine and copier for job search activities
- Education and training information
- Financial assistance based on eligibility to jobseekers
- Priority services to Veterans
- Direct access to partner agencies

In particular to connecting with Cornell University career opportunities, Tompkins Workforce New York One Stop Career Center is a partner in the Cornell Recruitment Partnership (CRP). The CRP is an outreach initiative established to promote career opportunities at Cornell University through strategic, diverse and communication-focused community partnerships between Cornell University and organizations that assist stellar talent in finding employment.

Tompkins Workforce New York provides monthly on-site Cornell University General Employment Informational Sessions and One-on-One Interviews. The General Employment Sessions allow job seekers to learn more about:

- Our award winning workplace.
- The types of employment opportunities available and the general skill sets required.
- How to navigate our online application process.
- Tips on getting noticed.
- Resources available to assist you in your employment search.
Job seekers can prepare for a General Employment Session following these steps:

- Prior to attending the General Employment Session, review our current full time, part time and temporary employment opportunities
- Complete a Candidate Profile, for Staff (nonacademic) and/or Bargaining Unit positions. Visit either the internal applicants or external applicants page, click on any of the job categories, once on the job listings page, click on "Access My Profile" on the right-hand side of the page.
- Be prepared to discuss your skills and what you can offer Cornell University.
- Complete and return the Talent Snapshot (pdf) to the individual with whom you registered.

Job Seekers must follow register to participate in a General Employment Session. These sessions are held at Tompkins Workforce New York One Stop Career Center in Ithaca and at the Cortland Works Career Center in Cortland, New York:

**Tompkins Workforce New York One Stop Career Center** *(Center Ithaca)*

Monthly sessions are divided into an information session and interview session on different days. Registration is required.

To register, please call: (607) 272-7570 / TTY: (607) 272-3285

**Cortland Works Career Center** *(Cortland, New York)*

Sessions are held on the third Wednesday of each month beginning at 9:00 a.m. Registration is required.

To register, please call: Phone/TTY: (607) 756-7585