JOB SEEKER GUIDELINES

Please print, sign, take a picture, then email to info@jobseekerslo.org

These Guidelines are between the Job Seeker Program (Program) of Lake Grove Presbyterian Church (LGPC) and the individual Seeker signed below. The mission of the Program is to Help You Help Yourself Get a Job.

A Mentor is a volunteer participant in the Program who wishes to assist and mentor Seekers in their employment efforts. A Seeker is a voluntary participant in the Program who is asking for help to find suitable employment. The parties to these Guidelines agree to the following:

1. Seeker should commit to the mentoring process of the Program. This includes ongoing, reflective personal work with a focused goal of collaboration with your Mentor.
2. Seeker will be the driving force of the mentoring relationship and is responsible for maintaining that relationship.
3. Seeker will keep all appointments with Mentor or notify Mentor in advance as soon as possible should changes be needed.
4. Seeker should attend and participate in as many Monday Group Meetings as possible. Seeker understands and gives consent to the fact that meetings may be recorded and posted to our website.
5. Seeker will complete Mentor-requested homework in a timely fashion.
6. Seeker will provide to Mentor a timely status update on employment efforts.
7. When Seeker accepts a job offer, Seeker is encouraged to provide a brief summary of lessons learned during the employment search to be personally presented at a Monday Group Meeting. Lessons learned could also be provided to the Mentor for presentation to the group.
8. Seeker acknowledges that mentoring includes listening, supporting and encouraging by the Mentor.
9. Seeker acknowledges that Mentor will keep personal information confidential. Therefore, Seeker agrees to share personal information necessary for the mentoring process. Nothing Seeker shares will be disclosed to anyone outside the Program without specific consent from Seeker.
10. Seeker acknowledges that Mentors are trained volunteers who are not professional counselors, therapists, pastors, physicians, lawyers or financial advisors.
11. Seeker acknowledges that Mentor provides services without any payment from anyone.
12. Seeker shall not socialize with any Mentor where not necessary to the purpose of the Program.
13. If Seeker has any questions or complaints about a Mentor, such should be directed to the Mentor Advisory Committee for review. Send an email to info@jobseekerslo.org to make an appointment.
14. If Seeker violates any of these Guidelines, the Program may terminate Seeker’s participation in Program.
15. Seeker will honor your Mentor’s willingness to volunteer time and effort to help you help yourself get a job by being a committed participant in the mentoring process.

Job Seeker Signature

Date

Job Seeker Name (print)
NEXT STEPS AFTER ORIENTATION (if you haven’t yet completed)

1. Go to our **website**: lakegrovejobseekers.org

2. Look for **Job Search Process | Getting Started** at the top of the page. Everything you need is on this page.
   - Complete the online **Job Seeker Input Form** (your contact information, reasons for wanting to work with us, and other information that helps us to better assist you).
   - Read, sign, take a picture and return your **Job Seeker Guidelines** on the reverse side of this form:
     - Take a picture of your signed Guidelines (or scan at home)
     - Forward it in an email to info@jobseekerslo.org
     - This form also available on our website on the Getting Started page if needed

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Once you have completed these steps you are eligible for mentoring.

You will be contacted shortly after.

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While you are awaiting your mentor information:

- Download the Orientation Packet
- Complete your self-assessment homework (take some time to do this)

>>You will need your **Self-Assessment Summary Table** to start your job search process with a mentor<<