

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 Job Seekers in their employment efforts. A **Job 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. Job Seeker will honor your Mentor's willingness to volunteer time and effort to help a Job Seeker in the job search or career transition process by being a committed participant. This includes ongoing, reflective personal work with a focused goal of collaboration with your Mentor.
2. Job Seeker will be the driving force of the mentoring relationship and is responsible for maintaining that relationship, including taking the lead on asking for help, scheduling Mentor meetings, etc.
3. Job Seeker will keep all appointments with Mentor or notify Mentor in advance as soon as possible should changes be needed.
4. Job Seeker should attend and participate in as many Monday Group Meetings as possible. Job Seeker understands and gives consent to the fact that meetings may be recorded and posted to our website.
5. Job Seeker will complete Mentor-requested homework in a timely fashion.
6. Job Seeker will provide to Mentor a timely status update on employment efforts.
7. When Job Seeker accepts a job offer, Job 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 in writing for the Mentor to present to the group.
8. Job Seeker acknowledges that Mentors are trained volunteers who are not professional counselors, therapists, pastors, physicians, lawyers or financial advisors.
9. Job Seeker acknowledges that mentoring includes listening, supporting and encouraging by the Mentor.
10. Job Seeker acknowledges that Mentor will keep personal information confidential. Nothing Job Seeker shares will be disclosed to anyone outside the Program without specific consent from Job Seeker.
11. Job Seeker acknowledges that Mentor provides services without any payment from anyone.
12. Neither Mentor nor Job Seeker will socialize with one another outside the Program, or accept rides, meals, gifts, or any other favors or compensation, whether monetary or not.
13. Job Seeker understands that a Mentor cannot give them an employment-related or personal recommendation as part of the search process.
14. If Job 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.
15. If Job Seeker violates any of these Guidelines, the Program may terminate Job Seeker's participation in Program.

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

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

You will be contacted shortly after.

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.