

JOB SEEKER GUIDELINES

Please print, sign, and return by Week 2 of Orientation, or, scan and 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.
2. Seeker should commit to the necessary, ongoing, extensive and reflective personal work with a focused goal of collaboration with your Mentor.
3. Seeker will be the driving force of the mentoring relationship and is responsible for maintaining that relationship.
4. Seeker will keep all appointments with Mentor or notify Mentor in advance as soon as possible.
5. Seeker should attend and participate in as many Monday Group Meetings as possible.
6. Seeker will complete Mentor-requested homework in a timely fashion.
7. Seeker will provide to Mentor a timely status update on employment efforts.
8. 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.
9. Seeker acknowledges that mentoring includes listening, supporting and encouraging by the Mentor.
10. 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.
11. Seeker acknowledges that Mentor provides services without any payment from anyone.
12. Seeker acknowledges that Mentors are trained volunteers who are not professional counselors, therapists, pastors, physicians, lawyers or financial advisors.
13. Seeker shall not socialize with any Mentor where not necessary to the purpose of the Program.
14. If Seeker has any questions or complaints about a Mentor, such should be directed to the Mentor Advisory Committee for review.
15. If Seeker violates any of these Guidelines, the Program may terminate Seeker's participation in Program.
16. Seeker shall review, reaffirm and re-sign these Guidelines after 12 months.
17. 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.

Date

Job Seeker Name (print)

Mentor Signature

Job Seeker Signature