

## ***Getting the most from Career Renewal***

Career Renewal is like every other tool you use as you search for your new job--it is but one of several resources you should use. When you join, we will assign an Advisor to partner with you in your search. Although this Advisor may or may not be intimately familiar with your industry or the job you seek, he or she will be able to offer assistance in the job search process. They will be available to offer advice or to serve as a sounding board.

Our experience with several hundred successful job seekers has shown that the process works best if both the Advisor and Participant work together and have a clear understanding of each other's role.

### ***Participant Responsibilities***

- Fill out the Initial Job Search Questionnaire before your first one-on-one meeting with your Advisor. This will help you and your Advisor establish a road map for your job search.
- Actively pursue your job search (whether currently employed or not).
- Initiate regular contact with your Advisor (average every three weeks) via email, phone, or face-to-face appointment.
- Be responsible for the agenda for your Advisor meetings. This should include:
  - A meeting objective.
  - A short activities list and recent progress recap.
  - Specific requests for assistance.
  - Your plans for the next several days and weeks.
- Share information openly with your Advisor. Your Advisor will treat your information with confidentiality.
- Once you find a job, let your Advisor know the name of your new employer. We encourage you to consider becoming involved with Career Renewal as either a network contact, an Advisor to other Participants or an administrator in the Career Renewal process.

## ***Getting the most from Career Renewal (continued)***

### ***Advisor Responsibilities***

- “Stays with” the Participant throughout the term of the job search as a partner in the effort. This bond has been shown to provide great moral and emotional support and enhances the Participant’s will to continue.
- Acts as a “mentor” and assists in coaching the Participant in their search process. Among other things, this help may include:
  - Resume preparation and critique
  - Networking strategy and resources
  - Interview skills
  - Identifying additional resources as needed
- Communicates with a Participant at least once every three weeks to check the Participant’s status. This is a “barometer check” to ensure the Participant is working on their search.
- Returns Participant calls in a timely manner.
- Holds one-on-one meetings with their Participants.
- Is aware of other programs and resources to jobseekers. (e.g. networking groups, books and job fairs)
- Knows fellow Advisors’ attributes and refers Participants to them as appropriate for further networking and counsel.
- Encourages Participant to attend regular Career Renewal meetings.
- Treats confidential information as such.
- After a Participant is placed, encourages Participant to join in the Career Renewal process as an Advisor, an Administrator, or as a network contact. Explains the responsibilities and the commitment of each.

Your Advisor wants to help you through the search process and will invest time to help but will not necessarily be able to find you a job. That remains your responsibility.

## ***Initial Job Search Questionnaire***

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Please give us some brief background information so we can quickly get started working with you</b>	
What type of work or position are you looking for? Why?	
What are your qualifications for this work?	
How long have you been searching?	
What is your search strategy?	
What resources have your used? Do you plan to use?	
What is your networking strategy?	
Are you working with an outplacement service?	
Which employers or industries are you targeting?	

<b>Would you like help in any of the following areas?</b>			
Resume Writing		Targeting	
Interviewing Skills		Networking & getting initial interviews	
Access to Internet resources		Focusing your activities	
Stress Management		Time Management	
Motivation			