



Job seeker guidelines - for working with a Job Mentor

Job mentors can:

- be a buddy and support you one on-one with ideas and advice in your job search (though the main work is up to you).
- help you think about what volunteer work could be good for you – and give you ideas about networking.
- they could help you create a more 'Kiwi style' CV, help with cover letter writing and interview techniques and ideas for networking.
- help you understand more about Kiwi culture.
- help identify suitable jobs that are available in the Wellington the marketplace
- discuss with you how to apply for suitable roles by reading job descriptions carefully and matching your applications appropriately.
- meet with you regularly – e.g. every two weeks in the library at lunchtime or after work for one hour at a time.
- give you ongoing positive, moral support and motivation in your job search.

Job mentors would not:

- find you a job or a give you a job.
- write your CV or cover letter for you.

As a job seeker you would need to:

- be honest with them.
- be motivated – a job mentor will only be able to help if you are fully committed to the job search.
- be flexible and open to taking their advice.
- make an effort to meet them regularly – when it suits them, and contact them in ways that suit them – e.g. by email or phone (as they are volunteers who work full-time).
- understand that things take time and that it is your job search – and learning new skills and getting advice from them is helpful.
- be clear in communicating – don't expect too much, but don't be so polite that you are not clear about the help you would like – communication is the key.
- ask if you do not understand what they are saying or asking from you .
- keep in regular contact with the coordinator of Job Mentoring Service and come to network nights if possible.
- be grateful for the free job mentoring support you are getting – job mentors like to be acknowledged – they are volunteers who want to help you in their leisure time.