



JMS WINTER
2016
NEWSLETTER

Job Mentoring Service

JOB MENTORING SERVICE COORDINATOR'S UPDATE

The Job Mentoring Service has had **6** successful months (January-June).
More than **60** job seekers have been involved and received support from the Job Mentoring Service .

We supported **44** new job seekers, **26** new matches have been created, **17** job seekers secure meaningful employment.

Our job seekers found a variety of positions such as civil engineer, administrative assistant, business advisor, accounts manager and financial officer, to name a few.



Laura Clavijo
JMS Coordinator

In this period we organised six successful network nights and six workshops such as: 'Introduction to effective job search', 'Kiwi Culture', 'LinkedIn', 'Another thought for your next step', 'Learn about networking', 'Kiwi-style interviews', 'Preparing for an interview', 'Meet the recruiter' and others.

Training for new Mentors

In July we trained **7** volunteer job mentors. A very warm welcome to our newly trained Job Mentors.

Our next training will be held in September.

*A Very Special
"Thank You!"*

A huge thank you to our funder, the Ministry of Social Development/ Work and Income. We could not work successfully without your support.

We are very grateful for all the work our wonderful volunteer Job Mentors do. Thank you for a really great job.

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ENGLISH LANGUAGE PARTNERS WELLINGTON

 **ENGLISH
LANGUAGE PARTNERS
NEW ZEALAND**
Working with Refugees and Migrants

Volunteer Connect Award 2016



In July, Job Mentoring Service, Volunteer Wellington and Citizens Advice Bureau Wellington organised an annual event "Volunteer Connect Award".

This award is to acknowledge the extensive volunteer work of new migrants who are involved in various community organisations.

It was wonderful to see several of our job seekers and mentors getting this

award which proves they are settling well, getting their NZ work experience and contributing to Wellington society. MP Grant Robertson was present at the event and Deputy Mayor Justine Lester presented the certificates and highlighted the need for and benefits of new migrants for the city.



ESOL Home Tutors from English Language Partners Wellington and Mentors from Job Mentoring Service receiving their certificates.

BIG THANKS TO THE SOUTHERN CROSS

for sponsoring the Volunteer Connect Award event.

Southern Cross kindly provided their Guest room and some yummy platters and drinks again.

It was a great night with more than 60 people there to celebrate the achievements of volunteer work.



Successful job seeker story and feedback

Rajeswary is from Malaysia. Rajeswary and her family relocated to Wellington in March 2015 following a job offer her husband received. They believed this would be a good opportunity to improve their family lifestyle and a better future for their son.

Rajeswary was struggling with her job search and she decided to join the Job Mentoring Service in July 2015.

"I was lucky to participate in the Job Mentoring Service programme.

From the start I was very impressed at the level of help and support I got from the coordinators, Olga and now Laura. They always had time to listen to my queries. They provided support or means of how I could find information. I definitely learnt many things from workshops organised and from emailing to networking. I won't be able to say enough of how supportive my mentor Sophie was.

She knows the right balance between motivating and encouraging me to apply for jobs.

She was very positive and gave me so much of support that I will always be grateful to her.

I am positive that I wouldn't have found a job if it wasn't for all the group support I had from Job Mentoring Services.

Thank you so much!!"



Work Talk

Looking for work in New Zealand? Study English for work!

- Intensive, four-week course (12 hours per week)
- Learn how to approach employers
- Learn to tailor your CV for specific job applications
- Prepare and practise for job interviews
- Develop your professional networking skills
- Small classes



Learners must have NZ permanent residence, be actively seeking work, and be confident users of English (Intermediate level and above).



Are you a new Kiwi? Try webpage New Kiwis!

<http://www.newkiwis.co.nz/>

New Kiwis is a Chamber of Commerce initiative which is funded by Immigration New Zealand. Although this is an Auckland based organisation, their online services are provided to job seekers from other cities as well.

New Kiwis is a free job site for new skilled migrants who are seeking employment

- Register and create a skills profile on New Kiwis – cut and paste from your CV in to your profile – and connect with employers.
- Visit their information centre to access a range of resources and support
- Complete their online training course on how to job search in New Zealand
- Join their Job seekers page on Facebook

NEW KIWIS
LOCAL // GLOBAL
Leading New Zealand employers with New Kiwis

SKILLED NEWCOMERS PROGRAMME

WELLINGTON

EMPLOYERS' CHAMBER
OF COMMERCE

The Skilled Newcomers Programme is funded by Immigration New Zealand and run through the Wellington Employers' Chamber of Commerce.

A free service to newcomers, the Skilled Newcomers Programme aims to match your skills with the needs of employers in the Wellington region. In addition to this, the programme offers job seeker assistance, workshops, and regular updates from employers.

To qualify for the Skilled Newcomers Programme, you must be legally entitled to work in New Zealand and have been in New Zealand for less than two years.

For more information about the programme and to register, contact the coordinator, James Sauaga by emailing james.sauaga@wecc.org.nz or by phone 04 470 9940.

Would you like to help the community ? Try Volunteer work !

Volunteer Wellington has been recruiting and referring volunteers for not-for-profit member organisations since 1992.

Volunteer Wellington assists and trains organisations in the management of volunteers, to enhance the experience for both the organisation and the volunteer.



Become a volunteer, meet new people and gain NZ work experience. You can do something that will help your job search, help the community and have fun !

<http://www.volunteerwellington.nz/>



If you don't get the job

Sometimes you will be turned down for the job you want. Find out how to use this experience to help you prepare for your next job application.

Review your job application process.

Ask yourself why you missed out. Try to find out from the employer or recruitment agency you deal with, particularly if you have reached the interview stage.

Do not be afraid to ask for constructive feedback - it could really help you with your next application.

Not getting interviews?

In a tight economy, you may often miss out on getting an interview for the jobs you've applied for. This may be because the jobs have many applicants, so competition is high. However, you may be able to improve your performance by making some changes in your job applications. Things you should think about include:

- Do you have the right skills and qualifications for the jobs you're applying for? You may need to revise your job goals, or do more training to get where you want to go.
- Did you adjust your CV and cover letter so that they related to the job requirements listed in the job ad? Tailoring your CV and letter for each job will help you make a good impression on employers were your CV, cover letter and job application well-presented? I.e. Was the information nicely formatted, was the spelling correct, did you clearly display your skills and knowledge?



After the interview

You may be ready to relax after your interview, but there are a few things you should do before you put your feet up:

1. Reward yourself for a job well done!
2. Write a thank you letter to the employer and post it on the same day to highlight your enthusiasm, mention something you forgot or provide any details that may have been requested.
3. Analyse your performance.
4. Write down all the questions you were asked for future reference, noting which questions you may need to practise answering.
5. Re-approach the employer when the timeframe for a decision has passed. If unsuccessful, ask for some feedback to help you with your job search or for ideas for further contacts.

<http://www.careers.govt.nz>



We Are Here To Help!

Do you know anybody who needs help in finding employment? If you have any friends who are looking for a job and qualify for the JMS (i.e. they're skilled migrants from non-English speaking backgrounds with work visas or residency), please let them know about us. We are here to support them to seek their first meaningful employment in Wellington.



Keep In Touch

We would like to hear from you about:

- How is your mentoring going with job mentor?
- How is your job search going?
- How is your new job or voluntary work going?

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