



JMS SUMMER
2016
NEWSLETTER

Job Mentoring Service

JOB MENTORING SERVICE COORDINATOR'S UPDATE

The Job Mentoring Service has had **6** successful months (July-December).

More than **70** job seekers have been involved and received support from the Job Mentoring Service.

We supported **40** new job seekers, **25** new matches have been created, **18** job seekers secure meaningful employment.

This year we trained **11** volunteer job mentors. A very warm welcome to our newly trained Job Mentors.



Laura Clavijo
JMS Coordinator

In this period we organised six successful network nights and five 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', 'CV and Cover letters', 'Public procurement' and others.

Holiday hours: My last day of work for 2016 is Tuesday 20th December.

I will return on Monday 16th January 2017 when JMS resumes.

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 so much for a really great job done.



End of the Year Party 2016

At the end of November JMS organized a traditional End of Year Party in Southern Cross Café (which was a wonderful host to us) again. It was a good time to appreciate a hard work of job mentors and job seekers and celebrate our success. It was also a great opportunity for networking and meeting interesting

people from the English Language Partners, Wellington Chambers of Commerce, Ministry of Business, Innovation & Employment, and the New Zealand Police. Special thanks to our job seekers who volunteered to prepare special gifts for all our job mentors who attended the event and celebrated with us.



BIG THANKS TO THE SOUTHERN CROSS

for sponsoring our End of the Year Party. Southern Cross kindly provided their Guest room and some yummy platters and drinks again.



It was a great night, around 50 people were there to celebrate the achievements of the year.

Merry
CHRISTMAS AND A HAPPY
New Year

Job seekers said about our job mentors and the JMS

“The job mentor program was a key to my successful job seeking process. I have received a lot of useful insights from workshops, and the mentor system worked pretty well too. My mentor was helping me in many aspects, from the job search, reviewing CVs to interviews. I cannot thank enough to him. I feel I am lucky that I was able to enrol to this program, and would like to express my sincere thanks to all of the program staff and members. I would like to recommend to other new skilled migrants.”

Masahiro, now a Senior Manufacturing Engineer, about the JMS and his mentor Ian.

“I will definitely recommend Job Mentoring Service to every migrant because they are strong support and working very hard to help everyone. I have a feeling that knowledge I have adopted working with Job Mentoring Service will help me a lot in the future. I am extremely grateful for this wonderful experience.”

Irena, now Pharmacy assistant, about the JMS

“Job mentoring service helped me very much to get employment.

The workshops were very helpful to our newcomers. It broadened my horizon to understand Kiwi culture and the way how people work and socialize. It also gave us a plenty of chances to communicate and share experience with each other.

My mentor Richard is very nice man with many experience in HR. We met every week and he gave me a lot of advises of interview and CV and helped me to prepare my interviews.”

Hank, now a Senior Service technician, about the JMS and his mentor Richard.



What to do over the Christmas

Relax: it is a hard to be looking for a job. This might be a good time to take a break and relax. Try Worser bay beach or Scorching Bay beach. You will feel like on holiday!

Enjoy: summer in the city. Check Wellington City Council web pages <http://wellington.govt.nz/events/event-calendar> for free events. This could be a great opportunity to meet new people and feel more familiar with your city.

Go to the Southern Cross Café: where you can relax , meet people and attend a range of free events.

Network : join Wellington Newcomers Network that are still likely to have a few meetings. See their web pages <http://www.newcomers.co.nz/regions/wellington-wairarapa/wellington/>

Volunteer : places like the City mission or churches or non-profit organisations might need people to help out with holiday-related activities e.g. in hospitality roles. There may also be conservation and outdoor activities to do.

Read: new books in English. It will relax you and help you learn some new words.

Reflect: what you have done and think if you would like to make any changes in your approach next year.

Successful job seeker story



Andrea from Italy

"I was told of the JMS (Job Mentoring Service) from a friend that was enrolled at that time. I was really impressed by her experience and this giving me a greater impulse to search for a job.

I attended several workshops, some of them extremely useful to understand the cultural gap between the work market in my country and New Zealand, and I also started to meet my mentor Ian. Ian has been the key point in all the aspects connected with the job searching, putting all his experience and effort to help me. We usually met once a week to plan the steps of my job research that consisted in: searching a job on the web, finding and studying the PD, writing the CV and the cover letter according to the PD, applying for the job, etc.

Even if it may seem predictable, Ian help was of great value, a great mentor. Without his help I couldn't find

two jobs interviews in such a short time.

I also receive other mentor help, Richard, who helped me to prepared my interviews. The interview was a success, they called me for a second one and I've got a contract as a Junior Java Analyst.

Maybe I could have reached the same outcome by myself, but for sure it would have taken me a lot more time and effort, and a lot more mistakes to reach the same goal.

I do believe that the Job Mentoring Service is an amazing tool that helps skilled migrants to faster understand and insert themselves in the New Zealand work market.

I would like to thank the coordinator Laura for her passion to coordinate all the aspects of the JMS team, Ian for the help (he had always been available, even from home via email) and all the JMS team for their time."

The importance of connecting with people

Connecting (or **networking** with other people) is absolutely crucial in New Zealand. Not only it helps to build your professional network and extend your chances to get to know about new job opportunities, it will also help you to grow your relationships/friendships and feel better about being in Wellington.

"It is easy to say but how shall I do it? I don't know anybody here"!

- ◆ **Meet** your neighbours.
- ◆ **Talk** to people in the park, during some of the free concerts or events or movies.
- ◆ **Join** various interest groups (you can try one in Southern Cross Café.
- ◆ **Check** www.meetup.com.

Keep your job hunting active!

The Christmas decorations are starting to appear around the city. With the holiday season approaching the inevitability of recruitment slowing down is upon us.

Nevertheless, businesses still need to make money and they still need to recruit good people. To make sure that you are not missing out on opportunities, keep your job hunting active—you never know what might be out there waiting for you!

If you don't find many open vacancies, this is the perfect time to get creative and take action to ensure you have the job hunting process underway to start 2017

Take this time to think about the following: What do you want to achieve?

What steps/options can you identify that will be essential to achieving your long-term goal?

What have you done so far and what could you do differently? What actions will you take?

Write down your goal; plan how you will reach it; ask for advice from your mentor and continue applying and networking while you do it!

Best wishes for Christmas and a Happy New Year.

Daniza Galinovic
Consultant



Connect with me

Job hunting



Trying different ways to find a job gives you a better chance of succeeding. Besides looking at advertised vacancies, you can get friends and acquaintances to help you out, or try contacting employers directly.

Make a plan, set goals and take action

It's a good idea to take a methodical approach to job hunting.

Approach job hunting as though it is a job itself. Work out your goal and the steps you'll take to reach it.

Write a list of things to do for each week and what you'll achieve each day. For example, today's goal could be to find and apply for three advertised positions. Tomorrow's goal could be to register with four labour-hire companies.

Be realistic, but challenge yourself. When you set a schedule, make it achievable. This will help you feel a sense of control and accomplishment.

Develop your plan and take action

Keep a record of jobs you apply for and those you are interested in. Add further information as you develop your plan. For example, company details, the names of contact people at companies, and what you find out about the skills required in jobs you're interested in.

The information you record will be useful for developing your CV and cover letter. Doing additional research on jobs and employers provides useful details for use in job interviews and informational interviews.



Use your networks to help you find vacancies

One of the best ways of getting a job is through networking, so talk to everyone you know, including: family and friends, colleagues, neighbours, local business-people and many others.

Think of these people as your network of helpers. Between them they will have access to a far wider range of people and job leads than you could possibly have by yourself.

There are many job vacancy websites. Some list vacancies for a variety of jobs, while others specialise in specific industries, such as IT.

How to find job vacancies

- Recruitment agencies usually advertise on job vacancy websites, but also have job listings on their own websites.
- Many industry organisations, associations and trade groups will have job listings.
- If you are interested in working for a particular organisation, regularly check their website for vacancies.
- Social network sites sometimes advertise job vacancies. You can also use social media to find out about employers and create a good impression, so check your social media profile.

<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?

jobmentor.wellington@englishlanguage.org.nz
or 04 3841992

