

Newsletter

April - August 2017

Our Activities

Workshops in the last few months

- **Another thought for the next step in your career** with Richard Hudleston
Tuesday 4 April
- **Preparing for interviews** with James Brodey
Tuesday 11 April
- **First impressions** with Olga Smith
Tuesday 2 May
- **CVs** with Olga Smith
Tuesday 9 May
- **IT Industry** with Karun Shenoy and Lyndon Hawke
Tuesday 16 May
- **NZ Elections – How to apply for jobs** with Lizz Ross and Serena Chui
Monday 22 May
- **Writing Effective Emails** with Nicky Riddiford
Tuesday 23 May
- **Effective job search techniques** with Jos Kunnen
Thursday 25 May
- **Accounting and Public Sector** with Sam Wulff and Alex Fensome
Tuesday 13 June
- **IT industry and Recruitment** with Karun Shenoy and Lyndon Hawk
Monday 3 July
- **Another thought for the next step in your career** with Richard Hudleston
Thursday 13 July
- **CVs and Cover letters** with Claudia Gonzalez
Tuesday 8 August
- **Effective job search techniques** with Jos Kunnen
Monday 21 August

Olga's Update

Since April 2017 we have enrolled **17 new job seekers** and **14** of them have been matched with **job mentors** who support them on their job seeking journey.

Our job seekers have been getting additional help through our regular **workshops** and **networking** opportunities created by Job Mentoring Service mentors and successful job seekers. The most exciting are the **achievements** of **15** job seekers who have received and accepted **job offers**.

Our job seekers now work as **Finance Administrator, Learning & Teaching Technology Specialist, Java Developer, Senior Entomologist, Business Analyst, Sales and Marketing Coordinator**. They have been employed by **MBIE, MSD, Victoria University, Kiwi Bank, Times-7, Save the Children** and others.



- 17** New Job Seekers
- 14** Job Mentor Matches
- 15** Job Offers



Recent workshop "Effective Job Search Technique" with Jos Kunnen

What's next

Cover letters with Laura Clavijo, Emre Simtay and Emma Hissey
Tuesday 26 September – 5.30 - 7pm

Application process with Sally Homer
Tuesday 17 October – 5.30 - 7pm

Training for new mentors with Olga Smith
Saturday 28 October – 9.30am-3.30pm

IT and recruitment with Karun Shenoy and Lyndon Hawk
Tuesday 7 November – 5.30 – 7pm

What's new?

Job seekers support session

Every Monday from 10am Olga (JMS coordinator) is facilitating a Job Seekers' Support Session where our job seekers can **get answers** to their questions, **share their worries and news**, **meet** other job seekers and **learn about NZ culture**.

"After every event, I felt not only that I had more ideas about how could I improve my job seeking, but also that I got some extra energy and motivation to continue facing the search!"

Mario
Mechanical Engineer from Spain

Job Mentor Profile



Karun Shenoy

Karun has been working in the IT sector in Wellington for nearly 30 years and he has been a job mentor for three years

Karun's Highlights:

My interactions with some of the job seekers have been a real highlight:

- An Accounting professional who was pretty much an ideal job seeker and did everything right, landing a job within a couple of months. I have greatly enjoyed my social interactions with him
- A jobseeker with manufacturing sector experience at Mercedes Benz, who had applied to more than a 150 jobs without much response previously. She soon landed a great job with a plastics manufacturer in the Hutt Valley once she changed her approach in January, when the market is supposed to be slow
- A car manufacturing industry jobseeker who got a job with Toyota, similar to what he had done previously - he was really quite worried that there was no automobile sector in New Zealand
- A network engineer who was snapped up within a week of arriving
- An IT Developer who secured a job with a great company and is loving the work there

How do you work with your job seekers?

I usually work with them to agree the best approach that will work in their situation- the first meeting usually helps to flesh this out. This often involves reviewing their CV, cover letter, the kinds of jobs they are looking for, how they identify opportunities, how they follow up and the like. I try to bring my knowledge of the local market to help zero in on potential opportunities that might suit their particular skill set. I also like to do mock interviews with them, either face to face or on the phone, when they get to that stage.

What do you enjoy about mentoring?

A Russian, an Egyptian, a Pakistani and a Chinese person walked into a bar. But rather than being the first line of an off colour joke, this was the annual Christmas party of the Job Mentoring Service and they were at the Southern Cross Cafe to celebrate success. It is great to hear jobseekers stories and it is a particular thrill for me when a jobseeker phones, emails or texts you to say they have got their first job

What do you think are the key attributes to success?

Not surprisingly, motivated, committed, coachable job seekers who are willing to listen and adapt to a new way of working seem to be more successful. Those that diligently follow what Olga/JMS provide re foundational work (such as the roadmap, CV & cover letter templates, how Wellington works) are better prepared. Some of the other factors I have seen:

- Recruiters/Reviewers might only spend less than a minute on your cover letter and/or CV, so you have to make sure you tailor every application to the job to highlight your relevant skills and experience, key words
- If you have residency or a work visa, highlight in bold at the front
- Don't apply for dozens of jobs, be a bit more selective
- Be mindful of NZ expectations such as being on time to appointments, responding to questions
- Ensure you do some rigorous mock interviews and practise your answers to questions
- Network, network, network
- Volunteer, do community work, get involved in kids' school activities, recreational activities

Job Seeker's Story

Volunteer Connect Award

Yury Malanchuk came to NZ a year ago and started seeking for a job with Job Mentoring Service's help.

Yury secured a position as a Finance Officer with WWF and decided to help other migrants in similar situations.

Yury trained as a Job Mentoring Service mentor and was matched with his first job seeker who recently got a job as a finance administrator at Steel&Tube.

We were very proud to see Yury being awarded with the Volunteer Connect Award for new migrant volunteers at Southern Cross.



Mamoon

Fibre Optical Professional, now Field Manager with Visionstream, Mamoon worked with Sally Homer (Talent and Development Specialist at Transpower)

I am really very thankful to Job Mentoring Services, especially to Olga (the Job Mentoring Service coordinator) and Sally (my job mentor).

Four months ago when I landed in New Zealand, I started applying for several jobs. After a series of rejections, I was anxiously looking for the reason of not being shortlisted. Nine years of relevant experience with multiple professional certifications and appreciation certificates were not being picked up by employers, which was really demotivating. One of my friends suggested to contact Job Mentoring Services, as he went through the same phase and then Job Mentoring Service and with your support he got a wonderful job. This is how I met Olga. After the initial assessment meeting and by attending some JMS workshops, I started getting the reasons for not being shortlisted. I worked on my CV and cover letter and followed the New Zealand format which is very different to what is used in other countries.

Then I was introduced to my job mentor Sally. She is one of the nicest ladies I have ever met. She has a rich experience in HR and she really helped me with my CV, cover letter and taught me about New Zealand culture. She also helped me to understand and prepare for the behavioural interviews.

What I have learnt from this experience is that, if I do not succeed in achieving a goal in multiple attempts, it means there is something which is being missed out. It can be anything. And in order to find out that missing puzzle piece, we have to look around, to listen to the experience of others, to note down what expert says.

Therefore I would like to recommend all job seekers to attend workshops, events and meetings, watch or read relevant information to find out their missing puzzle piece.

Best of luck from my side.

Job seekers' quotes

The guidance I received from my Mentor on various aspects was wonderful. The sheer confidence that I got from knowing that I could clarify any doubts helped me greatly in reducing the noises in my head. I found the workshops at ELP were by far the best avenue to understand what was happening in the market. Hearing first hand from people in the Industry is helpful in many ways.

Nakul

Banking Business Representative

"My mentor gave me a lot of support, we met every Wednesday and reviewed different aspects that helped me improve my Job search. I strongly recommend every skilled migrant to seek support in this program. Even if you have a very good level of English and a good professional background it is very hard to find a job in NZ if you don't know the Kiwi style for the Recruitment Process."

Mei

Business Analyst

Tips

How to follow up?



When looking for a job, it is important to connect with people and stay connected. There are also times when you need something. Asking for a favour is ok here, but it is important to remember to do it appropriately. Here are some tips that might help.

Thank you emails

After a meeting, a coffee catch up or an interview, it is a nice habit to write a thank you email.

- Write it the same day, perhaps after coming back from the meeting
- Appreciate people's time and help they provided
- Never undervalue any relationship or information. It might not be relevant now, but it will be eventually (especially in Wellington where everybody knows everybody)
- Sneak in a question: "Is it ok to connect with you on LinkedIn?", "Is it ok if I update you about my job search?" (considering the meeting went extremely well and you managed to build a good rapport)
- Finish positively: Thank you again for your help and I hope to see you around/in the community/at the next meet up session.

Follow up emails

It is hard to wait for a response to an email you've sent, especially when job searching, so here are some tips for how to follow up.

- Think about calling instead and practise well for such a phone call.
- At the interview, ask about how long the decision making process is going to take and follow up after that time.
- If you don't get a response to your email, you can try one more time after 3-5 days
- You can try:
"Hi Emma,
I am wondering if you got my previous email. I am seeking help with XYZ and wondering if you had time to catch up with me/talk to me on the phone..
Kind regards.."

Useful links

Useful links that might help you with your job search and to connect with your local community (and help you expand your network) while having fun

Meetup

<https://www.meetup.com/cities/nz/wellington/>

Newcomers Network

<http://www.newcomers.co.nz/regions/wellington-wairarapa/wellington/>

Neighbourly

<https://www.neighbourly.co.nz/>

Volunteer Wellington

<https://www.volunteerwellington.org.nz/>

Wellington Chamber of Commerce

<https://www.wecc.org.nz/services-and-resources/employment-support>

Careers

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

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