

# GALLERIA DIAMOND JSWT TRAINING AID

## Job Search Member Mentoring Process

## How we Accelerate New Member Document Creation

- **Mentee**
  - A new team member needing to complete critical job search marketing materials as quickly as possible
- **Mentor**
  - An experienced team member with a good understanding of job search work team processes and document needs

# Critical Job Search Marketing Materials

- Career stories
- Results based achievement statements
- Professional resume
- Marketing plan with metrics
- Elevator pitch
- Social networking profile

# Job Search Mentee Requirements

- **Who**
  - A member that has just joined or returned to the team
- **What**
  - Review and understand job search acceleration materials
  - Complete startup activities as quickly as possible:
    - Career stories, results based achievements, preliminary company research, professional resume, marketing plan with metrics, elevator pitch, and social networking profile
  - Engage mentor when questions arise
  - Be open to feedback and make needed changes in a timely manner
  - Get mentor's agreement with documents before any team reviews

# Job Search Mentor Requirements

- **Who**
  - Another team member with good JSWT process understanding
  - Someone who has developed strong job search documents before
  - A leader that will push the mentee to quickly complete startup needs
- **What**
  - Support mentee in their efforts to quickly understand startup needs
  - Engage to be certain that the mentee completes startup activities
  - Provide effective feedback to mentee as needed
  - Ensure that effective documents are in place before team reviews

# Marketing Materials Checklist and Targets

Requirement	Target Completion	Mentor Review	Team Review
Career stories	End Week 1	Yes	No
Achievement statements	End Week 2	Yes	No
Draft resume	End Week 3	Yes	Yes
Draft marketing plan	End Week 4	Yes	Optional
Final resume and marketing plan	End Week 5	Yes	Optional
Elevator pitch	End Week 6	Yes	Yes *
Networking profile	End Week 6	Yes	Optional

\* During normal meeting introductions