

Job Search Management System

The job search management system was designed to help participants to work through systematically the necessary steps to become employed. More specifically, the system provides a framework for dealing with the job search forces. These forces include motivation, activity and reality. A central feature of the system is the 'job search board' that enables both a participant and facilitator to monitor job search activity and the number of contacts made during a defined period. The system encourages facilitators to stress the importance of the number of contacts made by participants and allows them to rate the significance of each encounter to determine the value of job-related information that may be provided by the new contact.

Social Network Audit

Social network audits can be performed on a regular basis to ensure that participants are attempting to make contacts that could assist them in their job search. The results of a social network audit allow the facilitator to determine the number of contacts each participant is making. If there is a need to increase the number of contacts, interventions can be implemented. For example, role-playing techniques can be introduced to practice the necessary rapport-building skills and scripts can be developed to assist participants to introduce themselves in networking situations.

Job Search Board Reviews

Job Search board reviews can be conducted individually and as a group to determine the status of the participant's job search activity and the number of contacts developed. The job search management system is based on the principle of assisting individuals to move from step-to-step within a normal job-hiring cycle. Using the job search board provides a visual representation of the job search process and assists participants in monitoring their job search progress. The Job Search Board allows participants and facilitators to track job search activity and identifies any corrective actions that may be necessary for making the transition to re-employment. The job board highlights with whom the participants are connecting and how they are utilizing these contacts.

Train-the-Trainer

Train-the-trainer sessions are conducted which include familiarizing workshop facilitators with the job search management system and its integration into their present employment-training curriculum. The system provides the framework for consistent delivery of service among staff and helps to determine what services (i.e., resume writing, networking, interview skills) are required on an individual basis for those attempting to re-enter the labor market.