



HOW TO BE AN EMPLOYMENT MENTOR

A Guide for Your Success



Additional information can be found at:
LDSJobs.org/mentors

Contact Information:
**Development Counselor or
Employment Resource Center Staff**

Name: _____

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INTRODUCTION

Congratulations on being called to serve as an employment mentor! This experience will provide you the opportunity to serve a job seeker in your ward or branch.

In King Benjamin's great discourse, he taught that "when ye are in the service of your fellow beings ye are only in the service of your God" (Mosiah 2:17).

WHAT IS A MENTOR?

A mentor is a resource for bishops in helping members find suitable employment and build a successful career.

WHY IS THERE A NEED FOR ME TO BE AN EMPLOYMENT MENTOR?

Your bishop or branch president has authorized a job seeker from your ward or branch to work with a development counselor at Deseret Industries (DI) or an Employment Resource Center (ERC) staff member to help him or her find employment, develop skills and successful job behavior, and set and reach goals. Your role is to assist the job seeker in this process.

The development counselor or ERC staff member will provide career coaching and counseling to the job seeker. Together with the job seeker, they will develop career goals and a job search plan. In partnership with the staff, you will assist the job seeker to successfully complete his or her plan to achieve career self-reliance.

HOW DO I GET STARTED?

Early in this process, the job seeker will attend a planning meeting to establish goals, milestones, and action steps. You will participate in this and subsequent meetings. The first meeting will take place within the job seeker's first 30 days, and subsequent meetings will be held quarterly thereafter. As an employment mentor, you will help the job seeker work toward his or her goals. Contact the job seeker's development counselor or ERC staff member to set up an initial meeting.

HOW CAN I BE A SUCCESSFUL EMPLOYMENT MENTOR?

You play an important role in helping the job seeker succeed. You will be a successful employment mentor as you:

- Follow the guidance of the Spirit by providing encouragement and demonstrating how Heavenly Father loves the job seeker and will help him or her achieve career self-reliance.
- Establish an honest and caring relationship with the job seeker.
- Learn the job seeker's strengths and areas for improvement.
- Give suggestions and provide kind, corrective feedback.
- Actively participate in and complete assignments in planning discussions.

- Report on assignments and follow up on action step progress.
- Help revise the job seeker's plan to achieve goals, milestones, and action steps.
- Communicate with the development counselor or ERC staff member when issues or concerns arise.
- Share the job seeker's progress with your bishop or branch president.
- When appropriate, identify resources in your area that might provide an opportunity for the job seeker to work in a business partnership, receive skills training, and obtain work.
- Build and maintain a relationship of trust by:
 1. Listening carefully.
 2. Giving encouragement and counsel.
 3. Respecting agency.

As you do these things, you will be blessed for your service. You will see changes take place in the job seeker's life and in your own.

