



Is Your Mentee Facing a Roadblock?

Top three roadblocks mentees face:

1. What they expect.
2. What they are looking for.
3. Where they are looking.

Conversations with your mentee offer opportunities to uncover the roadblocks that are stalling their progress. The three top roadblocks your mentee might be facing. Let's look at these roadblocks and some strategies on how to overcome these roadblocks.

Roadblock 1: What they expect

Developing your understanding of your mentee's expectations about the job search process will enable you to customise your approach and be more supportive.

Did you know?

- Job searches can last anywhere from two days to over a year, but for most people it is roughly four months.
- On average, it takes a professional between 4-9 months to find a full-time job.
- Employers typically post a job for two weeks; some employers might even be required to post their opening for a longer period of time.
- On average, an Australian jobseeker will send in 5 resumes before they are even contacted for a telephone interview.

Strategies to Clarify Expectations

Develop your mentee's understanding of recruitment processes to help them set more realistic expectations. Three types of expectations which hinder newcomers are listed below.



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Expectations about time	<p>Helpful questions to ask your mentee:</p> <p>Where do you look for job opportunities and what are you aiming for?</p> <p>How much time do you spend on searching job postings?</p> <p>How do you target your resume and what skills do you highlight?</p>
Expectations about the process	<p>Knowing the typical steps involved in hiring processes in Australia helps your mentee understand the level of competitiveness and what is required to secure employment.</p> <p>Helpful strategies to share with your mentee:</p> <ul style="list-style-type: none">• Develop a list of target organisations• Aim to research three potential employers a day• Read up on the strategic initiatives of these employers• Customise the resume and cover letter to highlight the skills and experience that could contribute to the organisation’s goals and initiatives.
Expectations about the appropriate skill level	<p>Extensive research to identify and validate essential skills required in the work- place has been conducted by the Government of Australia and other entities.</p> <p>Help your mentee understand how to identify core skills required for the position from the job description.</p> <ul style="list-style-type: none">• Start by exploring the websites listed on Kaleidoscope Mentoring Program Tool “Australian and WA sources for occupation skill levels” to identify knowledge and skills required for various careers.• Review Australian Standard Classification of Occupations (ASCO) to research job titles and descriptions.



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Roadblock 2: What are they looking for

It is important to discuss with your mentee what they are looking for in order to ensure that they remain focused in their job search.

Strategy: What to Look For

Let's look at some strategies that can help your mentee target the appropriate jobs.

<p>Skills assessment</p>	<p>Although Mentees may hear from others that they should aim low (i.e. for an entry level job), this is not something we encourage. Instead, help your mentee develop their ability to recognise the roles that are most appropriate to the skills and experience that they have to offer.</p> <p>Help your mentee by:</p> <ul style="list-style-type: none"> • Have them research companies and related occupations/industries that are in the local job market. • Map their skills and experience to the types of roles available. • Rather than focusing on the job title, encourage them to pay attention to the job responsibilities and requirements listed and select which ones best apply to them.
<p>Who to target for jobs</p>	<p>Discuss using LinkedIn, information interviews and networking to discover who to contact for job applications and follow up.</p> <p>Tips:</p> <ul style="list-style-type: none"> • Have your mentee track their applications on a spreadsheet, and together analyse the effectiveness of their contacts. • Take time to compare the extent to which they might be very qualified, partially qualified, and not at all qualified for each role.
<p>The “Elevator speech”</p>	<p>Your elevator speech is a way to share your expertise and credentials quickly and effectively with people who don't know you.</p> <p>Tips:</p> <ul style="list-style-type: none"> • Have your mentee develop a brief 30-60 second pitch including their skills, qualifications and assets that add value to employers. • Have your mentee practice their speech with a friend or record it.



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Roadblock 3: Where they are looking

Not knowing where to look for jobs can also be a roadblock for mentees.

Let's look at how recruiters source candidates from various sources. It is important to know what percentage of candidates comes from which sources in order to carry out an effective job search.

Strategy: Where to look for jobs*

12.5% Social Networking	Of all the social networking sites, 40% of recruiters use LinkedIn to source candidates. Support your mentee in developing their online profile and networking strategy.
13.8% Corporate Web Site	Explain how online application processes work - some employers limit job postings to their web site. Your mentee might not be aware of the steps the hiring manager / recruiter go through to select the short list of candidates who are contacted for an interview.
15.8% Employee Referrals	Some employers prefer to hire based on referrals. Talk to your mentee about why networking is such a vital part of the job search.
17% Job Boards:	Restricting the job search to job boards can put your mentee at a disadvantage. Discuss other routes to employment to help your mentee broaden their job search.

*Source 2012: State of Recruiting Survey, Talent Technology.
<https://talemetry.com/recruiting-trends-report/>