

## Employment Search Commitment

Welcome to Autus's employability team. Our job is to work with you on focused job search, interview and job preparation so that you can secure and sustain work.

Job seeking is not easy and requires focus and commitment to ensure that you make progress. As employability consultants we are here to support and guide you on your journey to employment.

The purpose of this document is to set out our commitments to each other so that this partnership is effective and meets the above objectives.

### Our commitment to you

- To provide 1:1 support in searching for and applying for jobs in your chosen sectors
- To advise you of opportunities for paid jobs, work experience and / or self-employment that we become aware of that are suitable to your skills/ experience
- To undertake a review of your current skills, interests and abilities and ensure that your CV reflects this
- To provide support with interviews from arranging mock interviews, speaking with prospective interviewers to accompanying you to interviews
- To provide between 6 and 10 (dependant on funding) 1:1 sessions of employment search support

### Your commitment to us

- To monitor your emails and calls for communication and job opportunities from the employability team and / or potential employers
- To take responsibility for your job search by applying for jobs with support of the employability consultant. (It is not the consultant's role to complete applications for you, but the consultant may ask you to share a copy for review and suggest improvement)
- To report back to the employability team on your progress with applications
- To attend meetings arranged for interview preparation
- To notify the team if you are unable to attend a meeting, providing as much notice as possible
- To continue with job search activities outside of what the employment consultant is doing in partnership with you

Failure to engage with this commitment will result in a review of this service to you and may lead to termination of the sessions in line with our Engagement Policy.

Autus