

The Church Employment Program Overview

We are our *brother's keeper*. Whether employed or not, we are all part of the Church's Employment program. Those employed can assist others with networking opportunities, experience and encouragement. The current economy is a challenge to the unemployed in obtaining suitable work and to those who are employed to keep and advance in their position.

The primary responsibility for employment lies with the *individual*, but they are not alone. Covenant responsibility has been given to all members to be aware of and to assist each other in these challenging times.

Awareness is focused on the *Priesthood* and *Relief Society* providing coordination, personal counseling, encouragement, and support.

Members participate directly by supplying networking leads and acting as Job Coaches.

[For Job seekers](#)

Financial awareness and response lies with the unit Bishop or Branch President only.

Technical assistance and *expertise* lies with the unit Employment Specialist, with backup from the Stake Employment Specialist.

Professional grade *classes* and *services* are available from the Regional Employment Center.

To coordinate and integrate all these individuals and their efforts the Church provides the ldsjobs.org website. It is the nerve center, providing information, services and communication of coordinated assignments and status. For more detail on the functioning of the employment program select the appropriate link below:

[For Employment Specialists](#)

For Job seekers

The following steps are recommended for those seeking new employment or upgrading their current position. For assistance with these steps see your Employment Specialist, at the ward or stake level.

1. Meet with your leaders. Take the time to discuss the following:
 - a. Your last position and responsibilities
 - b. Why currently unemployed or otherwise challenged
 - c. Impediments to employment
 - d. Your immediate needs and personal desires
 - e. Begin to define career goals / professional objectives
2. Introduce yourself to www.ldsjobs.org
 - a. Sign in to ldsjobs.org. If you have not previously signed into a Church website, create an account.
 - b. Fill out all areas under the “My Goals” tab
 - c. Review the basic functionality of all top bar tabs
3. Conduct detailed job search on www.ldsjobs.org. Do the following:
 - a. Find suitable jobs leads using keywords
 - b. Utilize the links associated with each job for details of the job and qualifications
 - c. You can create named job searches to include notifications and e-mails
4. Conduct a detailed job search on www.indeed.com. Do the following:
 - a. Find suitable jobs, utilizing distance and salary
 - b. Utilize the links associated with each job
 - c. Manage job searches to include notifications and e-mails
5. Use your public library access to www.referenceusa.com to accomplish the following
 - a. Check previous companies worked at for jobs in that company
 - b. Look for previous companies competitors within the field.
 - c. Create a master list of all companies within a career field to potentially contact.
6. Look at www.ajb.dni.us for career options
 - a. Explore career options
 - b. Salary ranges
 - c. Job market trends
7. Interact with your leaders and keep them up to date
 - a. Inquire about selecting or being assigned a [Job Coach](#)
 - b. Get help with [Me-In-30 Seconds](#), [resume](#), [interviewing](#), [networking](#)
 - c. Refer to www.goldenemployment.blogspot.com for job searching resources
 - d. Participate with your Employment Specialist in the Thursday on-line [sessions](#).
8. If additional help is needed, ask your Bishop or Branch President for authorization to attend appropriate classes at the [Regional Employment Center](#).

Employment Specialist's Initial Steps

The following briefly summarizes your activities as an Employment Specialist:

1. Meet with the job seeker. Take the time to assess the following:
 - a. Their last position and responsibilities
 - b. Why currently unemployed or otherwise challenged
 - c. Impediments to employment
 - d. Their immediate needs, personal desires
 - e. Begin to define career goals / professional objectives
2. Introduce the job seeker to www.ldsjobs.org
 - a. Assist with signing in. If they have not previously signed into a Church website, help them create an account.
 - b. Help fill out all areas under the "My Goals" tab
 - c. Demonstrate basic functionality of all top bar tabs
 - d. Reinforce how ward, stake and region use ldsjobs.org to provide assistance and coordination
3. Conduct detailed job search on www.ldsjobs.org. Help the job seeker do the following:
 - a. Find suitable jobs leads using keywords
 - b. Utilize the links associated with each job for details of the job and qualifications
 - c. Manage named job searches to include notifications and e-mails
4. Conduct detailed job search on www.indeed.com. Help the job seeker do the following:
 - a. Find suitable jobs, utilizing distance and salary
 - b. Utilize the links associated with each job
 - c. Manage job searches to include notifications and e-mails
5. Use your public library to access www.referenceusa.com to accomplish the following
 - a. Check previous companies worked at for jobs in that company
 - b. Look for previous companies competitors within the field.
 - c. Create a master list of all companies within a career field to potentially contact.
6. Look at www.ajb.dni.us for career options
 - a. Explore career options
 - b. Salary ranges
 - c. Job market trends
7. Encourage the job seeker to interact with their leaders keeping them up to date
 - a. Inquire about selecting or being assigned a [Job Coach](#)
 - b. Get help with [Me-In-30 Seconds](#), [resume](#), [interviewing](#), [networking](#)
 - c. Refer to www.goldenemployment.blogspot.com for job searching resources
 - d. Encourage joining the Employment Specialist to participate in the Thursday on-line [sessions](#)
8. When sufficient resume development and job search experience has been obtained, recommend appropriate classes at the [Regional Employment Center](#).

Additional Sources for Employment

Practical Hands-On Exercise

As an Employment Specialist you need to be confident in your ability to guide job seekers. Use the following exercise to test your ability to assist a job seeker in need. Utilize the resources listed in the “Employment Specialist’s Initial Steps” to complete the exercise.

You have worked for 15 years in customer service. You are very good at it and want to stay in the same general field. You would like a customer service manager position, but would be willing to take a lower position to start, confident that your skills would allow you to soon move up in whatever company you worked for. You would like to work in the Denver area.

The last company you worked for was UMB Bank. You have never worked in a call center, but have always thought you would like to try it. You love fast paced environments. Your minimum salary requirements are \$40,000 per year, however you would be willing to start at \$25,000 if there was opportunity for advancement.

You have heard about the workshops being offered and would like to take the resume workshop and career workshop for professionals by the end of this month.

As you review the above description as a specialist, think of the advice and questions you may share with this candidate. Begin to develop open ended questions to better learn about the candidate’s strengths and weaknesses

Now, for training purposes, put yourself in this candidate’s position and go on-line with the following exercise.

1. Enter your *desired jobs* and *salary* requirements into ldsjobs.org
2. Enter your *goals* into ldsjobs.org
3. How many *customer service manager* jobs are available on ldsjobs.org?
4. Do you have any connections on *LinkedIn*?
5. Request to have the jobs on ldsjobs.org *emailed* to you automatically.
6. *How many* customer service jobs are available on Indeed.com?
7. How many competitor companies are there for *UMB Bank*?
8. Find all of the call centers in the *Denver* area.