

Job Search Work Team (JSWT)

The Job Search Work Team is a proven method used by thousands of job hunters for over 20 years. There is considerable evidence that a Job Search Work Team makes job hunting more effective, more comfortable and faster. The method was created by Orville Pierson, a Senior Vice President at Lee Hecht Harrison, a career services company.

“Teams have transformed the process for job searchers who participate in them. The benefits are numerous: Members feel they’re not alone; the metrics provide clarity for their actions; productivity is increased; sharing knowledge and experience is the order of the day so everyone improves their game. People need structure and discipline — especially during periods of unemployment — and Orville’s process answers that critical need.” — Claudia Gentner, 25 years working with job seekers.

The JSWT Contract

Prior to joining the team please review each agreement in the JSWT Contract below.

It outlines what you will be expected to do in this team.

You should be comfortable with answering "Yes" to each agreement.

1. ATTEND/REPORT: I agree to use the Job Search Process Chart. I will provide reports at every weekly team meeting without exception, whether I attend the meeting or not. I will attend every meeting unless I have a personal emergency, an illness, an important family event or a job interview. If I have to miss a meeting for one of those reasons, I will give my report to another member or the facilitator who will read it to the team.

(Note: The Job Search Progress Chart is filled out each week with the number of hours you spent on your job search, the number of job postings you responded to, your contacts with employers, and various job-related conversations you have had including with your anyone in your personal network, peers, and decision makers.)

Yes

No

2. TWO TO FOUR HOURS: I agree to diligently seek opportunities to volunteer two to four hours of my time each week to assist one or more team members between meetings. I understand that I am not required to do anything that anyone asks of me, but I will do my best to find situations where I can honestly and comfortably assist someone. I will not exceed four hours per week, since my primary responsibility is my own job search.

Yes

No

3. RESPECT: I agree to respect my fellow team members. The most important examples of this are: take only my fair share of meeting time; never attack or belittle anyone about anything; be on time for meetings; and resign in person at a regular meeting if leaving the team without a new job.

Yes

No

4. DEBRIEFING: When I land a new job, I agree to debrief the team by using the Final Report to the Team in its entirety –in person (at the virtual meeting), in writing or both.

Yes

No

5: THREE BOOKS: I agree to read at least three job hunting books in the 8 weeks of my team membership, one or more a month. I understand that reading “The Unwritten Rules of the Highly Effective Job Search” by Orville Pierson is strongly recommended.

Yes

No

6: FOLLOW THE GUIDELINES: I agree to follow the guidelines in the JSWT book, “Team Up! Find a Better Job with a Job Search Work Team” by Orville Pierson.

Yes

No

I understand that keeping these six agreements is an essential part of making the Job Search Work Team effective for all members. If I ever neglect one of them, I would like someone to remind me about that, politely and privately. I understand that if I fail to keep these agreements, I may be asked to leave the team.

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