



## Employment Coordinator & Soldier Member Commitment

**Employment Coordinator Relationship:** Our relationship is very important. My responsibility is to listen, assess and to make suggestions that hopefully will enable you to gain insights and to understand the employment process better in order to navigate forward with your career goals. My focus is on assisting you with career assessment, identifying options, and assisting you to achieve your desired outcomes. Ultimately it is your choice and responsibility to determine the right direction and fit for yourself in any career situation.

**My Commitment to You:** I am committed to providing high quality career counseling and assessment services. I will work hard to ensure that each soldier and dependent receives appropriate and competent services regardless of race, age, sexual orientation, beliefs, national origin, or disability. I work with a wide range of participants and offer a highly personalized approach tailored to each individual's needs and goals.

### **Core Responsibilities include:**

- Self-identify to unit leadership when employment assistance is required.
- Register with the WIN Job Center at: <https://wings.mdes.ms.gov/wings/register.jsp>
- The Soldier Member will be in the driver's seat for the duration of their job search. The Employment Coordinator will not guarantee a position for any Soldier Member. Soldier Member's must be prepared to spend time and effort on their job searches and be the driving force behind finding employment.
- Maintain communication with your Employment Coordinator throughout the process. Unresponsive Soldier Members will be removed from the roster of active job seekers and reported back to their units.
- Soldier Members must be prepared to accept advice/critiques of their resumes, email addresses, communication techniques/speech patterns, social media presence, dress and other factors affecting employability.
- Effectively communicate and notify your MSNG Employment Coordinator of all applications, interviews and job offers as well as any changes in job status so they can better assist you.

I acknowledge the employment readiness process may address specific personal projects such as completing assessments, working on cover letters, resumes and references. Additionally, ongoing independent work such as setting up or revising LinkedIn accounts, joining networking groups, and other tasks that may include applying for jobs, using resources provided, tracking jobs you have applied for, and mock-interviews may be necessary. By entering this agreement, the Employment Coordinator and Soldier Member participant acknowledge that the Soldier Member wants to make significant progress and change in his/her life.

**I have read and acknowledge the agreement:**

Print/Sign & Date - Soldier Member

Print/Sign & Date – Employment Coordinator