

# THE UNWRITTEN RULES OF THE Highly Effective Job Search

## The Job Search Work Team Contract

As a member of the (name of team) \_\_\_\_\_ Job Search Work Team at  
(name of sponsoring organization) \_\_\_\_\_

### I agree to:

#### 1. Attend every meeting possible and provide a report even when I do not

I understand that my regular attendance is important to the team as well as to my job search, so

**I agree to attend each and every weekly meeting of my JSWT**, scheduling search and personal activities around the JSWT meeting time. I understand that a critical search activity (such as an interview which cannot be scheduled at any other time,) or an illness or family emergency, are exceptions.

I understand that the team needs to have information on my search in order to help me, so

**I agree to submit a weekly progress report to the team each week for the duration of my search.** If I am unable to attend a meeting, I will give my weekly progress report (the first three items only) to another team member (not the team leader) who will read it to the team for me, and see that my numbers are posted on the Job Search Productivity Wall Chart.

#### 2. Treat Team Members with Respect

I understand that it is up to each and every member to make the team a pleasant and effective group, so

**I agree to honor commitments.** I will arrive on time or early for meetings, fulfill my promises to others, follow all rules of the team and working to ensure each meeting is productive for all team members, including myself.

**I agree to resign from the team in person if I decide to leave** it before finding a new job. I understand that unexpected disappearances of team members are disturbing to the team and that integrity and good manners both require my departing in a way that brings closure for all team members.

**I agree to support fellow team members in whatever ways I can.** This includes offering honest opinions and feedback to fellow team members about their plans and strategies in a positive and caring manner.

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**I agree to generally treat others as I would like to be treated.**

**3. Make a Final Report to the Team when I find a new job** – and provide refreshments (donuts or some other treat) for the team at the first meeting after I accept the job.

I understand that celebrating success and understanding the pathways to getting there is important to the team, so

**I agree to use the standard Final Report form to provide the team with a debriefing** of my search. I will summarize my progress statistics for my entire search, describe the major phases or chapters of my search, tell what I saw as most useful and productive in the course of the search and where the team was most helpful. If I am unable to attend the first team meeting after I find a new job, I agree to provide a written report to another member to read for me.

**I agree to provide donuts** or other appropriate treats for the entire team on the day the final report is scheduled, whether I am able to attend that meeting or not.

**4. Donate Two to Four Hours to Other Team Members outside of the weekly meeting**

I understand the team works because members help each other get the work done, so

**I agree to donate a minimum of two hours and a maximum of four hours each week** to assisting other team members. I understand that observing the maximum is just as important as observing the minimum, since my primary duty is to find myself a new job. Specifically, I will look for opportunities to:

participate in one of the team's committees

chair one of the team's committees

work with a new member to help them get started on the team

work with other members one-to-one on some facet of their search that I am good at – for example, resume writing, letter writing, interview practice, Internet research or any other search related work

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*I understand that this agreement does not require me to do anything that I am uncomfortable with or anything that causes me or my family undue hardship.*

**I will also do whatever I reasonably can to be a resource to the team or individual team members** for six months after I am re-employed, making an effort to donate a total of 10 hours during those six months. To the degree that it is practical and realistic, I will share my contact lists and target company information with one or more team members when I have a new job.

## 5. Abide by the rules

I agree to abide by all of the other rules of the team as outlined in The Pierson Method book, and I agree to abide by the rules of the organization sponsoring the JSWT program. I understand that my failure to live up to my agreements in this contract can result in the leader asking me to leave the team.

Signed (new team member) \_\_\_\_\_ date: \_\_\_\_\_

Signed (experienced team member) \_\_\_\_\_ date: \_\_\_\_\_

Signed (experienced team member) \_\_\_\_\_ date: \_\_\_\_\_

Signed (experienced team member) \_\_\_\_\_ date: \_\_\_\_\_