

# St. Joseph the Worker Job Networking Club: Protocol

1. Membership in the Job Club is open to anyone within the N. Alabama community who is seeking employment
2. Meetings will start promptly at 12:30 p.m. (Think of coming to the meeting, as if you are practicing for an interview.) The first 30 minutes will consist of introductions and announcements; the second 30 minutes will consist of a formal presentation by a guest speaker; and the last 30 minutes will consist of informal networking and socializing, exchanging of business cards, helping one another, etc. We will try to stay on schedule for the convenience of all.
3. Meetings will end promptly at 2:00 p.m. All participants are asked by the Church to leave the property at the end of the meeting. School dismisses at 3:00 p.m. and parents' cars begin to fill the parking lot by 2:30 p.m. Interested parties are encouraged to continue their discussions at a local restaurant, e.g. Applebee's, Starbucks, Arby's, Chick Fil A, Ruby Tuesdays, etc, or at the public library.
4. Dress is business casual, something that you might wear to a relaxed interview. Someone in the group might be an employer looking to hire you. Dress for success, but be comfortable. There will be hiring employers at some meetings, and you want to make a great impression!
5. Bring current copies of your resume or personal business cards to every meeting to exchange with others. Employers do attend from time to time, often unexpectedly.
6. Turn cell phones, Blackberries and other technical interruptions OFF for the duration of meeting, out of consideration of others. If you must take or make a call, please leave the meeting out of respect for others, and then return when you are finished. We aim to practice good business etiquette and business manners with each other and with our guests.
7. Because of a limited amount of time, each member speaking will be allowed no more than 5 minutes to talk before being asked to relinquish the floor to someone else. We will try to be as positive in our speech as possible, and avoid badmouthing anyone or any employer. Attitude is everything, and our positive attitude affects our approach to the job search positively!
8. There is no cost to participate. Donations, however, will be gratefully accepted to help defray the cost of advertising, photocopying, and

refreshments. Speakers usually volunteer their time, and they are very appreciative if you thank them personally in an email or letter. We want to give and receive lots of positive feedback.

9. Please understand that this is a networking and support group. Participation in this group does not guarantee that anyone will find employment. Ultimately, finding a job is up to you, and the group is here to support you and provide you with information that you may need when searching for opportunities or to prepare for an interview or a job fair. We are here to help ourselves, but we are also here to help each other, so keep your ears open for information that may benefit someone else, and share the information at a meeting, by email or by phone.
10. This group is a forum for any topic that has to do with finding employment, work, or career satisfaction. This group is not a forum for the sharing of political, social or religious views. Members are not permitted to sell goods, property, or services at the meetings.
11. Before the end of the meeting, the speaker for the next week's meeting will be announced. Job Club participants are encouraged to pass along information about interesting and free speakers to the facilitators, and various members in the group will take responsibility for securing the speakers and helping to plan and lead the programs.