

EMPLOYMENT NETWORKS

Funds Available to Start an Employment Network

Are your Section members looking for work or seeking new employment? Help your members succeed in their efforts by starting an Employment Network in your Section.

As a part of a campaign to assist unemployed members with their job search, IEEE-USA is offering five \$1,000 awards to any IEEE Section within Regions 1-6 to host a meeting to explore the feasibility of establishing an Employment Network.

Employment Networks (also known as job clubs) are small groups of individuals who come together in face-to-face meetings or electronically to help each other's employment search. Ideally, an Employment Network allows participants to talk candidly about job searching and career advancement with the shared goal of supporting the success of all members. Typical activities include networking, information-sharing, coaching, and training.

The employment network could draw upon resources from IEEE-USA and IEEE for job search and employment assistance tools to support their job search effort. Members of the Employment Network would also provide support and guidance to one another (e.g. reviewing resumes, mock interviews, networking and news of job opportunities). In addition, these Employment Networks would hold regular meetings designed to provide an opportunity for members to network with employers to learn about company hiring needs, employment trends and job opportunities.

Guidelines for Receiving Grant Funding

First, submit an application; a Section/applicant must use the Employment Network Project Funding Request Form with the Project Title "Start an Employment Network." The forms can be found on the PACE website at: <http://www.ieeeusa.org/volunteers/pace/funding.asp>

Submit the completed application directly to the IEEE-USA Program Manager, Daryll Griffin at d.r.griffin@ieee.org.

See also "Employment Networks Can Enhance Your Job Search" in the February 2011 issue of *IEEE-USA Today's Engineer*. + [Read the article](#)

Second, Sections must host a meeting to explore the interest of establishing an Employment Network. If there is no interest, the Section must return all unused funding.

If an Employment Network is established the Section must use the remaining funds to support the operation of that Network. In addition, the Section must provide initial mentorship of the Employment Network until the group is self-functioning. This would include, but not limited to, initial participation by a Project Manager (the person listed on the Employment Network Funding Request Form) and follow-up with Employment Network leaders to ascertain the progress of the Network.

Third, the Section is responsible for monitoring the use of their \$1,000 award.

Fourth, the Section must confirm by email to IEEE-USA Program Manager, Daryll Griffin, that the Project Manager viewed the IEEE-USA archived webinar "How Can Your Section Start an Employment Network?" found online at: <http://www.ieeeusa.org/careers/webinars/2011/webinar-04-20-11.html>

Timeline

Requests for funding will be open from 10 October to 11 November. Sections will be notified of their funding status by 28 November. If an application is approved, funding will be transferred directly to the Section.

Reporting

The Project Manager will need to submit two follow-up reports to IEEE-USA; two-month and six-month status reports will be required from the date the funds were granted.