

# Hack Your Career: Dream Job FTW!

Jesse Lanz and Nicole Pasini

Wednesday, July 18, 2012



**FTW = FOR THE WIN**

**Oh, get a job? Just get a job?**



**Why don't I strap on my job helmet,  
and squeeze down into a job cannon  
and fire off into job land, where jobs  
grow on jobbies!**



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Diamond Bar Library  
County of Los Angeles Public Library  
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Branch Manager  
Woodside and Portola Valley Libraries  
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Allow me to take  
some pressure off  
your job search by  
informing you that  
no one's hiring.

someecards



source: <http://www.someecards.com/graduation-cards/allow-me-to-take-some-pressure-off-your-job-search>





source: <http://calmingmanatee.com/img/manatee1.jpg>

# objectives

- Identify the three questions they need to answer before beginning the job search process.
- Understand the three major ways that civil service hiring processes differ from hiring processes in the private and nonprofit sectors.
- Identify 10 steps that go into successful resumes, applications and interviews, from the perspective of hiring managers.

# sections

- Where Are You Going? Where Have You Been?
- The Civil Service Process
- Pre-Application Work
- Resumes and Applications
- Interviews





**Where are you going?**

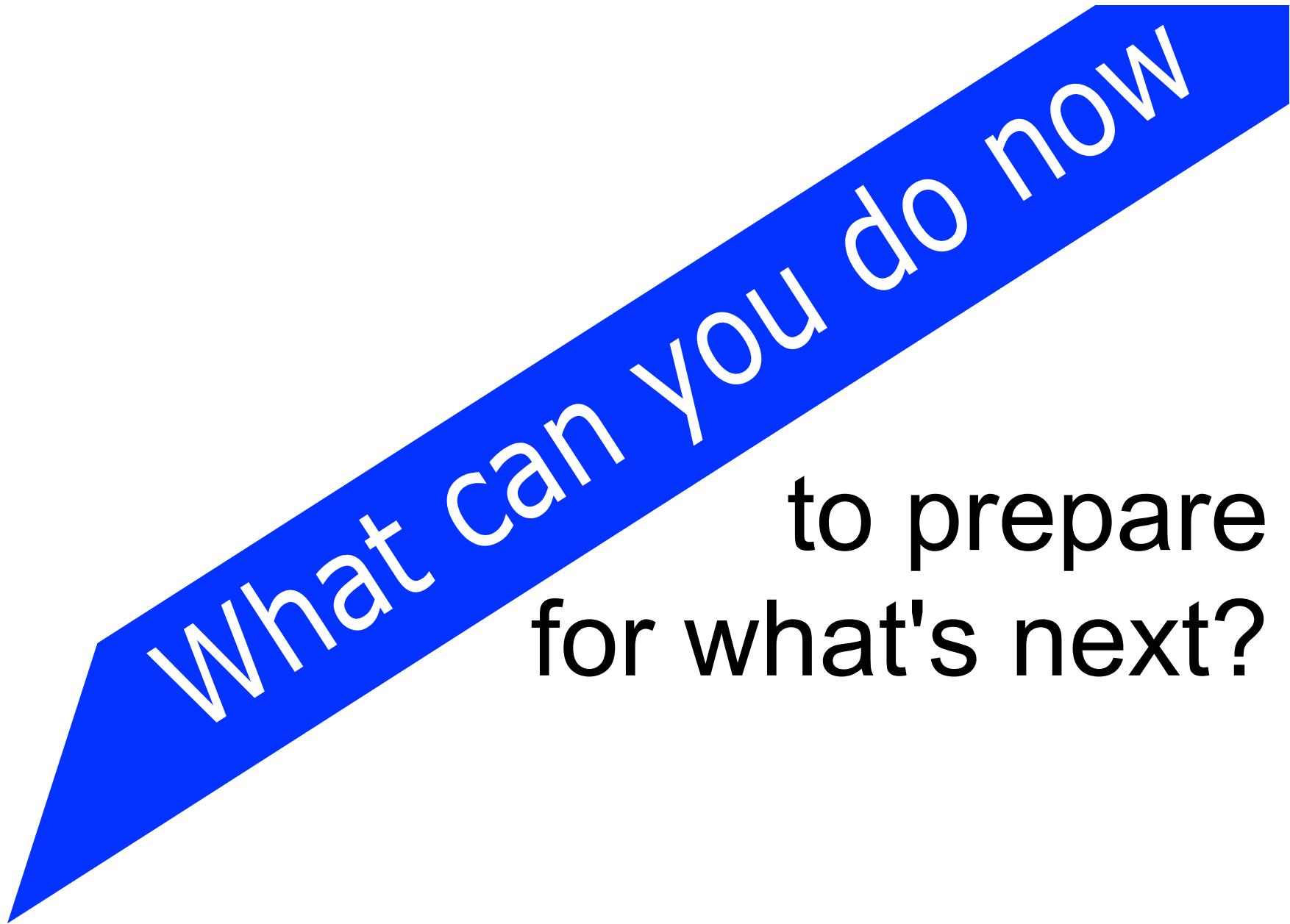
**Where have you been?**





WAIT.....

WHERE AM I GOING??



What can you do now

to prepare  
for what's next?

**BITE OFF MORE THAN  
YOU CAN CHEW**



**THEN CHEW IT**

source: <http://www.escapingthe9to5.com/wp-content/uploads/2010/02/Picture-25.png>



**Personality**

**Passion**

**Energy**

**Attitude**

**Creativity**

**Professional Demeanor**

**Positivity**

**Enthusiasm**

**Customer Service**

**Innovative Ideas**

**Communication Skills**

**Flexibility**



**"[Are they] an individual who will work to constructively help the organization/management make needed improvements rather than be silent and undermine the decision?"**

**- A Library Director**

# You Are Not Joan Jett.



source: <http://www.flickr.com/photos/no-alternative/5252958850/>



source: <https://www.flickr.com/photos/shankbone/4488830140/>

# Google

nicole pasini

[Advanced search](#)  
[Language tools](#)

Google Search

I'm Feeling Lucky

Can you give me  
a ***good*** reference?



source: <http://www.flickr.com/photos/psexypsychic/>



# Ask a Mentor for Help!

"Find someone who you trust who might be willing to mentor you in the job search progress. ...

*- A Library Director*



PUCK.



THIS IS THE "PULL" THAT CIVIL SERVICE REFORM HAS WITH THIS ADMINISTRATION.

source: <http://www.loc.gov/pictures/item/95508819/>



# major differences

## **Civil Service vs. Private Sector**

- Open & competitive vs. ?
- Highly formal vs. ?
- Usually slow vs. ?

# understanding the process

nt Employment Opportunities (Powered by Governmentjobs.com)

How to Apply with San Mateo County

## Career Planning and Development

### Applying for a job: Where to Look

How to find job listings, who can apply, and where to get job bulletins/applications [more>>](#)

### County Careers

The County has over 600 different job classifications in the following categories: [more>>](#)

### Informational Interviewing

Following are some good reasons to conduct informational interviews: [more>>](#)

### Testing/Examination Process

A County examination may include a supplemental application, a screening process, a written test, a performance test, and/or an interview. Not all examinations include all these parts. For most entry-level positions, the examination will have two parts: a written test and an interview. [more>>](#)

### Education/Training

Find out about the different classes and training offered by the County for its employees. [more>>](#)

### Assessment Instruments

The first step in planning a job search involves getting to know your self. Self-assessment is an important step since it relates how well you present yourself to employers. Individual assessment is the first step in the Career Planning Process. Therefore, finding the right job begins with identifying the right job skills. Taking a series of assessment instruments can assist in this process. [more>>](#)



source: <http://www.flickr.com/photos/finstewart/295045370/>





source: <http://www.flickr.com/photos/usfbps/4597078894/>



source: <http://www.flickr.com/photos/usfbps/4597078894/>

## TOTAL SCORE RANKING

RANK	SCORE	NAME	CNT	COURSE
1	156934	KEV	0	BEGINNER
2	150986	ASS	0	BEGINNER
3	129022	GBU	1	BEGINNER
4	81918	RAF	2	BEGINNER
5	80000	GUN	9	NAMCO
6	70000	BUL	9	NAMCO
7	60000	LET	9	NAMCO
8	50000	NAM	9	NAMCO
9	40000	CO.	9	NAMCO
10	30000	LTD	9	NAMCO

CREDIT 0

**Analyze This**

**Supervisory Librarian Job Announcement**

## Typical Tasks

- Hires, trains, supervises, evaluates and terminates subordinate personnel;
- Creates employee work schedules;
- Attends professional workshops and meetings;
- Participates and assists in making system policy decisions for program area;
- Gathers and conducts analysis of data for various internal library reports.
- Plans, develops, organizes, conducts, publicizes and evaluates appropriate programs;
- Familiarizes and trains library patrons in the use of library facilities and materials; assists patrons on selection of appropriate material;
- Evaluates and reviews Library literature;
- Manages collections based upon community needs using established procedures;
- Promotes reading and performs reader's advisory services;
- Answers difficult reference questions;
- Collaborates with local educational and community agencies on projects and presentations;
- Recommends materials to be purchased and purges old materials based on established criteria;
- Manages a community library in the absence of the Community Librarian to resolve routine operating problems;
- Organizes the physical interior for assigned section of the library; coordinates library displays;
- Speaks to community groups;
- Plans and develops programs for assigned section;
- Assists in the preparation of the annual budget for the County Library; allocates and monitors spending for programs;
- Oversees all aspects of a program such as , technical innovation, outreach, training, and staff development;
- Coordinates the Integrated Library System (ILS) with circulation and information system staff and develops procedures for use in all outlets;
- Analyzes and resolves automation problems with technical information system staff;
- Performs other related duties as required.



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## Typical Tasks

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- Creates employee work schedules;
- **Plans professional workshops and meetings;**
- Participates in decision making, system policy decisions for program areas;
- **Gathers and conducts analysis of data for various internal library reports.**
- **Plans, develops, organizes, conducts, publicize and evaluate appropriate programs;**
- **Familiarizes and trains library patrons in the use of library facilities and materials; assists patrons on selection of appropriate material;**
- **Evaluates and reviews Library literature;**
- **Manages collections based upon community needs using established procedures;**
- **Promotes reading and performs readers advisory services;**
- **Answers children's reference questions;**
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# Standard Librarian Work Programming Reference/Readers' Advisory Collections

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Supervisory/Lead Tasks

Oversee Staff

Manage Program Area





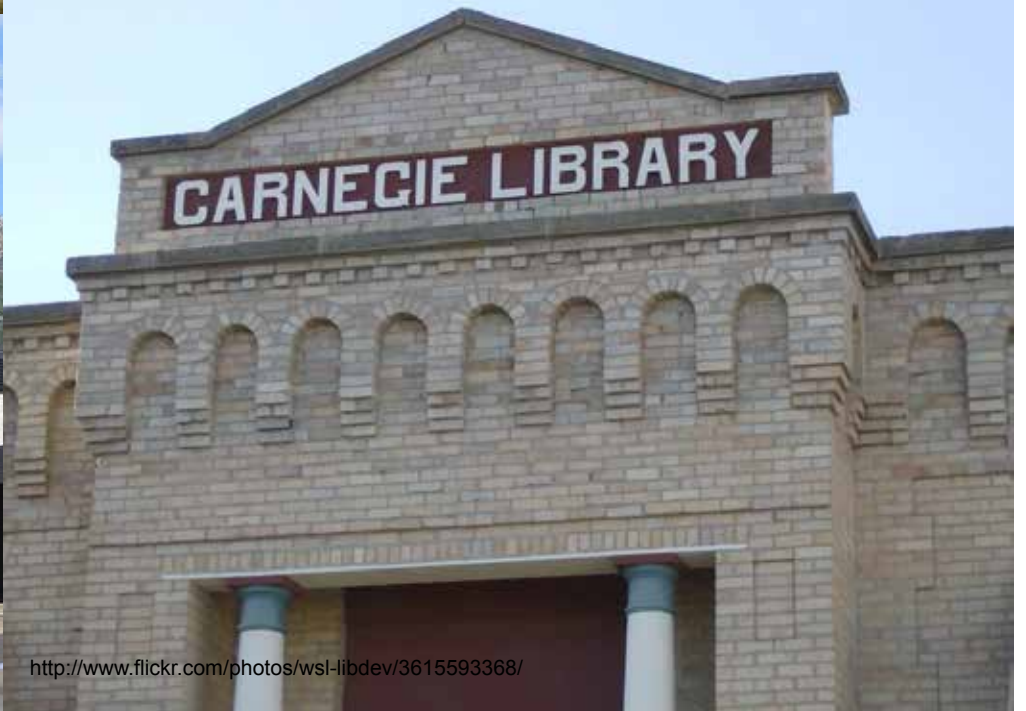
source: <http://www.flickr.com/photos/shannonpatrick17/2394235624/>



source: <http://www.flickr.com/photos/kavo1/526353251/>



source: <http://www.flickr.com/photos/blacktulip/395220505/>



<http://www.flickr.com/photos/wsl-libdev/3615593368/>

"If you haven't done any research, you are going to be written off. You are a librarian."

*- Retired Library Director*



A large, messy stack of papers and folders, some tied with rubber bands, with the word 'why?' overlaid in a black box. The papers are of various colors, including white, yellow, red, and green. The word 'why?' is written in a white, sans-serif font on a black rectangular background.

why?

Source: <http://www.flickr.com/photos/videoLux/2389320345/>

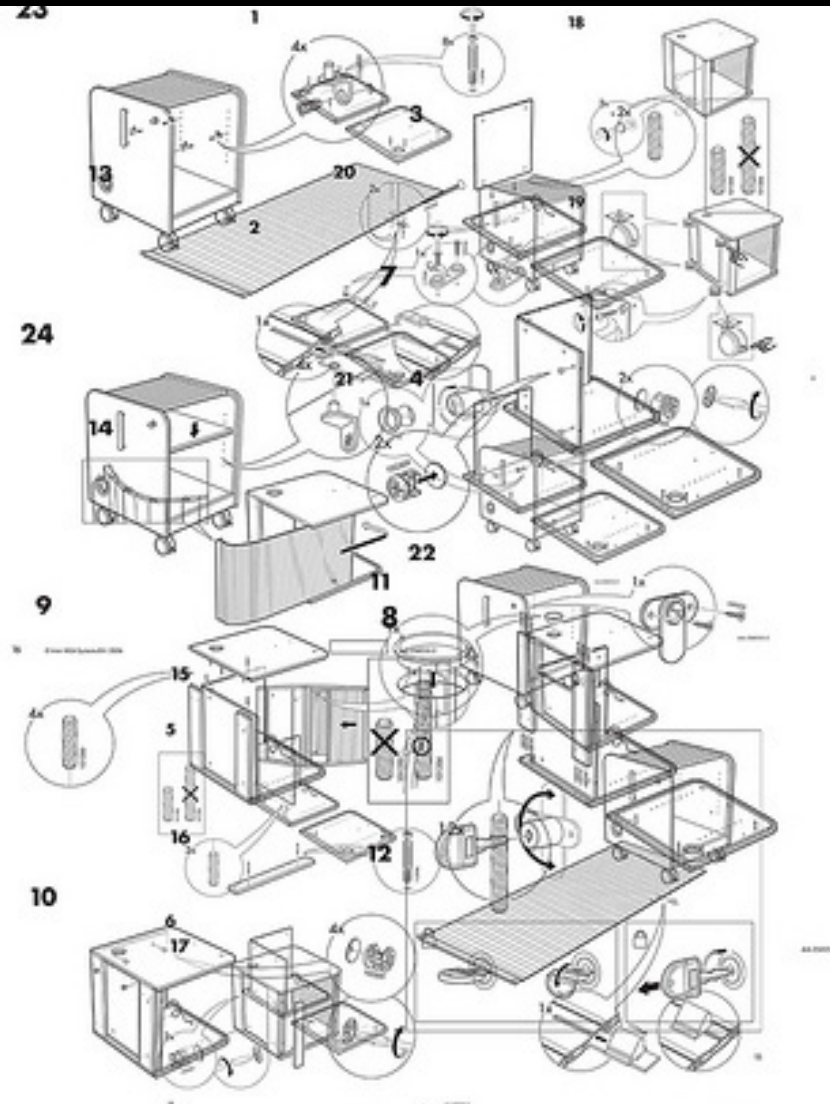




Source: <http://www.flickr.com/photos/sybrenstuvel/2468506922/>

# the application

Follow instructions



Source:  
<http://www.flickr.com/photos/jackbetty/4427395256/>

# the application

Grammar counts!



Source:<http://www.flickr.com/photos/dickdotcom/818445088/>

# the application

So does spelling!



Source: <http://www.flickr.com/photos/pswansen/216995731/>



# the application



Source: <http://www.flickr.com/photos/jittybittiesforyou/3539781784/in/photostream>





# the resume

Source: <http://www.flickr.com/photos/videoLux/2389320345/>

# a resume...

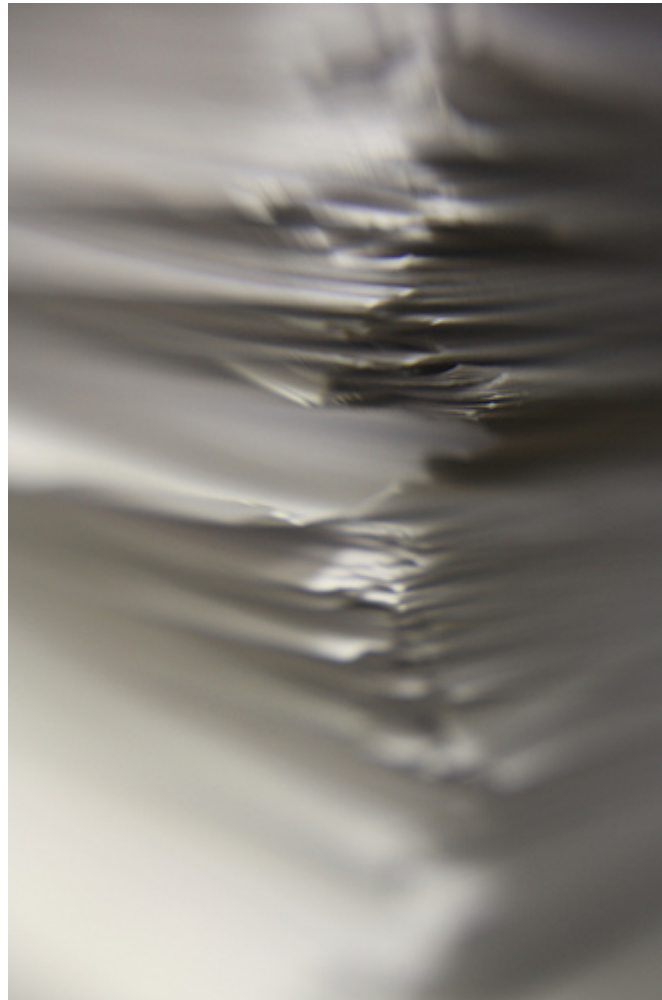
is:

a summary  
the highlights  
a first impression

is not:

an autobiography  
a confessional  
a comprehensive  
list of everything  
you've done in  
every job, ever

# length



<http://www.flickr.com/photos/bionicteaching/3212235059/>

# appearance

DO use a legible font

*This is not legible, professional, or appropriate*

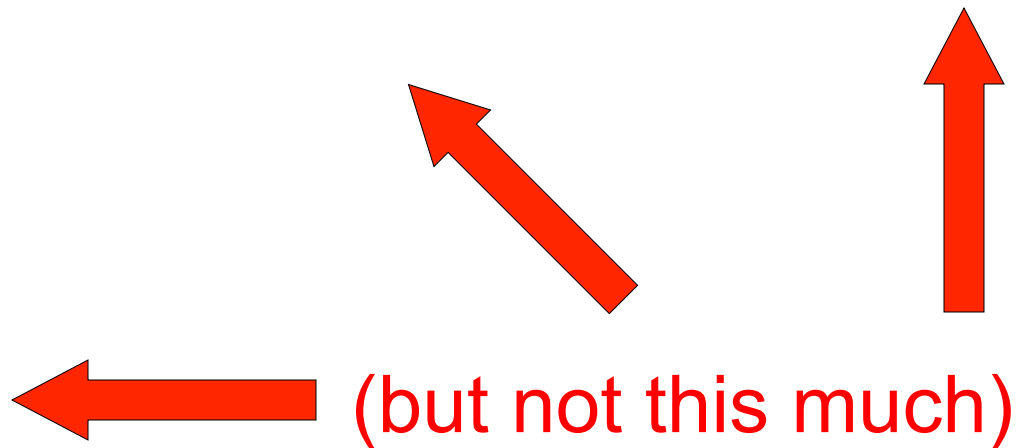
neither is this...

or this...



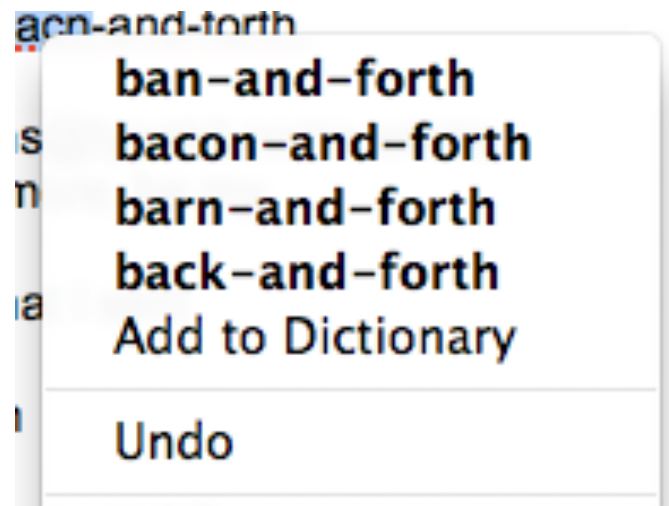
# appearance

DO include white space



# appearance

DO proofread  
(and have someone else proofread too)



# appearance

DON'T assume abbreviations are universal

CLM? ARA? RYSC? ROM? RA? LA? ALA?  
APRC? RASC? CDS? CRC? ILS? SAM?  
AIRC? BRC? FOL? CHIPS? AVMS? CBE?  
NIC? SIR? NFMS? EXCOM? DSR? SMS?  
AUP? MMT? ADCON?

Presented storytimes

Led team

Designed web page

Implemented guidelines

Provided customer service



These are consistent & parallel

Holding storytime

Team leader

In charge of web design

Worked on guidelines

Customer service



These aren't



# grammar & punctuation

DON'T worry about using complete sentences



**ONE DOES NOT SIMPLY**

**WALK INTO AN INTERVIEW**

source: <http://www.quickmeme.com/meme/3pmgye/>

quickmeme.com

# the interview



Source: <http://www.flickr.com/photos/usfbps/4597078894/>

# review!



Source: <http://www.flickr.com/photos/quack-quack/2157564985/>



**practice, practice, practice**

Formulate questions you think you may be asked

**practice, practice, practice**

What questions have you been asked at interviews?

# practice, practice, practice

Here are some topics that the experts we surveyed frequently ask about:

- Great customer service experiences
- Differences in philosophy/values with management/administration
- Electronic resources and their challenges to customers
- Change

**practice, practice, practice**

Prepare for the dreaded questions...



# practice, practice, practice

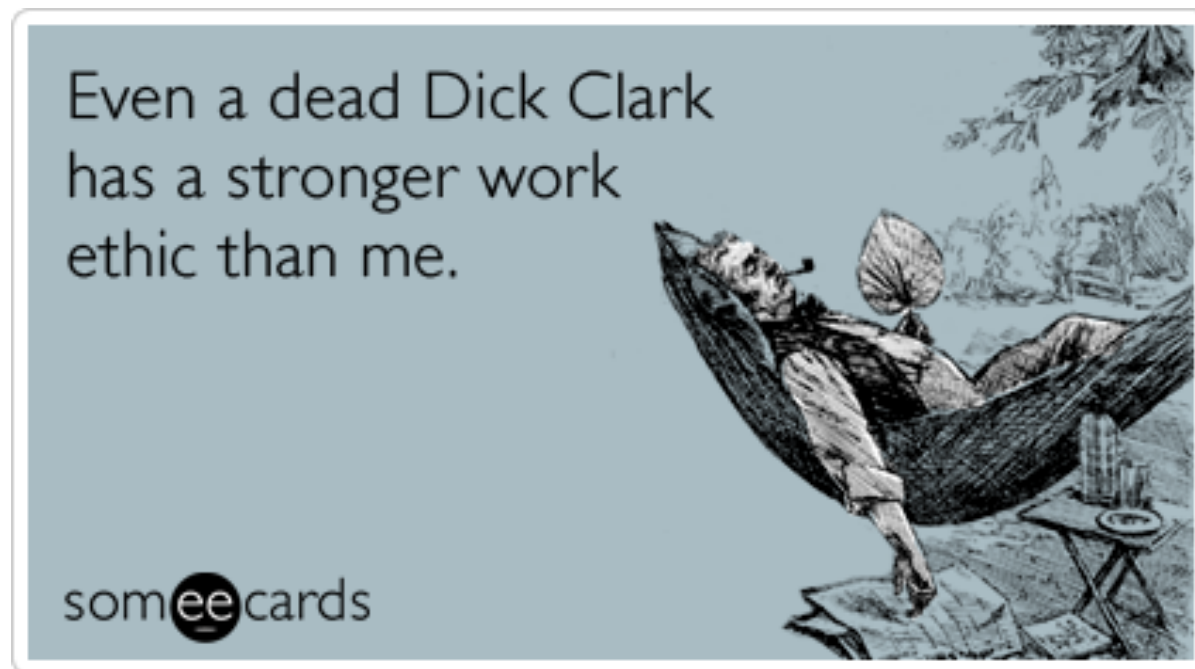
1. Tell us something about yourself.



Source: <http://www.flickr.com/photos/timriley/2630062931/>

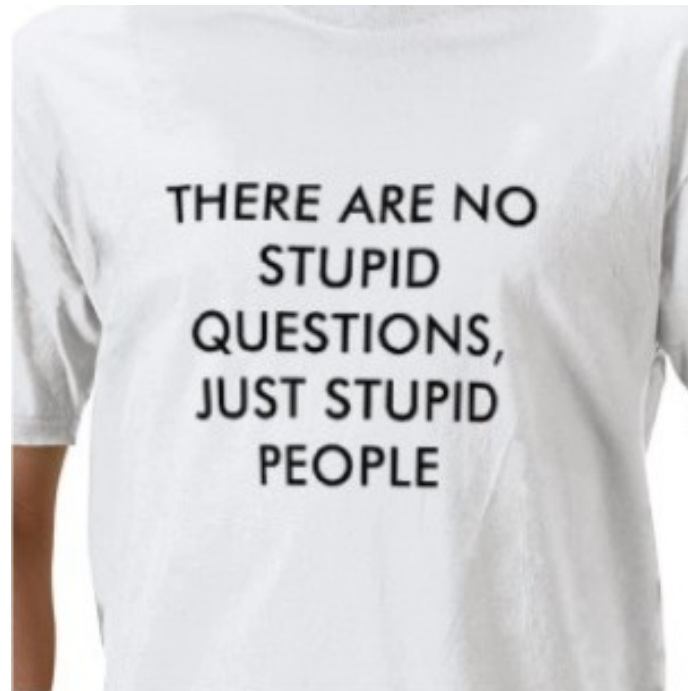
# practice, practice, practice

## 2. What are your weaknesses?



# practice, practice, practice

3. So, what questions do you have for us?



Source: <http://www.flickr.com/photos/busyprinting/4228084870/>

# practice, practice, practice

Get comfortable telling stories about yourself



Source: <http://www.flickr.com/photos/fcpl/3498006166/>



**practice, practice, practice**

*How does this story present me as a candidate for this position?*

# **practice, practice, practice**

Have a friend quiz you...

and/or...

videorecord yourself

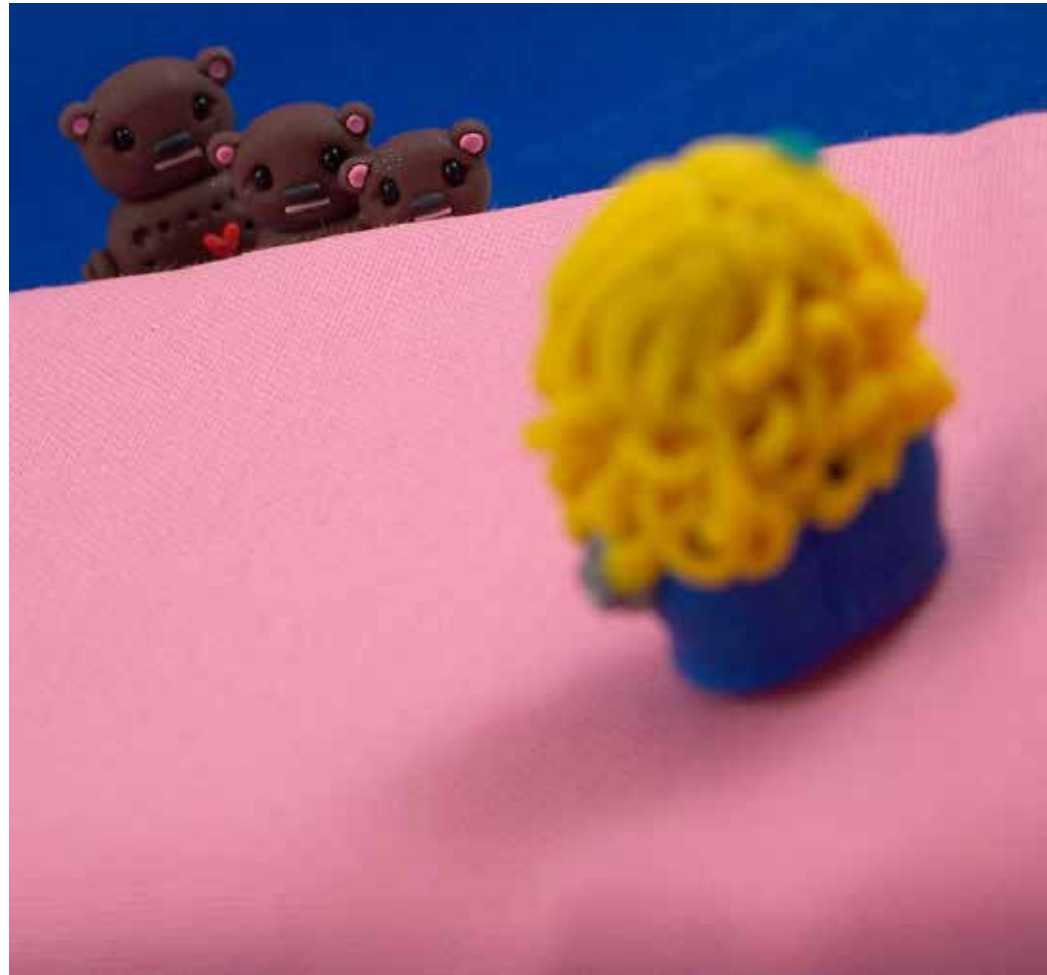
# in the interview...

Take your time  
(but if there's a time limit be aware of it!)



Source: <http://www.flickr.com/photos/tonivc/2283676770/>

**in the interview...**



Source: <http://www.flickr.com/photos/jitybittiesforyou/3539781784/in/photostream>

# in the interview...

Dress for success



Source: <http://www.flickr.com/photos/jgd3/2155660009/>



# in the interview...

Shake each panel member's hand at the beginning and end of the interview



Source: <http://www.flickr.com/photos/mytudut/5188623575/>

# in the interview...

Make eye contact (but remember it's not a staring contest)



Source: <http://www.flickr.com/photos/hawksanddoves/496757353/>

**nervous?**

Of course you are!

# still nervous?

These guys probably are too!



Source: <http://www.flickr.com/photos/usfbps/4597078894/>

**just remember...**





source: <http://www.flickr.com/photos/systemicmad/2464649590/sizes/m/photosize/>

# questions?



Unshelved® by Bill Barnes and Gene Ambaum

Source: <http://www.unshelved.com/2007-9-27>

# thanks!



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