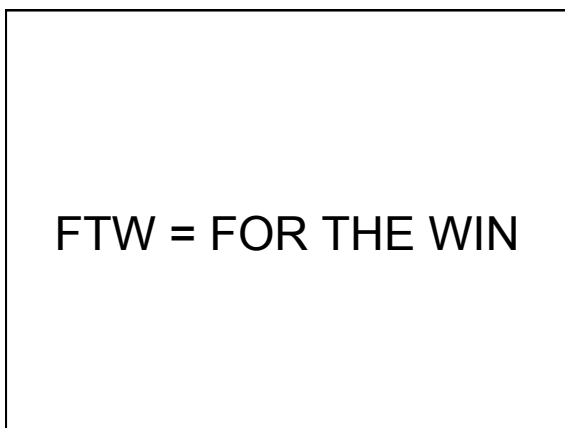


Hack Your Career: Dream Job FTW!







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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?

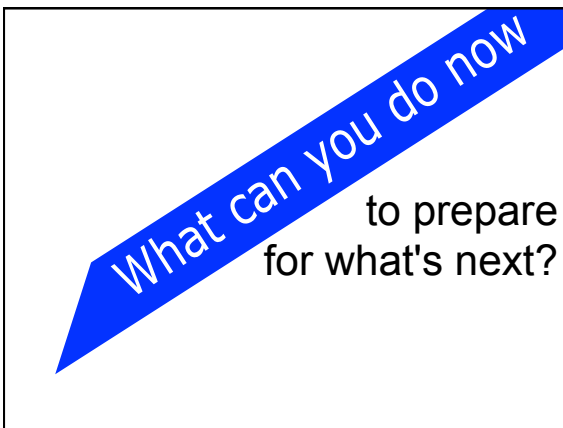


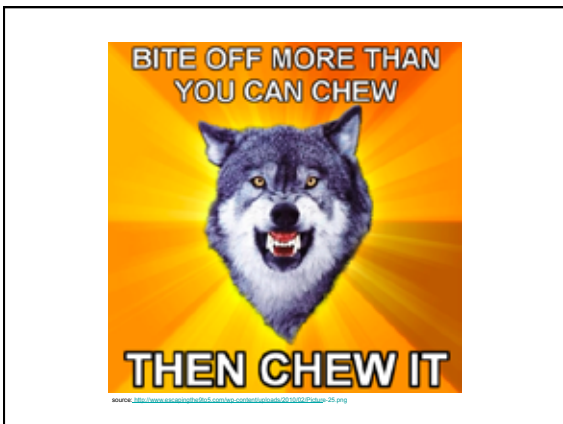
Where have you been?

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"[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

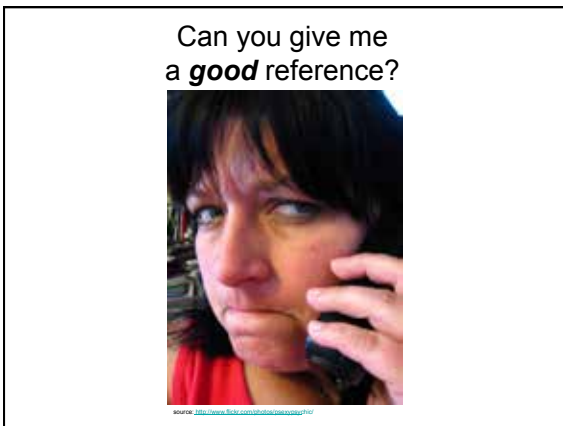


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Ask a Mentor for Help!

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

- A Library Director



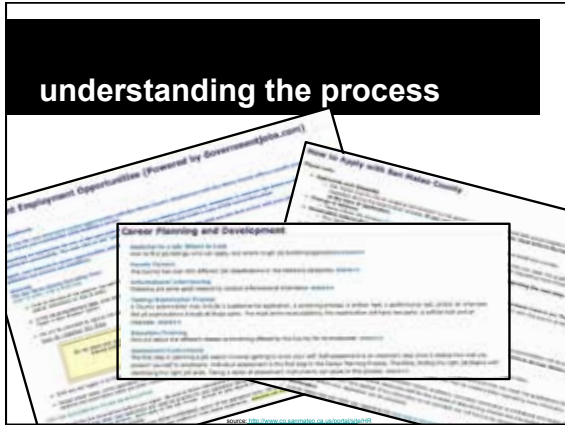
major differences

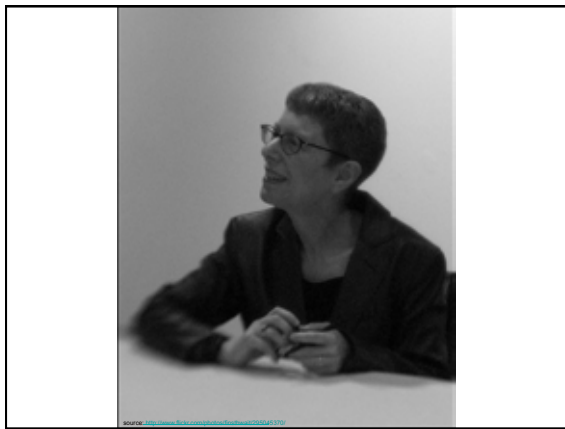
Civil Service vs. Private Sector

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

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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	CD.	9	NAMCO
10	30000	LTD	9	NAMCO

CREDIT 0

Analyze This

Supervisory Librarian Job Announcement

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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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**Standard Librarian Work
Programming
Reference/Readers' Advisory
Collections**

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**Supervisory/Lead Tasks
Oversee Staff
Manage Program Area**

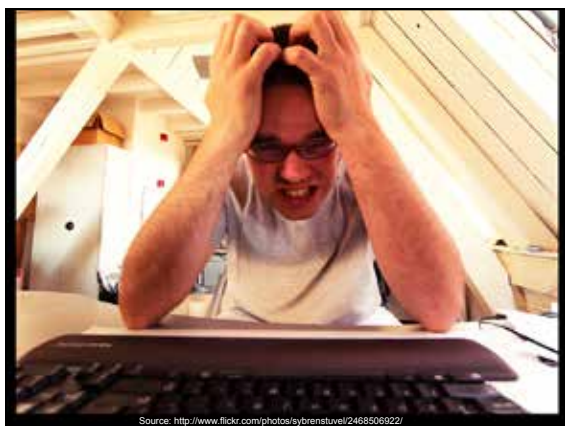


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"If you haven't done any research, you are going to be written off. You are a librarian."
- Retired Library Director



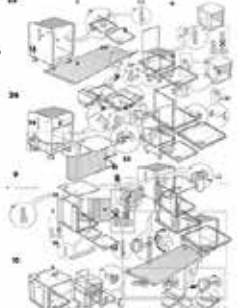


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the application

Follow instructions



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

the application

Grammar counts!



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

the application

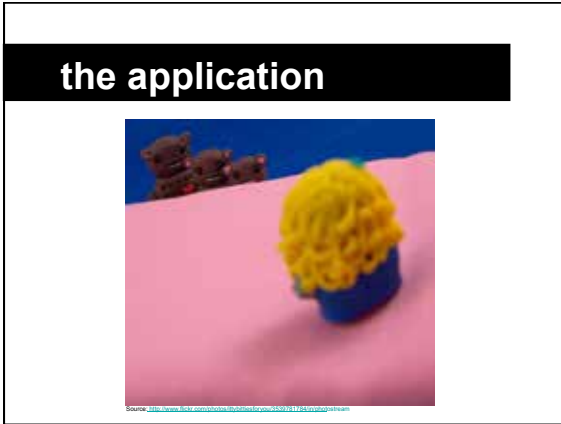
So does spelling!

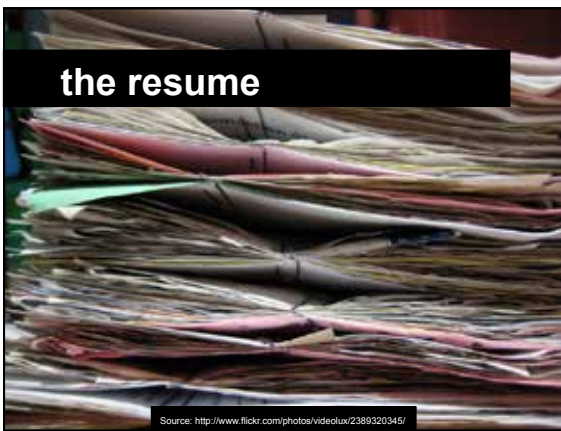


Source: <http://www.flickr.com/photos/pswansen/216995731/>

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a resume...

is:	is not:
a summary	an autobiography
the highlights	a confessional
a first impression	a comprehensive list of everything you've done in every job, ever

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length



<http://www.flickr.com/photos/bionicleaching/3212236059/>

appearance

DO use a legible font

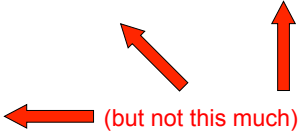
This is not legible, professional, or appropriate

neither is this...

or this...

appearance

DO include white space

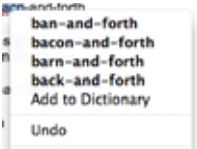


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appearance

DO proofread
(and have someone else proofread too)



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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	Holding storytime
Led team	Team leader
Designed web page	In charge of web design
Implemented guidelines	Worked on guidelines
Provided customer service	Customer service
↑	↑
These are consistent & parallel	These aren't

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grammar & punctuation

DON'T worry about using complete sentences

**ONE DOES NOT SIMPLY
WALK INTO AN INTERVIEW**

the interview



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review!



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practice, practice, practice

Formulate questions you think you may be asked

practice, practice, practice

What questions have you been asked at interviews?

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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/>

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practice, practice, practice


2. What are your weaknesses?



Source: <http://www.someecards.com/workplace-cards/dick-clark-die-workplace-work-funny-ecard>

practice, practice, practice


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



Source: <http://www.flickr.com/photos/busyprinting/422804870/>

practice, practice, practice

Get comfortable telling stories about yourself



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

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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/>

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in the interview...



Source: <http://www.flickr.com/photos/tyndem/6290378171/>

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/>

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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/>

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just remember...




questions?

Unshelved by Bill Barnes and Gene Akinbunmi
Source: <http://www.unshelved.com/2007-9-27>

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thanks!



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Diamond Bar Library
County of Los Angeles Public Library
JLanz@library.lacounty.gov

Nicole Pasini
Branch Manager
Woodside and Portola Valley Libraries
San Mateo County Library
pasini@smcl.org



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