

Hack Your Career: Dream Job FTW!
 An Infopeople Webinar
 Wednesday, July 18, 2012
<http://infopeople.org/training/hack-your-career>

Hiring Processes: Civil Service Vs. Private Sector

	Civil Service	Private Sector
Major Differences	<ul style="list-style-type: none"> • Open and competitive. • Highly formalized, rule-based and transparent hiring process. • Usually a slow process. 	<ul style="list-style-type: none"> • Open and competitive... unless it's not. • Process may or may not be formal, transparent or consistent. • Speed depends on company.
Initial Application	<ul style="list-style-type: none"> • Likely to ask applicants to complete a work history form rather than submit a resume. Often, resumes will be accepted, but the work history form is what will be reviewed and analyzed initially. • May ask applicants to complete supplemental “essay” questions instead of or in addition to cover letters. • Applications often must be received by a firm closing date, unless it is a “continuous” recruitment or listed as “open until filled”. • May have other testing steps (online experience questionnaire, in-person written test, etc.) <p><i>Thoroughly read the job description and follow all directions when completing the application!</i></p>	<ul style="list-style-type: none"> • Likely to ask for a resume and cover letter. • May ask for work samples, etc. • May or may not have a closing date.
Who is asked to an initial interview?	<ul style="list-style-type: none"> • Applications are scored and ranked within consistent guidelines by reviewers who are “subject-matter experts” (i.e., library staff who are familiar with the position and duties). • Often the hiring manager does not participate in application review. • Applicants who “pass” this stage are invited to additional testing and/or an interview. 	<ul style="list-style-type: none"> • Decisions on who to interview may or may not be subjective.

<p>The Initial Interview</p>	<ul style="list-style-type: none"> • Highly formal interview structure. • Interviews are often strictly timed and all applicants are asked the same questions. • Often, there won't be an opportunity for applicants to ask questions of the panel. • 2-4 panelists usually interview all applicants. • Sometimes, the hiring manager is not sitting on the panel. The panel could include other managers, supervisors or staff from inside <i>or</i> outside the library system. • Panelists take detailed notes for scoring purposes during all interviews. <p><i>First-round panel interviews can feel intimidating and alienating. Do not take this first experience as a picture of what the library itself is like.</i></p>	<ul style="list-style-type: none"> • Interviews are usually formal, but can be much more conversational. • Interview structure will vary in length, number of interviewers, etc.
<p>Second Interviews</p>	<p>Application + Interview + Any Additional Testing = Exam</p> <ul style="list-style-type: none"> • Top scorers on the “Exam” are put on an eligible list and referred to the hiring manager for additional interviews. • The list will be “active” for a certain period of time, so if other positions open up, applicants on the list can be called in to interview again. • The list will be “active” for a certain period of time, allowing the system to re-use the list for new openings. • Applicants passing the exam may be moved up onto the list as hires are made, etc., depending on the library system. • Second interviews are with the hiring manager and are still formal, but much more conversational, than first-round panel interviews. • Second interviews are the best time to ask questions about the job, the library, etc. • Hiring managers may ask applicants to do multiple follow up 	<ul style="list-style-type: none"> • One, two, or several interviews with varying structure, length, etc.

	interviews to help them make their decisions.	
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