

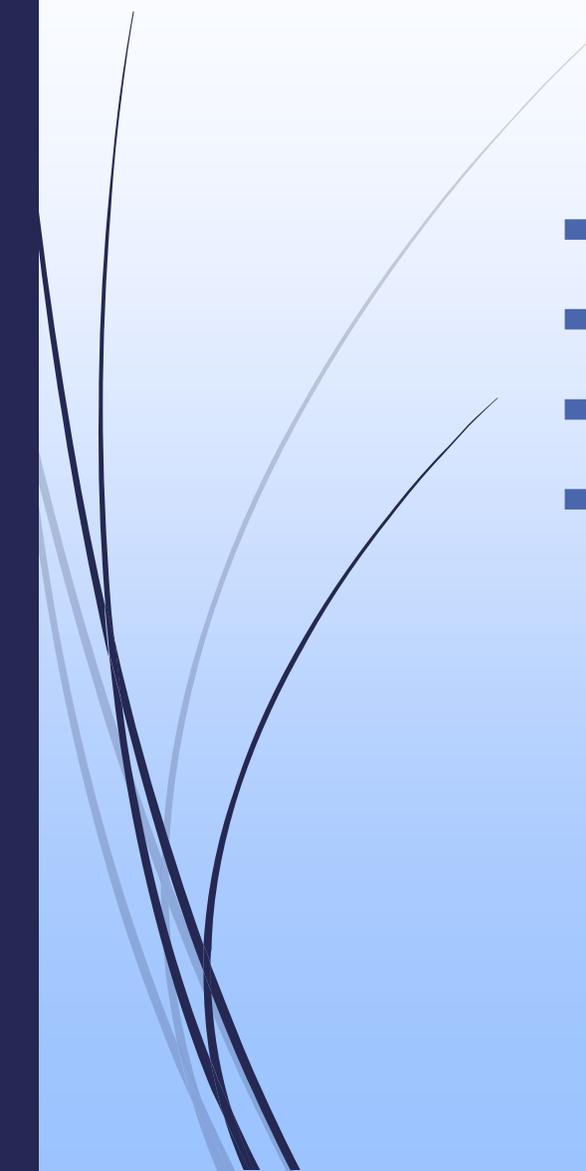
Libraryland & Lifelong Learning: Navigating Your Library Career Path

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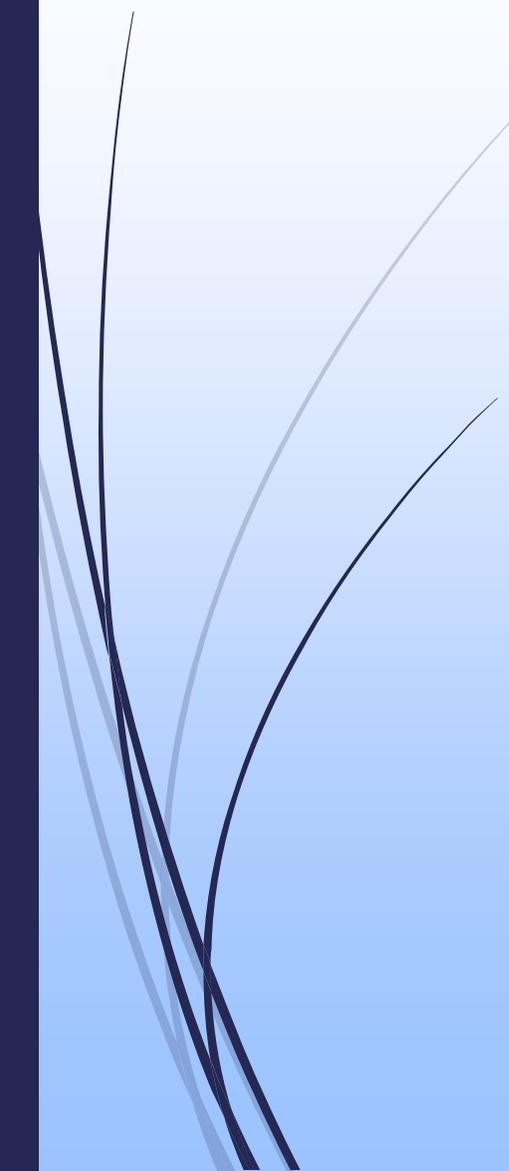
Outcomes



- ▶ Identify individual skills and abilities
- ▶ Know sources for educational opportunities (formal/informal)
- ▶ Develop effective job search strategies
- ▶ Identify ways to develop and implement a career plan



Activity

- ▶ Communication Quiz
 - ▶ Take the Quiz
 - ▶ Complete the Response Key
 - ▶ Share with a partner
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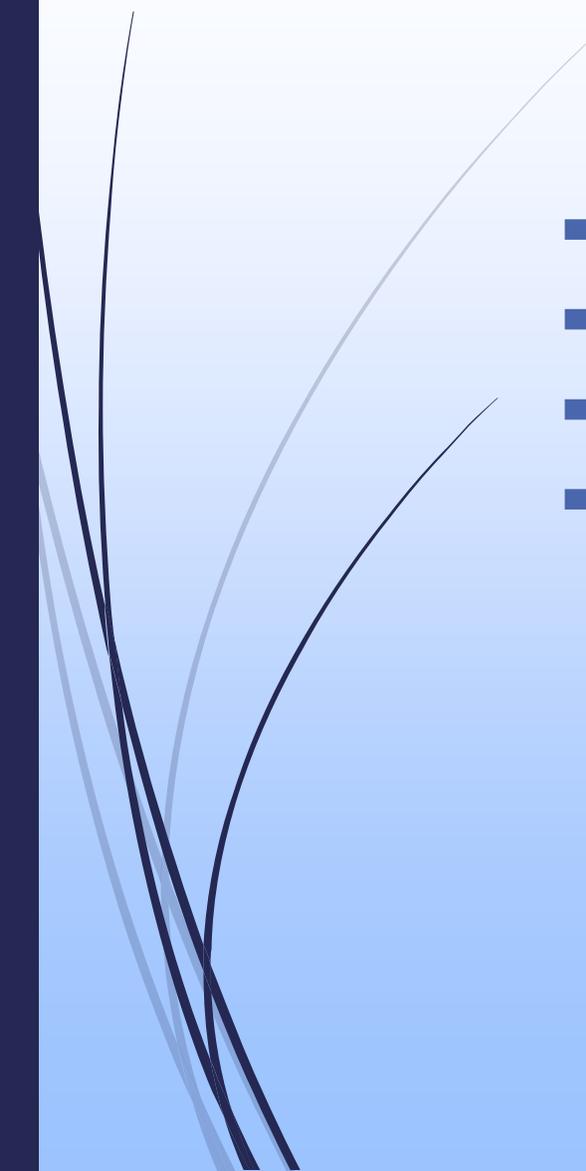
Identify Skills & Abilities

Personal Inventory of skills

- ▶ Talk to your manager
- ▶ Performance review
- ▶ Accomplishments
- ▶ Experiences



Career and Employee Development

- ▶ Communication
 - ▶ Research educational opportunities
 - ▶ Volunteer
 - ▶ Committees
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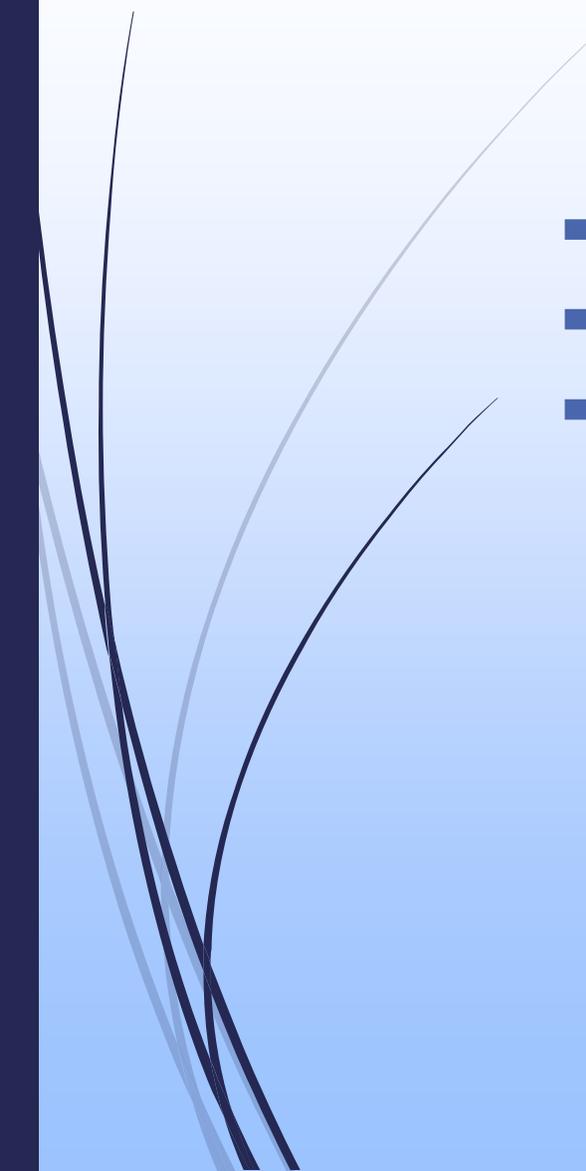


Job Search Strategies

- ▶ Look at library structure
- ▶ Identify next position
 - ▶ Job shadow
 - ▶ Informational interviews
 - ▶ Networking
- ▶ Scan the horizon
- ▶ Opportunities in other systems

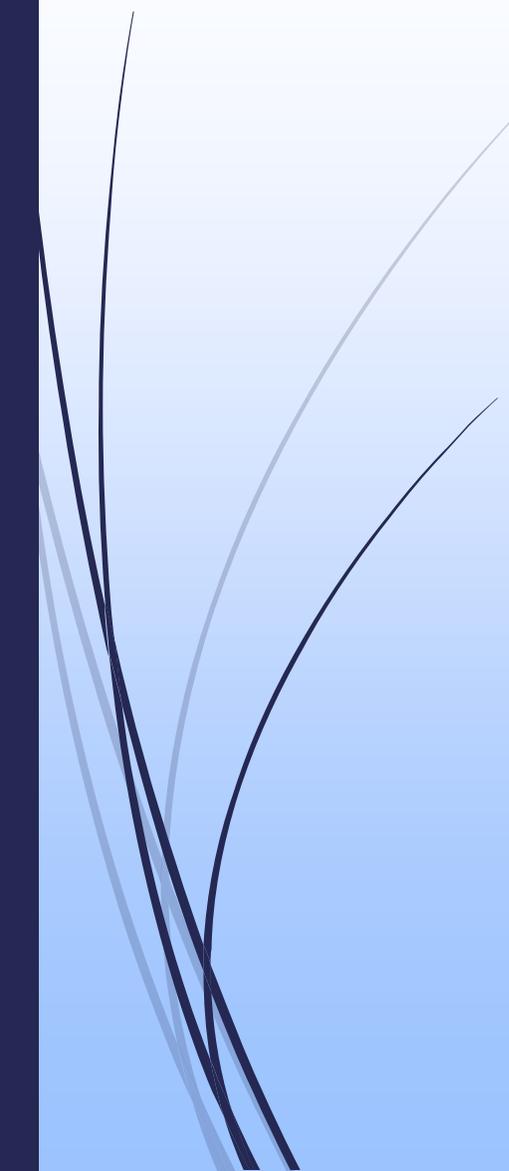


Sno-Isle Libraries Process

- ▶ One-on-one coaching
 - ▶ Performance reviews
 - ▶ Individual development plans
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Individual Development Plan



- ▶ Opportunity for every employee
- ▶ Development to move upward
- ▶ Development to move laterally
- ▶ Development to stay-in-place



Application Tips

- ▶ Cover letter
 - ▶ Brief
 - ▶ Tailor to the position
 - ▶ Share your passion
 - ▶ Sell your qualifications
 - ▶ Strong close
- ▶ Resume
 - ▶ Market yourself on paper
 - ▶ Target your resume
- ▶ **PROOFREAD!**



Interview Tips

- ▶ Prepare for the interview
 - ▶ Review the job description
 - ▶ Essential functions of the job
 - ▶ Required knowledge, skills, and abilities
- ▶ Create interview stories
 - ▶ Bring brief notes



Interview Tips

- ▶ Behavioral interview questions
 - ▶ STAR format
 - ▶ **S**ituation/**T**ask
 - ▶ **A**ction
 - ▶ **R**esult
 - ▶ Anticipate negative interview questions
 - ▶ Practice
- ▶ Ask questions at the end of the interview

My Career Path

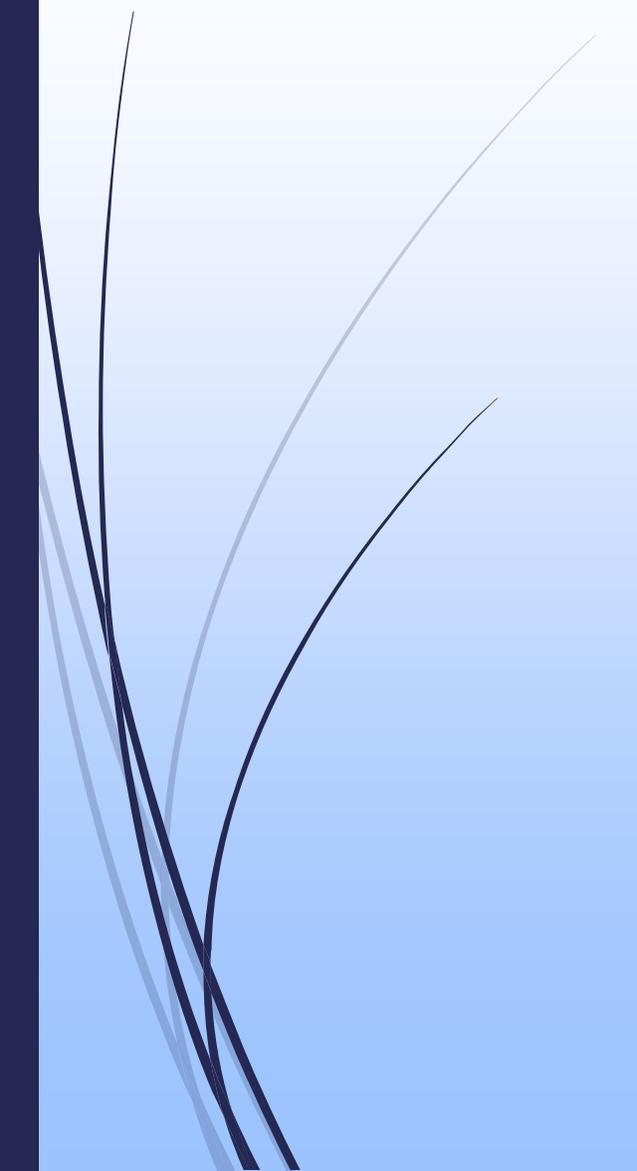




If you don't get the job...

Nothing is impossible,
the word itself says
I'M POSSIBLE!

-Audrey Hepburn



Questions?

