

PRO TIPS

For Your Bright Future in
Public Libraries:
Application to Interview



Highlight the job advertisement



City of Eugene

powered by
NEOGOV®

Click on the job title to view the job announcement for detailed information on the position and for information on the selection process.

- Review the minimum qualifications on the job announcement to confirm that you meet the minimum qualifications for the position.
- To apply, click the 'Apply' button on the job announcement.
- Include all relevant education and experience in your application. While the application requests that you include only a certain number

SHOW MORE

Q library | X

4 jobs found



Sort ▾



Filter ▾

Job Title	Job Type	Salary	Closing	Department
Library Assistant 1 - Technical Services	Full-Time Regular	\$31,824.00 - \$39,624.00 yr	04/18/18	Library, Recreation & Cultural Services

Practice

What did you highlight?



Tue 4/10/2018 10:43 AM

Libs-Or <libs-or-bounces@listsmart.osl.state.or.us> on behalf of
John Goodyear <jgoodyear@ccrls.org>

[Libs-Or] City of Dayton – Librarian

To: libs-or@listsmart.osl.state.or.us

Message

ATT00001.txt (934 B)

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The City of Dayton is recruiting a new Librarian. Dayton is a charming community in Yamhill County seeking a library professional to serve as the community's Librarian, communications specialist and local historian. This is an exciting opportunity to create your own program! This is the first time the City will have a dedicated library professional which will allow the new Librarian to develop programing to enhance the library services and experience. This position will also provide support to the Administration Department staff as needed. Please send your completed application, resume and cover letter to rroaden@ci.dayton.or.us or mail it to City of Dayton – Human Resources, PO Box 339, Dayton, OR 97114. The position closes by 5:00 pm on April 27, 2018.

Consider *all* the clues



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Visit website
Visit library
Social Media



Homework Time



Pause



Google yourself

Review your notes

Don't offend! Address it correctly

Wrap up your relevant experience

Be succinct & specific

Cover Letter

Reveal the gap?
Give specific examples
Consider length



Supplemental Questions



Highlight special skills/experience
Review against the job advertisement
Two pages, tops
Demonstrate minimum qualifications

Resume



Pause

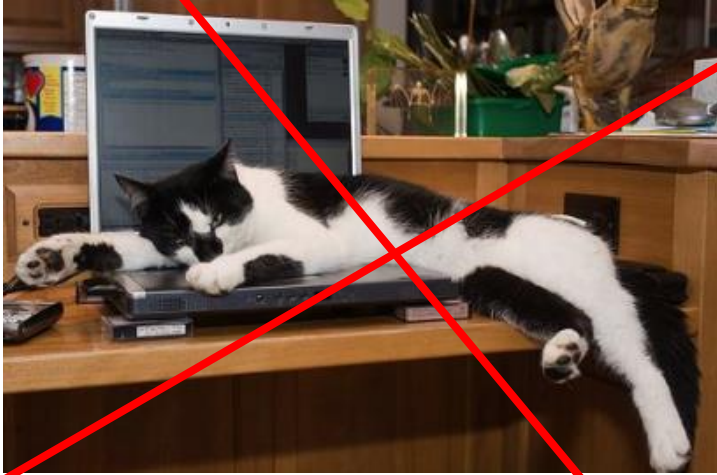


Ask questions – who, where, what, how?
Research people who will be on the panel
Visit location again
Scour the internet

An invitation to interview



What are 3 things you can do with a stapler?



Video Chat interview?

Dress more professionally than staff who work there

Arrive early

Bring:

Examples & props that show your best work

Copies of assignments for you + all interviewers

Copy of your application materials

In Person Interview?

As part of the interview, you may be asked to:

Read a book out loud, sing, rhyme, or booktalk a book

Take a tour of facilities (be driven between facilities)

Do a skills test

Create and share a video

Meet and greet stakeholders (with snacks)

Do work – homework or at the interview

*Any other
interesting things
you've been
asked to do?*

Be Prepared



STORYTIME
WITH
MISS PAULA

<https://youtu.be/Gr5g7CNH4t0>

Some panels use scoring systems
Some rank candidates
EVERYONE involved will give input on the hiring decision



Ranking & Scoring



Describe yourself in 3 words to
someone sitting near you.

Ask things that show you've done your research
Have several questions in mind

Consider feel & audience



Is there any flexibility in this schedule?

What is your favorite thing about working at _____?

What is the most important thing you hope this new hire brings to your organization?

Your turn to ask questions



Pre-draft email thank you notes

Send soon, decisions can sometimes be made in the same day!

Thank You Notes

If you are not having luck landing a job, it may not be about you.

New in a saturated market?

Intern
Oncall
Volunteer
Ask for feedback



Victoria Campbell

vcampbell@BeavertonOregon.gov

Dawn Borgardt

Dawn.Borgardt@Hillsboro-Oregon.gov