

Slide 2

Research – Use whatever resources you have to gather info about the job and the institution

- Find out who is on the Search Committee; what do they do in the organization?
- Search for the Library's mission statement, strategic plan, org. charts, committee minutes
- Are the librarians unionized? Can you find the collective agreement?
- Search for information about the parent institution (university, city, etc)

Slide 3

- Be prepared to answer questions about anything that you include on your resume
- Decode the job advertisement - interpret the language used, e.g., what does "strong interpersonal skills" mean – a good communicator
- Match your experience to the requirements set out in the job ad/description
- if you have limited work experience, think about other experience that you can use as examples of your skills e.g. a leadership position in an organization – remember you are the sum of the whole
- think about concrete specific examples that illustrate your skills

Slide 4

- Anticipate questions
- based on the job advert what does the employer want?
- do a skills match
- If there's a presentation required you'll need to prepare something appropriate.
- Ask about the room; who will attend; how long, etc.
- Make sure you have an agenda and that there's a start and end to the presentation. Make sure you control the situation; if you accept questions *during* the presentation, watch your timing

- Don't feel compelled to use .ppt unless asked to do so; some of the most effective presentations are ones done without .ppt
- If you don't use .ppt plan and polish your presentation skills; all the attention will be on you.
- If you use .ppt make sure you have a back up, and make sure you know the computing environment that you will be using – PC vs Mac.

Slide 5

- be prepared to answer behaviour-based questions
- Your answers tell stories about YOU:
- “tell me about a time when YOU...”
- “describe a situation when YOU...”
- “give an example of a time when YOU...”
- Behaviour-based questions are based on the theory that the most accurate predictor of future performance is past performance in similar situations
- contrast this with “what would you do if the following occurred...?”
- S-A-R: situation-action-result
- describe the situation
- tell the interviewer what you did and how or why
- describe the outcome – successful, unsuccessful
- be as specific as possible – talk about you, your role, what you did
- Be prepared for follow-up questions e.g. if you say the outcome was successful be prepared to be asked why
- Example questions:
- Describe a circumstance from your recent past that you think best demonstrates your commitment to customer service.
- Tell us about a time when you had to deal with conflict in the workplace. What role did you play in the resolution? What would you do differently next time?

- Describe a challenging task that you have carried out that called for innovative solutions. How did you develop those solutions? Describe the impact and/or success of your innovation.

Slide 6

- Present yourself as a professional
- dress appropriately – men should wear or have a tie with them
- be aware of your speaking style; avoid using phrases such as “you know”, “I guess”
- Make notes – key words in the question will help you form your response
- Collect your thoughts and jot some notes to remind you about key points you want to cover in your response
- Notes may also provide you with ideas for later questions for the interviewers
- If you don't understand ask for clarification to avoid going off course with your answer
- Silence is okay (for a while); if you are really unsure how to approach a question ask if you could move on to the next one.
- If you are not used to shaking hands or have a limp handshake, practise shaking hands firmly
- make eye contact
- Include everyone
- If/when given an opportunity to ask questions, be ready with some that demonstrate you have thought about the job and its environment e.g. what is most rewarding about working at ____?; What is your management style?; How would you describe the organizational culture?
- Turn your cell phone off