For Your Bright Future in Public Libraries: Application to Interview

Victoria Campbell
Beaverton City Library

Dawn Borgardt
Hillsboro Public Library
Highlight the job advertisement
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

SHOWN MORE

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Type</th>
<th>Salary</th>
<th>Closing</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Library Assistant 1 - Technical Services</td>
<td>Full-Time Regular</td>
<td>$31,824.00 - $39,624.00</td>
<td>04/18/18</td>
<td>Library, Recreation &amp; Cultural Services</td>
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</tbody>
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What did you highlight?
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 roaden@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.
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Visit website
Visit library
Social Media

Homework Time
Google yourself
Review your notes
Don’t offend! Address it correctly
Wrap up your relevant experience
Be succinct & specific
Reveal the gap?
Give specific examples
Consider length
Resume

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

Ask questions – who, where, what, how?
Research people who will be on the panel
Visit location again
Scour the internet
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
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?
Some panels use scoring systems
Some rank candidates
EVERYONE involved will give input on the hiring decision
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!
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