

ALA Annual Conference, New Orleans, June 24-28, 2011
American Library Association-Allied Professional Association – ala-apa.org
PROGRAMS FOR THE PEOPLE

**Welcome to Planet FURLLOW: Advice for Furloughed, Underemployed, Restless, and Laid Off Workers
– Monday, June 27, 8:00 – 10:00 am, MCC 352**

Emily Backe is the Human Resources Manager for the University of Chicago Library. She has over a decade of recruiting experience in both corporate and non-profit environments. In her current position, she coordinates the search processes for full-time positions within the Library system. She possesses a Masters Degree in human resources management as well as the Senior Professional in Human Resources certification.

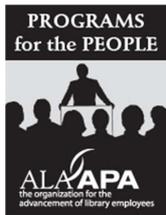
Emily's Tips

- In competitive job markets, you can take an important step to set apart your candidacy by creating specific cover letters and CVs for each position. Use the qualifications and responsibilities listed in the job posting to craft your application materials in a way that highlights your experience and skills in those areas. This extra effort will stand out when members of the search committee review your materials, as it also shows a strong interest in the position.
- Do your homework on an organization prior to the interview. Look at their strategic plan documents and annual report to determine what areas are most important. If applicable, weave key organizational information into your presentation and discussions throughout the interview day. However, be mindful of how you use the key information, as most interviewers can tell the difference between simply throwing out "buzz words" and actually possessing a basic understanding of the organization.
- A strong CV and cover letter gets you to the door, but you need solid interview skills to get through it. Remember and practice interview techniques, like making eye contact; smiling and maintaining your energy, keeping your answers specific, focused on point, and brief; and preparing your own questions for the interviewers. The personal competencies you demonstrate throughout the day are often as important as the skills and knowledge you bring to the position.

John Sandstrom is the veteran of multiple types of libraries, and is currently working in academia at New Mexico State University. Laid off by LSSI in 2003, he spent 6 months searching for a new job, which resulted in a cross-country move to El Paso, Texas and a whole lot of self-doubt and soul searching.

John's tips

- Maintain a structure.
- Be geographically flexible.



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- Think outside the box.

Bonnie Smith

Bonnie Smith has been the Assistant Program Director for Human Resources at the University of Florida, George A. Smathers Libraries for two and a half years. In this capacity she has worked closely with search committees and hiring managers to recruit the most qualified candidates for librarian and staff positions. This role includes reviewing application packets, providing guidance and advice to all faculty search committees and oversight of the search process for faculty and staff, as well as negotiating the final offer of employment. Prior to this Ms. Smith worked at the University of South Florida and the Ringling School of Art and Design in Sarasota and has 15 years of human resources experience including recruitment, training and development, and benefits management.

How will the search committee or hiring manager assess your candidacy?

Bonnie's tips

1. The required and preferred qualifications posted for the position matter – take them seriously the search committee will. Address them in your cover letter and resume.
2. The hiring manager has a finite number of tools to assess your candidacy – make sure you highlight your strengths on all of them.
3. The search committee will assess your qualifications in two categories – empirical (experience and educational credentials) and theoretical (customer service, ability to be innovative, leadership, etc...) – pay attention to both categories, anticipate how you will be assessed and be prepared to address your weaknesses.

Vanessa Uribe is the Director of the El Dorado County Public Law Library. She is also a regular conference presenter, customer service staff trainer, and a frequent contributor to library publications including Public Libraries Magazine and AALL Spectrum Magazine. Prior to her position in El Dorado County she worked as a legal reference librarian at the Placer County Law Library and as an Adult Literacy Coordinator for the Roseville Public Library (CA) system. She received her MLIS from Drexel University in Philadelphia.

Vanessa's Tips – see handouts